

Cass County Public Safety Communications Commission

Minutes

October 6, 2022

Cass County Communications Conference Room – 5 West 7th St., Atlantic, Iowa

Present: Steve Green, CC BOS; Mark O'Brien, CC BOS; Jim Behrens, Atlantic; Lee Sisco, Atlantic

Absent: None

Staff present: Mike Kennon, TAC; Darby McLaren, Sheriff-TAA

Citizens present: Grace Garrett, Atlantic Mayor; Rod Anderson

Jim Behrens called the meeting to order at 5:15pm.

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

M/S/C Green / Sisco to approve the minutes of the 8-23-2022 meeting. Carried unanimously.

M/S/C Green / Sisco to approve August 2022 financial reports. Carried unanimously.

TAC Report: Kennon stated that crews will start work again on the Motorola Enhancement Project by the end of October. They had done some preliminary civil work at the Atlantic Water Tower site a month-or-so ago. Kennon said that the lease agreement with AMU had still not been signed. Green and O'Brien then stated that they had hoped that the City of Atlantic would sign the agreement with the 911 Service Board actually making the lease payments. Kennon was instructed to make the changes to the signature page of the lease agreement and forward it to the City of Atlantic.

There was a lengthy discussion about a dispatch staff member currently on a medical leave. That individual was now requesting an unpaid leave of absence. The Board will grant that leave through 12-31-2022.

Kennon announced the hiring of Josie Anzalone. She has five years of public safety dispatch experience, so she will start above the \$18.00/hr entry level wage. Kennon stated that her progress in training will be closely monitored and her wage will increase toward the dispatch base rate of \$22.34/hr as she reaches benchmarks in her training.

Kennon reported that a part-time offer had also been made to another applicant, but that the offer was declined. There was extensive discussion about this topic and Kennon was instructed to re-visit with this applicant in an attempt to get them hired as a dispatcher.

Respectfully Submitted



The ongoing topic of possible restructuring of the Comm Center was then discussed. Kennon had worked on job descriptions for the positions of 911 Director/Coordinator and for Dispatch Supervisor. Those who were present and had seen the documents said they had no real issues with these job descriptions. Kennon was told to email the job descriptions to Board members and Darby. Darby then said he would talk with dispatchers about what they thought.

Kennon said that he is starting on the budgeting process. He has already received an annual budget and data collection report that needs to be completed and submitted to the State. Kennon will also attend a HS Conference next week. Finally, Kennon said that there are some building and ground issues that may need to be addressed. The sidewalks around the building may create some safety issues this winter and two large trees along 8th Street may need to be trimmed or cut down.

Old Business: The County Handbook is nearly ready to be distributed to County Departments. Public Safety will take steps to adopt the new handbook with exceptions for Public Safety as soon as possible.

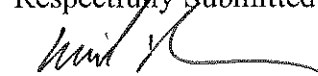
The review of Public Safety Bylaws was tabled for a future meeting.

New Business: None.

Public comments or concerns: None.

M/S/C O'Brien / Sisco to adjourn

Respectfully Submitted

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