

Cass County Public Safety Communications Commission

Minutes

June 26, 2018

Cass County 911 Center – 705 Poplar, Atlantic, Iowa

Present: Steve Green, CC BOS; Chris Jimerson, Atlantic; Kathy Somers, Atlantic
Absent: Gaylord Schelling, CC BOS

Staff present: Mike Kennon
Citizens present: None.

Vice Chair Chris Jimerson called the meeting to order at 5:30pm.

M/S/C Somers / Green to approve the agenda. Carried unanimously.

M/S/C Somers / Green to approve the minutes of the 4-24-2018 meeting. Carried unanimously.

M/S/C Green / Somers to approve April and May financial reports. Carried unanimously.

The Board asked Kennon to review various insurance policies carried by the different entities of Public Safety, 911 and EMA. They are all with ICAP. The Board would like to know if there is anything that should be eliminated or changed. Kennon will report back at next month's meeting.

TAC Report: Mike Kennon reported that he had just received word that there was a boil order for drinking water in the City of Anita until further notice. A mass notification message had been sent to Anita residents from Kennon's office and local media had also been contacted. Kennon had also been in contact with Beth Olsen from Cass County Public Health. Delmar Kopp, Anita Fire Chief and Anita city water utility representative had contacted Kennon to inform him that the Anita water tower would be out of commission, so surrounding fire districts were notified of their lack of water storage capacity in the event of a fire.

Kennon said that the Comm Center policy to contact the closest available helicopter service was questioned by an individual emergency medical responder. After a lengthy discussion on the telephone, some of their confusion about the policy was cleared up. There may be more questions about this in the near future. Kennon will address these concerns if they arise.

Kennon stated that he had completed performance reviews for all dispatch staff. The reviews went very well and they will be conducted annually.

Kennon, Sheriff Darby McLaren and Atlantic Police Chief Dave Erickson met with Atlantic Community Schools Supt. Steve Barber to discuss their Crisis Management Plan. The

Respectfully Submitted



schools currently have a flip chart system with checklists. Everyone agreed to be available to assist as necessary to complete a plan that is acceptable to the State. Kennon also presented printed sheets from our Computer Aided Dispatch(CAD) with current Point-of-Contact information. The information was in need of updating. Additionally, there was a brief discussion about the school's camera system and how gain access to video feeds if necessary.

Kennon gave an overview of projected fiscal year-end financial statistics and how they compared to budget and last year. He also talked about factors that would affect financials in the upcoming year. Kennon said that he was very satisfied with the number of current dispatchers on staff and their rotation schedules.

Old Business: Mike Kennon said that there has been nothing new to report on the statewide radio system. He would be attending two regional meetings in the next three days and might get some updated information. He may also hear more about progress on Virtual 911 Consolidation at these meetings.

There is still no final version of a new Cass County Employee Handbook, so no work has been done to update the Cass Co. Public Safety Communications Employee Handbook.

New Business: Kennon reported that he is still officially on interim status for the communication's director position. He wanted to remind board members that they had put a one year timeframe on their decision to either keep Kennon as director or look elsewhere.

M/S/C Jimerson / Somers to name Mike Kennon as Cass County Public Safety Communications Director. Carried unanimously.

Public comments or concerns: None.

M/S/C Somers / Green to adjourn a 7:15pm.

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A handwritten signature in black ink, appearing to be "Mick", is written over a horizontal line.