

Cass County Public Safety Communications Commission

Minutes

June 28, 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

Citizens present: None

Chair Jim Behrens called the meeting to order at 5:27pm.

M/S/C Green / O'Brien to approve the agenda. Carried unanimously.

M/S/C O'Brien / Sisco to approve the minutes of the 4-26-2022 meeting. Carried unanimously.

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

TAC Report: Mike Kennon reported on some building maintenance issues. The downspout on the west side of the building goes under the sidewalk. The downspout is corroding under the concrete and the sidewalk concrete is wearing away. The downspout on the northeast corner of the building also remains an issue. There is a broken window in the law office lobby and windows on the north side of the building have varying degrees of wood rot surrounding them. Additionally, there is some paint chipping away on the east side. Finally, weeds in the rock areas around the building need to be sprayed.

Motorola should begin the radio enhancement project in July. Surrounding counties are working on their own enhancement projects as well.

Kennon stated that the two new hires are in their initial stages of training. They have also been signed up for required State training in the upcoming months. There was then a brief discussion about when to have incremental increases for the new staff. It was determined that a review and increase should occur at 90-days from hire date.

An annual wage increase document was shown to Board members that reflects a 6.0% increase base wages for dispatch staff effective 7-1-2022. The Director will receive a 3.0% increase.

Respectfully Submitted



Kenyon said that a review of Cass County Public Safety Communications Bylaws might be a good idea. It has been five years since Kenyon took over as Director and a review of the Bylaws was done at that time. Kenyon will email the document with next month's paperwork and it will be on July's Agenda to discuss.

Finally, Kenyon discussed plans for an Open House in the Communications Center on Friday, August 5th to celebrate Chris Droll's 25 years of service as a dispatcher. We will serve lunch for local emergency responders and there will be a brief ceremony in the afternoon.


Old Business: The County Handbook will be a permanent item in Old Business until the County produces a handbook for us to review. Steve Green and Mark O'Brien commented that progress had been made on this project. A draft of the new handbook had been submitted to HR and Department Heads may soon have a look at it.

New Business: None.

Public comments or concerns: None.

M/S/C O'Brien / Sisco to adjourn a 6:17pm

Respectfully Submitted

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