

Minutes October 12, 1999

Chairperson Pat Simmons called the meeting to order at 5:00pm.

MSC Kinen/Crozier to approve the agenda as published.

MSC Volk/Crozier to approve the August 1999 and September 1999 minutes.

The commission discussed September Financial Statement, particularly the issue of dispatcher Jeff Richter working for two hours for the sheriff's office cleaning the sally port and moving items from the sally port to the storage shed on the former Cass Incorporated property. Richter was paid for this work through the public safety fund, and many commission members felt this should have been paid through the sheriff's office. The commission also discussed the budget adjustments they had made to the current budget before it was adopted, and felt the \$6,000.00 wage adjustment item should be placed in the Salary-Regular Employees category.

MSC Kinen/Jones to approve the September Financial Statement.

Due to his absence, there was no Terminal Agency Administrators report.

Terminal Agency Coordinator Rob Koppert reported only one issue this month, the registration of the courthouse communications tower with the Federal Communications Commission.

In Old Business, the commission held considerable discussion on the radio and telephone traffic and the need for a second dispatcher on certain nights. TAC Koppert presented the commission and those in attendance with graphs relating the volume of telephone and radio calls coming into the Cass County Communications Center and the Atlantic Police Department communications center for the months of July 1998 and July 1999. Also presented was a graph showing the 911 calls for those same months. The commission talked with those dispatchers present and learned of their feelings towards needing a second dispatcher for certain nights. It was suggested that nights when there is a home game in Atlantic would be proper to schedule a second dispatcher. Dispatcher Jeff Richter gave each member a letter from Dispatcher Jennifer Schwartz regarding the issue and requesting the commission make a decision on the issue (letter attached). TAC Koppert stated there are nights when a second dispatcher certainly is beneficial, but the commission wondered how you determine ahead of time which nights are appropriate for a second dispatcher. TAC Koppert suggested anytime from 5:00pm to 11:00pm on Friday and Saturday nights seemed to be the busiest, but there are other times when the communications center is busy. Dispatcher Jeff Richter brought forward a suggestion that the commission allow the dispatcher to call in a second dispatcher if needed, without getting prior permission from the TAA or TAC. TAC Koppert agreed with Richter, but stated he still wanted to be informed as soon as possible. Several commission members brought up the possibility for abuse of this system should it be allowed. The commission also discussed where the money for paying a second dispatcher would come from, since it was removed from the budget.

MSC Kinen/Crozier to table this issue of adding a second dispatcher on certain nights.

The Articles of Agreement have been signed by each respective city and have been duly recorded with the Cass County Records Office, and the original copy filed with the Cass County Auditor's Office. TAC Koppert gave each commission member a copy of the Articles of Agreement for personal copies, and gave members

Crozier and Simmons a copy for them to forward to their respective cities. TAC Koppert will send the City of Griswold's copy to them.

Chairperson Pat Simmons handed out sample employee evaluation forms. After discussion on the need for evaluations, TAC Koppert was instructed to come up with a method of evaluating and critiquing the dispatchers. Dispatcher Jeff Richter asked if evaluations would be used to determine pay increases, but it was the consensus of the members present that it would not be. The evaluations would be used to correct any bad habits the dispatchers may have acquired. TAC Koppert was instructed to come up with a way of evaluation and critique as he deemed appropriate and necessary.

A letter requesting the withdrawal of a donation to the Halloween Promotion was received from Dispatcher Jennifer Schwartz (letter attached). The commission felt they didn't have the authority to donate funds subject to audit to such a promotion.

MSC Crozier/Kinen to rescind the \$100.00 donation offer.

In New Business, the commission discussed the need for a fax machine in the communications center. TAC Koppert has spoken with most dispatchers who said there have been times when having a fax machine would have been beneficial. Koppert suggested looking into a model that would also function as a copier. Member Kinen stated such a machine wasn't that expensive and probably could be purchased for around \$150.00. TAC Koppert stated he has seen top of the line models up to \$300.00 so this wasn't that big of an expenditure, but suggested waiting until closer to the end of the budget year to see if funds were available. Koppert also suggested splitting the cost of a phone line with the E-911 Service Board if the line could be connected to the E-911 system for use in diagnosing problems with the system remotely.

TAC Koppert requested permission from the commission to conduct a newspaper promotion of the communications center. Chairperson Pat Simmons suggested contacting the Chamber of Commerce for a Chamber Visit. Koppert was given the permission to proceed as he wished.

Two complaints against personnel were filed with TAC Koppert. One was found to be justified, the other was unsubstantiated.

MSC Kinen/Jones to adjourn at 6:20pm.

Respectfully Submitted,

Rob Koppert, Secretary, TAC