

# Cass County Public Safety Communications Commission

## Minutes

January 28, 2025

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

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

Staff present: Mike Kennon, Coordinator; Bobbi Jo Steffensmeier, Dispatch  
Supervisor; John Westering, Sheriff

Guests present: Devin Hogue, APD Chief

Chair Mark O'Brien called the meeting to order at 5:18pm.

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

### Election of Officers

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

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

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

M/S/C O'Brien / Behrens to approve the minutes of the 12-17-2024 meeting. Carried unanimously.

M/S/C Behrens / O'Brien to approve December 2024 Financial Reports. Carried unanimously.

### Dispatch Supervisor's Report

Bobbi Jo reported that Kyla had completed 40-Hour training and was ready to start working independently. She will be alone for some partial shifts to start and take on swing shifts as Isaiah is doing now. Bobbi Jo is also working with Dee in the Auditor's Office to update the Employee Handbook on longevity pay and start-of-workweek issues.

Bobbi Jo continues to work with area schools to obtain their live video feeds. Devin Hogue said that he had some computers that we could use from the PD. We will check with Sean (IT) to see if that would be helpful. Dispatch is also having some issues lately with automatic Mutual Aid calls. Bobbi Jo feels that Dispatchers and FDs need to all be more clear on expectations. This subject will be talked about at the next Fire Association meeting.

### 911 Services Coordinator's Report:

Kennon reported that there had been issues with the generator at the ISICS WT site. The problem has been fixed and notification alarms have stopped for that issue. We continue to receive "low temp" alarms occasionally.

Respectfully Submitted



Kennon reported that a monitor had recently been replaced at position 1. Sean said that other monitors would likely soon need replacement. Kennon authorized the purchase of a few extra backup monitors. Sean also ordered some backup hard drives which he had to replace recently.

Finally, Kennon said that he was having minor problems with people trying to skirt rural addressing processes. Having a proper address is important for a lot of reasons, not the least of which is to accurately dispatch public safety resources.

Old Business: None.

New Business: Bobbi Jo distributed a Public Safety Budget FYE2026. The budget reflected a 4.0% increase for Dispatchers and Dispatch Supervisor. The salary for the 911 Services Coordinator will remain at \$20,600 annually.

M/S/C O'Brien / Behrens to approve the Cass Co. Public Safety Communications FYE2025 budget as presented. Carried unanimously.

Public comments or concerns: Devin Hogue addressed the Board saying that there are many Counties throughout the State that completely fund Public Safety Communications at the County level. After a lengthy discussion it was determined that this would not be something that could even be considered for the upcoming fiscal year. More information and discussion would be needed to lay some groundwork for future consideration.

M/S/C Behrens / O'Brien to adjourn a 6:17pm

Respectfully Submitted

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