

Cass County Public Safety Communications Commission

Minutes

June 27, 2023

Cass County Communications Center – 705 Poplar Street, Atlantic, Iowa

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

Absent: Lee Sisco, Atlantic

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

Citizens present: None

Chair Jim Behrens called the meeting to order at 5:32pm.

M/S/C Green / O'Brien to approve the agenda. Carried unanimously.

M/S/C O'Brien / Green to approve the minutes of the 5-23-2023 meeting. Carried unanimously.

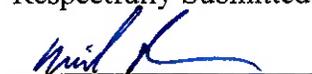
Mike Kennon stated that departmental expenses will end the fiscal year well under budget. He projects that total expenses will come in just over \$500,000.

M/S/C Green / O'Brien to approve May 2023 financial reports. Carried unanimously.

Coordinator's Report: Mike Kennon reported on the status of the local Motorola enhancement project. The replacement microwave dish for the Adair State Tower was received and installed. A technician will be at the water tower next week to simulcast the Atlantic WT site with the Lewis Tower. Radio testing should occur before the end of July. Kennon also said that State reps from ISICS held a meeting here at the Comm Center on June 13th to discuss Talk Groups on the Statewide Radio Platform.

Steffensmeier stated that she is working on an IOWA System Audit. The State will visit our Dispatch Center on July 17th to assist with part of the audit. Steffensmeier said that our newest Dispatcher had completed the required training to advance to the base wage rate. The increase will be effective July 1 to start the new fiscal year. She gave brief status updates on GeoComm mapping install/training, RapidSOS setup and I Am Responding(IAR) updates. Finally, Steffensmeier reported on 911 Hangups and Zetron phone issues.

Respectfully Submitted



Kennon has been working with many entities on the Rural First-Aid Pilot Project. He is also very involved with EMS as an Essential Service project. Finally, Kennon reported that he had submitted the updated Cass County Public Safety Communications By-Laws-Articles of Agreement to the Cass County Auditor's Office. These documents were then posted to the Iowa Sec. of State's website database for public access.

Old Business: Steffensmeier reported that she is comfortable keeping the Lead Dispatch position active and filled. After a brief discussion, there was a consensus to continue to retain and fund a Lead Dispatch position. Steffensmeier then referred to documentation on new policy that had previously been put before the Board in regard to Vacation Accrual and Use of Comp Time.

M/S/C O'Brien / Green to approve the Vacation Accrual and Use of Comp Time policies as presented. Carried unanimously.

Steffensmeier said that she would get the new policies written into the new PS Employee Handbook to present at a future PS meeting.

New Business: None.

Public comments or concerns: None.

M/S/C O'Brien / Green to adjourn a 6:03pm

Respectfully Submitted

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