

# Cass County Public Safety Communications Commission

## Minutes

July 26, 2022

Cass County Courthouse Basement Meeting Room – 5 West 7<sup>th</sup> St., Atlantic, Iowa

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

Staff present: Mike Kennon, TAC; Josh McLaren, Cass Co. Deputy Sheriff  
Citizens present: None

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

Josh McLaren introduced himself as a stand-in for Sheriff's Office.

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

M/S/C Sisco / Green to approve the minutes of the 6-28-2022 and 7-13-2022 meetings.  
Carried unanimously.

M/S/C Green / Sisco to approve June 2022 fiscal year-end financial reports. Carried  
unanimously.

TAC Report: Motorola started some civil work at the WT site on Monday. They plan to install electrical grounding around the shed, bury piping from the shed to the WT leg, pour the concrete pad for the generator, and install the ice bridges over exposed piping this week.

We also have outstanding work orders with Motorola. One involves longstanding issues with outdoor sirens in Marne and Massena. The other involves a general degradation of ISICS radio signal in Cass County.

Mike Kennon reported that the two new hires are progressing in their training. The Board is very interested in getting these new dispatchers trained as soon as possible, but Kennon told the Board that proper dispatch training takes time. It will be months before these trainees will be competent to work on their own. Kennon also reported on the status of a dispatcher on long-term medical leave. An Open House for the 25-year anniversary of Chris Droll is planned for Friday August 5<sup>th</sup>.

Kennon said there is an issue with how dispatch reports their payroll. The Auditor's Office would like the Comm Center to make these changes which makes it clearer for those who review payroll sheets for accuracy. Kennon agrees that these changes should be made.

Respectfully Submitted



Finally, Kennon said there was an issue with the Treasurer's Office concerning the monthly contribution of the County to the Public Safety fund. The Public Safety fund balance has been falling recently because there have not been automatic monthly fund transfers taking place. Kennon feels that this issue will likely fix itself, but he will keep an eye on the Public Safety fund balance for a while.

Old Business: The County Handbook is close to being officially updated and adopted. Kennon had a discussion with County HR and received direction on how Public Safety can also adopt the County Handbook with necessary Public Safety exceptions.

New Business: There was a discussion about possible changes to the organizational structure of the Communications Center. Steve Green handed out a draft job description for a Comm Center Supervisor who would have direct oversight of scheduling, payroll and training of dispatch personnel. No action was taken.

Public Safety Communications Bylaws have not been updated for 5 years. Kennon stated that it should be reviewed at some point. No action was taken. This item will become Old Business until it is completed.

Public comments or concerns: None.

M/S/C Sisco / Green to adjourn a 6:19pm

Respectfully Submitted

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