

Cass County Public Safety Communications Commission

Minutes

September 24, 2024

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

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

Absent: None.

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

Guests: John Westering, CCSO

Chair Mark O'Brien called the meeting to order at 5:28pm.

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

M/S/C Green / Behrens to approve the minutes of the 7-30-2024 meeting. Carried
unanimously.

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

911 Services Coordinator's Report: Bobbi Jo reported that we had a Dispatcher that recently
finished 40- Hour training and they are working on their own. This allows for much more
flexibility in staff coverage with Bobbi Jo working with another new hire in training.

There was a discussion about the EMS as an Essential Service Initiative. There have been a
number of Town Hall meetings throughout the County with more planned. Bobbi Jo stated
that there will be a training opportunity in Indianola on October 28th that she and a few of
her dispatchers plan to attend. Cass County will also host a meeting of Western Iowa 911
Supervisors in November.

Kennon reported that a SEARS 700Mhz ISICS base radio was installed at the Atlantic
EEOC. Testing of all County SEARS radios has occurred since school started this fall.
There was a Boil Order in Massena on August 22nd. The Mass Notification System was used
a couple of times to inform citizens. Finally, Kennon said he would be touring the CAM
Elementary School building and discuss sheltering options tomorrow morning.

Respectfully Submitted



Old Business: None.

New Business: Bobbi Jo presented the following changes to the Public Safety Comms Handbook:

5.1 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 hours, 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 monthly to the Auditor's Office with the Vacation / Sick Report. Comp time shall be allowed to accrue to a maximum of forty hours and any additional hours accrued over forty will be paid out immediately upon accrual.

6.1 New Employee Vacation Benefit

New employees are eligible for 40 hours of Vacation time after 30 days of employment. Vacation time can only be used for time off of work. Unused vacation time will be paid out following the county's pay cycle, at the end of employment. Vacation hours will be reported monthly to the Auditor's Office with the Vacation / Sick Report.

Bobbi Jo stated that the changes had been discussed with Galloway (HR) and Dee (Auditor's Office).

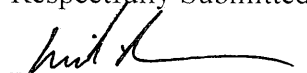
M/S/C Green / Sarsfield to approve the changes to the PS Comm Employee Handbook as presented.

Finally, there was a discussion to equip Bobbi Jo with a laptop computer. Kennon said he would talk to Sean Berens (IT) to see if we had something on hand or if we needed to purchase something new. There was also a discussion about providing Bobbi Jo with a personal office space, but no adequate space is available at this time.

Public comments or concerns: None.

M/S/C Green / Behrens to adjourn a 5:52pm

Respectfully Submitted

A handwritten signature in black ink, appearing to be "Paul H.", written over a horizontal line.