

Minutes January 11, 2000

Members Present: Lynn Crozier, Don Volk, Dave Jones, John O'Brien, Lou Stirek, Chuck Kinen (by phone)
Members Absent: None
Staff Present: Rob Koppert, Jeff Richter
Others Present: Jennifer Nichols (A-N-T)

Due to health concerns, Vice-Chairman Chuck Kinen attended the meeting via speakerphone.

Vice-Chairman Chuck Kinen called the meeting to order at 5:02pm.

With one new member in attendance, Vice-Chairman Chuck Kinen asked those in attendance to introduce themselves.

MSC Crozier/Jones to approve the agenda as published. Carried unanimously.

MSC Volk/Crozier to approve the December 1999 minutes. Carried unanimously.

MSC Crozier/Jones to approve the December 1999 Financial Statement. Carried unanimously.

MSC Volk/Jones to nominate Chuck Kinen as Chairman. Carried unanimously.

MSC Jones/Volk to cease nominations. Carried unanimously.

Chuck Kinen is elected to the position of Chairman of the Cass County Public Safety Commission by acclamation.

MSC Crozier/Stirek to nominate Dave Jones as Vice-Chairman. Carried unanimously.

MSC Volk/Crozier to cease nominations. Carried unanimously.

Dave Jones is elected to the position of Vice-Chairman of the Cass County Public Safety Commission by acclamation.

At this point, Chairman Chuck Kinen expressed his desire to turn control of the meeting over to Vice-Chairman Dave Jones, who would be in a better position to run the meeting.

Terminal Agency Coordinator Rob Koppert reported that part-time dispatcher Lynsi Perkins has resigned her position effective January 11th. Newspaper ads would be placed seeking a replacement. The grievances filed by dispatcher Jennifer Schwartz were discussed. Appropriate replies were mailed via certified mail to Ms. Schwartz and no further action has occurred or is anticipated. TAC Koppert discussed the Iowa Department of Public Safety's SWITCH upgrade and how that has affected operations on the communications center. TAC Koppert expects updated software to be delivered by Datamaxx in late January. He also discussed the recent renewal of the sheriff's operations frequency, and working with the LEATAC committee on securing access to the new Iowa Channel for all fire, EMS, law enforcement, EMA, and other governmental agencies.

In old business, the commission discussed some major projects that need to be addressed in the future. Upon the recommendation of TAC Koppert, the commission opted not to consider computer aided dispatch at this time. It was felt there wasn't that many cars or traffic to warrant such a system at this time.

Commission member John O'Brien arrived at this time.

A second dispatch console position was discussed. TAC Koppert suggested that this should be a priority issue, since the touchscreen portion of the console has been acting up and locking up for brief periods of time. There was one instance when the touchscreen was locked up for several hours while technicians worked to repair it. During the time the screen is locked up, it isn't possible to use the radio or page services as needed. TAC Koppert expressed his concern if this event were to occur during a 911 call or other emergency, and what liability would exist. RACOM was able to provide cost estimates of \$10,885 for the basic console, and \$1,500 for each expansion module that would be needed. Two such expansion modules would be needed to bring the cost to \$13,885. This expansion would also eliminate the current problem of being able to do one function at a time with the current console. Presently, the dispatcher can not talk on the radio, page, or any other function, if he/she is operating the jail doors for the dispatcher. The commission discussed the issue, but decided to table any action until the next meeting with TAC Koppert to look into why the failures are occurring and what could be done to correct the problem. The commission also considered what funding sources would be available to pay for the upgrade. TAC Koppert suggested any money left over in the budget at the end of the fiscal year be used to pay for part of the upgrade, with any balance paid for by the next fiscal year. Dispatcher Jeff Richter had some concerns and questions regarding the budget and if funds could be carried over, and how County Auditor Dale Sunderman paid for claims and received money from the participating government agencies. Vice-Chairman Dave Jones answered these questions for Mr. Richter.

The commission discussed the purchase of a combination facsimile/copier/printer. Member Lynn Crozier expressed her thoughts that this matter had been settled at a previous meeting. The commission felt that a decent model could be purchased for \$300 to \$400. TAC Koppert suggested the telephone line costs could be split with the E911 Service Board so they would have a line for remote diagnostics of the Lifeline 100 E911 System.

MSC Crozier/Jones to allow TAC Koppert to purchase a facsimile/copier/printer with the stipulation that E911 pay half of the telephone line charges. Carried unanimously.

A bid of \$812 was received from Eddie Jensen of Jensen Construction on the remodeling of the communications center counter. Jensen Construction was the builder of the original counter. The bid included "extension of the counter as per plan, Formica top to match the existing top, install counter over refrigerator, and extend existing shelf over refrigerator."

MSC Jones/O'Brien to proceed with the counter remodeling project. Carried unanimously.

TAC Koppert is to contact Jensen Construction and have them proceed as soon as possible.

The board discussed the FY2001 Budget of \$172,300 as proposed by TAC Koppert and TAA Sheriff Larry Jones. The proposed budget is 2.2% over the current budget, most of which is salary increases and insurance premium increases. After discussion of each item, the commission decided to eliminate \$100 from the fuels line item, \$500 from the Magazines/Periodicals/Books line item, \$100 from the Uniform line item, and \$500 from the Legal Fees/Attorney Fees line item. This brings the proposed budget to \$171,100 which is a 1.5% increase over FY2000.

MSC Jones/Crozier to accept the budget as proposed following the elimination of the above amounts from the above items. Carried unanimously.

The commission discussed the discipline policy that was tabled at the previous meeting. With one minor grammatical change, it is identical to the policy being consider by the Cass County Board of Supervisors for inclusion in the updated Cass County Employee Handbook.

MS Crozier/Volk to adopt the proposed policy. During the discussion of the motion, dispatcher Jeff Richter expressed his concern of the wording of the last paragraph, which states "Employees are free to resign their employment with the Commission at any time and for any reason, and the Commission retains the same right regarding termination of employment." It was decided that TAC Koppert would contact Renee Von Bokern of Von Bokern Associates to determine the reason for the language and to submit the proposed policy to County Attorney Jim Barry for his review.

Crozier rescinded her motion to adopt the proposed policy.

MSC Crozier/Volk to table adopting the policy and to direct TAC Koppert to contact Renee Von Bokern of Von Bokern Associates to determine the reason for the language and to submit the proposed policy to County Attorney Jim Barry for his review. Carried unanimously.

In new business, dispatcher Jeff Richter expressed his desire to have the return of the old microwave oven to the communications center and that the current microwave wasn't popping popcorn correctly, nor cooking food correctly. TAC Koppert explained that when moving the refrigerator from the bathroom to its present location, the older and larger microwave oven caused the edge trimming on the refrigerator to bend, and that in order to prevent damage to the refrigerator, a smaller microwave was placed in its position. Upon completion of the counter top remodeling project, the smaller microwave oven would be replaced by the larger one.

MSC Volk/Crozier to adjourn at 6:12pm. Carried unanimously.

Respectfully Submitted,

Rob Koppert, Secretary, TAC