

# Cass County Public Safety Communications Commission

## Minutes

November 15, 2022

Cass County Communications Conference Room – 705 Poplar 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: None

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

Mike Kennon asked that the meeting agenda be amended to include discussion and possible action on a wage rate increase for a dispatch staff member.

M/S/C Green / Sisco to amend the agenda to include wage rate discussion and possible action for a dispatcher. Carried unanimously.

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

M/S/C Green / Sisco to approve the minutes of the 10-25-2022 meeting. Carried unanimously.

M/S/C O'Brien / Sisco to approve October 2022 financial reports. Carried unanimously.

TAC Report: Mike Kennon reported that Motorola crews were working on the Atlantic WT site last week. They welded mounting brackets onto the tank and that work passed their inspections. Kennon also complimented AMU's Water Dept. personnel for their cooperation on this project.

Kennon then updated the Board on dispatch staff. Carter just recently started his employment about a week ago. Josie has been working since the first of October. She is performing exceptionally well and Kennon is recommending she be brought to the current base rate for dispatchers of \$22.34/hr.

M/S/C O'Brien / Sisco to raise Josie's wage rate to \$22.34/hr. starting 1-1-2023. Carried unanimously.

Respectfully Submitted



Kennon met with Atlantic Mayor Grace Garrett to discuss disaster preparedness. He had suggested that she look into taking NIMS, ICS and PIO courses to give her some insight into how emergency response works. Mayor Garrett asked if Kennon would lead City employees through the NIMS-700 and ICS-100. That training will occur, Wednesday, Nov.30<sup>th</sup>. Darby commented that the training may be a good idea for County employees, since it has been quite some time since it has been offered. The Mayor is also looking into something called Hatzalah, a citizen-based, rapid EMT response before traditional EMS services arrive to a scene. There will be a meeting on Monday, Nov. 21<sup>st</sup> with Lt. Gov. Adam Gregg to learn more about this response concept. Kennon had also talked with Mayor Garrett about promoting the RAVE County Emergency Alert System.

Kennon has been updating the Courthouse Text Notification System. He plans to test the system soon, hopefully before a severe winter weather event.

There have been many School Vulnerability Assessments performed by the State recently. These assessments must be done for schools to qualify for ISICS base radios to be installed in each school building in the County. Kennon also reported that two new portable 700Mhz radios were delivered to Cass EMS. These handheld radios were purchased by Cass EMA and are on loan to the ambulance service.

Finally, Kennon revisited the plan to not recognize Christmas Eve as a paid holiday this year due to the fact that it is on a Saturday. This decision will not be popular with dispatch staff. Ongoing maintenance issues with the Comm Center property were also discussed.

Old Business: The County Employee Handbook has recently been adopted and Public Safety will now take steps to create their own Handbook with the necessary exceptions. The new Public Safety Employee Handbook will be put before this Board for approval and adoption as soon as possible.

The Public Safety Bylaws from 2017 were emailed to the Board. Kennon will update this document and present to the Board for adoption and signatures at a future meeting.

The topic of possible restructuring of the Comm Center was then discussed. Kennon was asked to procure a generic County Job Application and notify the Dispatch Staff of an internal job opening for a Dispatch Supervisor position. The wage was set at \$2.50/hr above the Dispatch Base Wage rate. The Board would like to interview potential candidates on November 28<sup>th</sup>, starting at 5:15pm.

Kennon asked about what to expect for a County employee wage increase in order to submit the Public Safety budget FYE2024. No definitive answer was given. No action was taken.

New Business: None.

Public comments or concerns: None.

M/S/C O'Brien / Sisco to adjourn at 6:08pm.

Respectfully Submitted

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