

# Cass County Public Safety Communications Commission

## Minutes

July 25, 2023

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

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

Absent: Mark O'Brien, CC BOS

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

Citizens present: None

Chair Jim Behrens called the meeting to order at 5:328pm.

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

M/S/C Sisco / Green to approve the minutes of the 6-27-2023 meeting. Carried unanimously.

Mike Kennon stated that departmental expenses ended the fiscal year well under budget, \$505,330 vs. \$549,650.

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

Coordinator's Report: Mike Kennon reported on the status of the local Motorola enhancement project. Motorola "turned on" the Atlantic WT site yesterday. Coverage in Atlantic improved noticeably. Technicians are still doing diagnostic tests and "matching" the Atlantic WT site with the Lewis site. Coverage testing will begin next Monday, July 31. Cass County must supply 4 vehicles, 4 drivers and 4 portable radios w mics for the testing. Kennon is working with the Sheriff's Office and the PD on getting ready for the coverage testing.

Kennon said that he is still waiting to hear from the State regarding the application to add local school talk groups to the ISICS system. The revised request was for 8 talk groups for our three local school districts.

Steffensmeier stated that she completed work on the IOWA System Audit. The State visited our Dispatch Center on July 17<sup>th</sup> as part of the audit. Though she has not received a report back from auditors, she does not expect any major issues.

Respectfully Submitted



Steffensmeier said that she intends to adjust her schedule to work mostly 10-8 shifts. This will also require minor adjustments to other dispatcher's shifts. Other circumstances may also require some shift adjustments in the near future. Steffensmeier also sees a need for more quality control of 911 calls. She is challenged by recent changes to the recording system we share with Montgomery Co. She also wants to be able to listen to calls without other dispatchers listening in on calls she is reviewing. Steffensmeier will talk with IT to see if there is a way to overcome these obstacles.

Kennon continues working with many entities on the Rural First-Aid Pilot Project. Erik Johnson will be hired through AmeriCorps to help administer the program. Kennon will be working with AmeriCorps and Erik over the next few weeks to get him started.

Kennon is also still very involved with EMS as an Essential Service project. Kennon had attended a Cass County Fire Association meeting last week and had asked fire departments to submit EMS financial information to Steve Green. There was a discussion about how frustrating it has been to get pertinent information about his project to fire departments. Informing the public will be much more difficult.

Old Business: Steffensmeier reported that the Board had approved the Vacation Accrual and Use of Comp Time policies at last month's meeting. We are looking to adopt the new employee handbook with these new policies.

M/S/C Green / Sisco to adopt the updated Public Safety Employee Handbook. Carried unanimously.

New Business: None.

Public comments or concerns: None.

M/S/C Sisco / Green to adjourn a 6:03pm

Respectfully Submitted

