

Cass County Public Safety Communications Commission

Minutes

March 28, 2023

Cass County 911 Center – 705 Poplar, Atlantic, Iowa

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

Absent:

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

Citizens present: None

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

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

M/S/C Sisco / Green to approve the minutes as amended of the 2-28-2023 meeting. Carried unanimously.

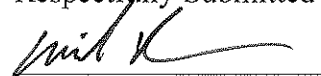
M/S/C O'Brien / Sisco to approve February 2023 financial reports. Carried unanimously.

Coordinator's Report: Mike Kennon reported on the current status of the local Motorola enhancement project. Microwave dishes for the Atlantic WT site and the Adair State Tower were delivered last week. Subcontractors are currently working to get the microwave dishes installed. There is also some work to be done to get the generator operational.

Steffensmeier gave an update on some current staff issues. She stated that we have been conducting interviews for an open dispatch position. A couple of applicants are already certified dispatchers. We would like to make an offer immediately after these interviews have been completed tomorrow.

Steffensmeier then reported that she has been in discussions with Zetron and GeoComm about our mapping issues. It does not appear that Zetron will be able to easily offer the mapping functions we are looking for and need. GeoComm can once again start supporting the mapping program we are currently using, but it will come at the cost of subscribing to an annual maintenance fee. Kennon said that this cost would qualify under 911 Service Board funds. There was a consensus from the PS Board members to pursue the supported GeoComm mapping program.

Respectfully Submitted



Old Business: Kennon handed out a “proposed budget” sheet. The budget reflects an 8.1% increase in base pay rate. O’Brien questioned the Health Insurance line item. Kennon said that it reflected that two dispatch staff members were not currently taking County health insurance. Kennon added that one of those dispatchers is no longer working for the County. So, it was suggested that the amount of a Family Plan be added to the proposed budget.

M/S/C Green / Sisco to approve the proposed PS Budget with adjustment to the Health Insurance line item.

Kennon said that an updated Articles of Agreement was put before the Board of Supervisors, adopted and signed by the Board Chair. It will now need to go before the Atlantic City Council and be signed by the Mayor. Jim Behrens said he would get that lined up. Kennon then went through some items in the Public Safety By-Laws to update. Kennon will make the suggested changes and forward an updated version to Board members to be adopted at the next meeting. When the “Articles” and By-Laws are signed, they will be turned into the Auditor’s Office and filed with the Sec. of State’s Office.

No action was taken on the Lead Dispatch position.

Steffensmeier had 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 would like to cap this time at 40 hours.

Steffensmeier then led a discussion on updates to the Public Safety Employee Handbook. There are just a few differences with the County, so she will put a complete handbook together, email copies to Board members to review and plan to adopt at our next meeting.

New Business: Steffensmeier proposed that new and existing dispatch personnel accumulate vacation time at a rate commensurate with their experience. Example: If a new employee came to work for the Dispatch Center with three years of dispatch experience, those three years would “count” when figuring a vacation accrual rate for that employee. Existing dispatchers would also get this benefit effective April 2023.

Public comments or concerns: None.

M/S/C Sisco / O’Brien to adjourn a 6:45pm

Respectfully Submitted

A handwritten signature in black ink, appearing to be 'Mick', is written over a horizontal line.