

Cass County Public Safety Communications Commission

Minutes

June 26, 2024

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

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

Absent: None.

Staff present: Mike Kennon, 911 Services Coordinator; Bobbi Jo Steffensmeier, Dispatch Supervisor; and John Westering, CCSO

Chair Mark O'Brien called the meeting to order at 5:30pm.

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

M/S/C Green / Behrens to approve the minutes of the 5-28-2024 meeting. Carried unanimously.

M/S/C Green / Behrens to approve the May 2024 Financial Reports. Carried unanimously.

911 Services Coordinator's Report: Bobbi Jo reported that our new hire will be starting next month. She also stated that our dispatcher-in-training is progressing and may come off probation in the next couple of months.

Kennon continues to work on RAGBRAI plans. The Comprehensive Emergency Operations Plan is nearly complete and is due to RAGBRAI officials by July 1. The Communications Plan is also nearly complete. The Atlantic Fire Department has recently received 10 additional ISISCS handheld radios which will greatly simplify Comms planning. Kennon will pre-plan ICS for this event.

Kennon said that he had signed an extension to the Rural First-Aid Pilot Program grant for Cass County. This will add \$50K to the existing grant with no match requirement. Erik Johnson, our AmeriCorps representative who administers the program, has also had his agreement with Cass County extended.

Kennon stated that the County had an IMWCA (worker's comp) rep site visit last week. Public Safety Communications received a very favorable follow-up report. The County-wide follow-up report contained a few recommendations to be addressed.

Finally, Kennon and Sean Berens (IT) spent time today fixing an issue with our door control system. The evidence room in the CCSO is tied to our key fob system and was not working. Sean was critical in getting this issue fixed.

Respectfully Submitted



Old Business: Bobbi Jo introduced a night shift incentive, offering 2.5 comp time hours for dispatchers working over 100 hours in a calendar month between the hours of 11:00PM and 7:00AM. Dispatchers working more than 30, but less than 100 overnight hours in a calendar month will receive one comp time hour.

M/S/C Green / Sarsfield to adopt new night shift incentive as presented. Carried unanimously.

New Business: Bobbi Jo introduced the following changes to the PS Handbook:

5.18 Night Shift Incentive

Employees working 100 hours or more per calendar month between the hours of 11:00 PM and 7:00 AM will be eligible to receive 2.5 Comp Time hours per calendar month. Employees working more than 30, but less than 100 hours between the hours of 11:00 PM and 7:00 AM will be eligible to receive 1 Comp Time hour per calendar month. Night Shift Incentive hours received will be reported to the Auditor's Office at the end of month with the Vacation / Sick Report. Compensatory time shall be allowed to accrue to a maximum of forty hours as stated in Section 5.5.

6.14 New Employee Vacation Benefit

New employees are eligible for 40 hours of Compensatory time after 30 days of employment. Compensatory time can only be used for time off of work and is unable to be paid out if employment is ended. Compensatory hours will be reported to the Auditor's Office at the end of the month with the Vacation / Sick Report.

M/S/C Green / Behrens to adopt the above changes to the PS Handbook as presented. Carried unanimously.

Public comments or concerns: Kennon pointed out that the next scheduled PS meeting should occur July 23rd, the day that RAGBRAI riders will leave Atlantic through Wiota, Cumberland and Massena. It was suggested that we push our meeting back a week, to July 30th.

M/S/C Green / Behrens to adjourn a 6:08pm

Respectfully Submitted

