

Cass County Public Safety Communications Commission

Minutes

February 28, 2023

Cass County 911 Center – 705 Poplar, Atlantic, Iowa

Present: Steve Green, CC BOS; Jim Behrens, Atlantic; Lee Sisco, Atlantic

Absent: Mark O'Brien, CC BOS

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

Citizens present: None

Chair Jim Behrens called the meeting to order at 5:19pm.

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

M/S/C Sisco / Green to approve the minutes as amended of the 1-24-2023 meeting. Carried unanimously.

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

Coordinator's Report: Mike Kennon reported on the current status of the local Motorola enhancement project. The generator was set in place last week. The transfer switch should get installed this week.

Steffensmeier gave an update on some current staff issues. She also reported that a Zetron representative will be here on Thursday to train on the mapping system. Bobbi Jo has some other questions concerning the phone system.

Kennon then reported on some upcoming events. Severe Weather Awareness Week will be March 27-31. The annual Statewide Tornado Drill will be Wed. March 29. Cass County will host a NWS Storm Spotter class on April 12 in the courtroom of the Courthouse. There will be a Economic Recovery Table Top Exercise (TTX) on April 26. April 9-15 is Public Safety Telecommunicator Week. Kennon thinks Dispatcher Week might be a good opportunity to have an Open House. It could highlight our Dispatchers, the Comm Center facility and the completion of the ISICS Enhancement Project.

Old Business: Kennon handed out a "proposed budget" sheet. The budget reflects an 8.0% increase in base pay rate. Green said that negotiations would take place in the next few days to would more likely determine where rates would end up. No action was taken on the budget.

Respectfully Submitted



Steffensmeier stated that she is still working on the Public Safety Employee Handbook. There are just a few differences with the County, so she should have a draft to review and adopt by our next meeting.

Kennon said that we should determine how to resolve tie votes before we adopt an updated version of the Public Safety Bylaws. After some discussion, it was decided that we should not change the current system. A tie should bring out further discussion to build consensus. Kennon will have updated Bylaws for review and adoption consideration at our next meeting.

Steffensmeier is still working on a Policy Manual Project. This will be a long-term and on-going project, but she can build a framework.

New Business: Green said that he was promoting an 8.1% increase for all Public Safety personnel (Sheriff's Deputies/Jailers/Dispatchers). Negotiations with Deputies and Jailers will take place in the near future. No action was taken.

There was a discussion about whether to continue to have the Lead Dispatch position. It was determined that things should stay the way they are for now. A decision will need to be made on this by the end of the fiscal year (June).

Steffensmeier proposed banking and using Comp Time as a way to save on overtime and benefitting employees. The Board thought this was a good idea, but they wanted to make sure that there was a good way to keep track of the hours and that not too many hours got banked. Green suggested a policy be written and presented to the Board.

A mapping proposal from GeoComm was then discussed. GeoComm is used as our primary mapping program right now despite it not being paid for or supported. (We pay \$2,000 annually for Zetron mapping which is subsidized by the State.) There are starting to be significant issues with the GeoComm mapping program and Bobbi Jo has received a quote from GeoComm which she handed out at the meeting. It was determined that we should go through the training this week with Zetron, then decide how we should proceed at the next Public Safety meeting.

Finally, there was a proposal to have Public Safety supply dispatchers with a couple of pieces of apparel for work or if they go to trainings. A t-shirt and a polo were suggested. After a brief discussion, the Board approved of this project with a budget of no more than \$350.

Public comments or concerns: None.

M/S/C Sisco / Green to adjourn a 6:57pm

Respectfully Submitted

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