

Cass County Public Safety Communications Commission

Minutes

November 28, 2023

Cass County Comms Center Conference Room – 705 Poplar St., Atlantic, Iowa

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

Absent: None

Staff present: Mike Kennon, 911 Services Coordinator; Bobbi Jo Steffensmeier, Dispatch Supervisor; Darby McLaren, CCSO

Citizens present: None

Chair Jim Behrens called the meeting to order at 5:17pm.

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

M/S/C Sisco / O'Brien to approve the minutes of the 10-24-2023 meeting. Carried unanimously.

M/S/C Green / Sisco to approve October 2023 financial reports. Carried unanimously.

Coordinator's Report: Mike Kennon stated that he had signed off on the completion of the local Motorola enhancement project. He had received questions from local emergency responders whether there was a plan to spend any of the remaining funds that were borrowed for the project. Green and O'Brien indicated that their plan was to put those funds back towards repayment of the loan. Kennon also reported that the project to install ISICS radios into County school buildings was now complete. Training school personnel on how to operate these radios will need to take place.

Kennon gave a brief update on the progress of the Rural First-Aid project. There are now approximately 13 volunteers fully equipped and trained. The vendor used to notify volunteers through the CAD system will be working with Dispatch this week. We hope to be fully operational by this Friday, December 1st.

Steffensmeier reported that she had received a resignation letter from a dispatcher. There was a discussion about when and how to begin the hiring process. The consensus was to start advertising the position soon with the goal of filling the position by mid-to-late January.

Respectfully Submitted



Old Business: An annual fire alarm inspection occurred earlier this month. Fire extinguisher inspections are currently being conducted by the AFD. There are three specialized fire extinguishers within the Dispatch and Server Rooms. It may be cheaper to purchase new extinguishers than refurbish the current ones. Kennon is looking to use ICAP grant funds for this purchase. ICAP funds may also pay for replacement key FOBs for the Comm Center. Steffensmeier mentioned that future ICAP funds might be used to purchase office chairs for dispatch workstations.

New Business: Kennon handed out a preliminary budget worksheet FYE2025. The reflected a 3.0% increase in wages, salaries and corresponding benefits. It also had a bottom line expense total increase of 1.87%. An initial rate change document was also handed out to the Board. This showed an 3.0% increase of the base dispatcher wage from \$24.15/hr to \$24.88/hr. Steffensmeier then stated that she would like to see an increase of the new hire wage rate from \$18.00/hr to \$20.00/hr to hopefully attract a better pool of applicants in the upcoming hiring process. She also said that upping the base rate slightly (3.5% or \$25.00/hr) would be more of an attraction for potential new hires, especially those with dispatch experience. There was also a discussion about a 90-day probationary period for certified new hires vs. a 6-month probationary period for non-certified new hires. The Board generally agreed and would like to see some hard numbers put into a budget worksheet and presented to them as soon as possible.

Kennon stated that the next regularly scheduled PS mtg should be December 26th. He wondered if December 19th would work better for Board members. It was decided that the next meeting would be December 19th.

Public comments or concerns: None.

M/S/C Green / Sisco to adjourn a 6:50pm

Respectfully Submitted

