

# Cass County Public Safety Communications Commission

## Minutes

January 9, 2024

Cass County Communications Center – 705 Poplar St., Atlantic, Iowa

Present: Steve Green, CC BOS; Mark O'Brien, CC BOS; Jim Behrens, Atlantic;  
Shawn Sarsfield, Atlantic (virtual)

Absent: None

Staff present: Mike Kennon, TAC; Bobbi Jo Steffensmeier, Dispatch Supervisor;  
Darby McLaren, Sheriff

Citizens present: John Westering, Sheriff's Office

Chair Jim Behrens called the meeting to order at 5:16pm.

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

### Election of Officers

M/S/C Green / Sarsfield to nominate and elect Mark O'Brien as Chair.

M/S/C O'Brien / Green to nominate and elect Jim Behrens as Vice Chair.

M/S/C Green / O'Brien to nominate and elect Mike Kennon as Rec. Secretary.

M/S/C Behrens / Sarsfield to approve the minutes of the 12-19-2023 meeting. Carried unanimously.

M/S/C Behrens / Sarsfield to approve December 2023 Financial Reports. Carried unanimously.

### 911 Services Coordinator's Report:

Bobbi Jo Steffensmeier stated that the dispatcher who was leaving us has worked her last day. She will still receive some benefit time payout, but otherwise she is done. Bobbi Jo then reported on some potential future issues with the remaining dispatch staff.

Steffensmeier has received 8-9 applications for the advertised full-time dispatcher position. Most do not have any dispatch experience, but Bobbi Jo is very pleased with the overall quality of the applicants.

Old Business: None.

Respectfully Submitted



New Business: Bobbi Jo is requesting that we consider hiring a part-time dispatcher from the current applicant pool. We would need to publish the position in local newspapers and wait 10 days to close the acceptance of applications. Kennon stated that a part-time position could be financially absorbed in the current fiscal year, but a change in the FYE2025 budget would likely need to be made if the position would remain beyond June of 2024. After further discussion, there was a consensus that hiring a part-time dispatcher was a good idea.

M/S/C Green / Behrens to approve the hiring of a part-time dispatcher and amend the Cass Co. Public Safety Communications FYE2025 budget at a later date if necessary. Carried unanimously.

Bobbi Jo asked if any Board members would be interested in sitting in on interviews. None indicated an interest. Steffensmeier said that herself, Mike Kennon, Darby McLaren and Devin Hogue had performed interviews in the past. She would soon be getting interviews scheduled.

Public comments or concerns: None.

M/S/C Green / Behrens to adjourn a 6:04pm

Respectfully Submitted

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