

Cass County Public Safety Communications Commission

Minutes

April 25, 2023

Cass County Courthouse – 5 West 7th Street, 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 5:16pm.

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

M/S/C Sisco / Green to approve the minutes of the 3-28-2023 meeting. Carried unanimously.

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

Coordinator's Report: Mike Kennon reported on the current status of the local Motorola enhancement project. The microwave dish for the Adair State Tower was damaged and thus rejected. A replacement dish is on re-order, but is not expected until sometime in June.

Steffensmeier gave an update on some current staff issues. She stated that our newest hire is doing very well through about three weeks on the job. Steffensmeier then said that she and the two newest dispatchers would be attending the APCO/NENA Conference May 1-2. She would also be attending TAC training next week. Kennon and Steffensmeier went to Joint Forces Headquarters (JFHQ) in Johnston for 911 PSAP Leadership Training on April 19th. Finally, Steffensmeier gave some details on purchase and screen printing of work apparel that was approved at a previous meeting.

Old Business: Kennon stated that the Auditor's Office would like to see action taken on items such as the "Pay Rates" document that was discussed at our last Public Safety meeting.

Respectfully Submitted



M/S/C Green / Lee to approve Public Safety Pay Rates FYE2024 document.

There was then a brief discussion about the updated Public Safety Employee Handbook. Steffensmeier handed out a sheet that detailed policy changes to Vacation Accrual and Use of Comp Time. The Board wanted a couple of adjustments to these policy changes that could be reintroduced at our next meeting. It was decided that we adopt the Handbook now and update the Handbook at our next meeting.

M/S/C Green / Lee to approve the updated Public Safety Employee Handbook.

Kennon asked about the Articles of Agreement that needed to be adopted and signed by the City of Atlantic. It has not happened yet. Kennon said he had talked to John Lund about it and that he would follow up with him to see about getting this done.

No action was taken on the Lead Dispatch position.

New Business: None.

Public comments or concerns: None.

M/S/C Sisco / O'Brien to adjourn a 6:49pm

Respectfully Submitted


