

Cass County Public Safety Communications Commission

Minutes

January 24, 2023

Cass County Courthouse Basement Meeting Rm – 5 W. 7th St., Atlantic, Iowa

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

Absent: Jim Behrens, Atlantic

Staff present: Mike Kennon, TAC; Bobbi Jo Steffensmeier, Dispatch Supervisor

Citizens present: None

Vice Chair Lee Sisco called the meeting to order at 5:15pm.

Mike Kennon stated that he would like to amend the Agenda to include consideration to adopt a new job description for the Lead Dispatch position.

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

M/S/C Green / Lee to approve the minutes of the 12-27-2022 meeting. Carried unanimously.

TAC Report: Mike Kennon reported that the local Motorola Enhancement Project is still scheduled to be completed in March. Local emergency responders continue to have some issues with coverage. Kennon said that there will need to be an assessment of ISICS radio coverage countywide soon after this project is complete.

Kennon then talked briefly about the Communications Center and Dispatch Staff. Kennon had received a resignation letter from a dispatcher who had been on an extended LOA. There was then a discussion about how this past employee would be handled if, or when, they approached us to start dispatching again. The Board said that a re-hiring would ultimately have to be considered at the time this person's request.

Steffensmeier then went over some projects she is working on. She is reviewing the recently adopted County Employee Handbook and comparing it to the current Public Safety Employee Handbook. The goal is to accept an updated PS Handbook that is as closely aligned with the County Handbook as possible. She is also collecting data from various sources to possibly make changes to our current schedule. She would also like to create a new Policy Manual.

Kennon then handed out a sheet with Terminal Agency Coordinator(TAC) duties and responsibilities. He said that he had talked with Bobbi Jo about taking on that role. She has signed up for a TAC training in May. Kennon is recommending that Bobbi Jo be considered for that role at some point after she completes that training.

Respectfully Submitted



Kennon reported that there have been some recent issues with Countywide EMS. The occasional lack of response from volunteer EMS agencies and our Countywide service is troubling. The controlling agencies and others are seeking answers. Answers can't come soon enough. These issues and whatever solutions are adopted also directly affect dispatchers.

Kennon reported that the sewer line beneath the Comm Center was scheduled to be "lined" tomorrow. No water could be put into the system, so toilets could not be used. Dispatch staff will need to be doubled up during this process. Kennon also said that the law offices upstairs were having an issue with neighbors across the alley taking parking spaces.

Old Business: Kennon stated that the Cass Co. Public Safety Bylaws had not been updated for six years. A potential problem that needs to be addressed is resolving tie votes on this 4-person board. Kennon will bring a draft document before the Board at a future meeting.

New Business: A Lead Dispatcher job description document was handed out to the Board members. Kennon said that it included all the items he wanted in it.

M/S/C Lee / Green to approve and adopt the proposed Lead Dispatcher job description.
Carried unanimously.

A preliminary budget was handed out to the Board with an 8.0% increase. Kennon said that there was immediate action that needed to take place in regards to the budget. No action was taken on the proposed budget.

Public comments or concerns: None.

M/S/C O'Brien / Sisco to adjourn a 6:00pm

Respectfully Submitted

A handwritten signature in black ink, appearing to be "Mick" followed by a stylized flourish, is written over a horizontal line.