

Cass County Public Safety Communications Commission

Minutes

March 25, 2025

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

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

Absent: Jim Behrens, Atlantic

Staff present: Bobbi Jo Steffensmeier, Dispatch Supervisor, John Westering, CCSO

Guests: None.

Chair Steve Green called the meeting to order at 5:15pm.

M/S/C Sarsfield / O'Brien to approve the agenda. Carried unanimously.

Bobbi Jo pointed out that a correction needed to be made to last month's meeting minutes. Action was taken on changes to the Employee Handbook. Kennon said he will make the correction to the minutes.

M/S/C Sarsfield / O'Brien to approve the minutes of the 2-25-2025 meeting as amended. Carried unanimously.

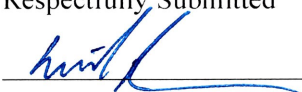
M/S/C Sarsfield / Behrens to approve the February 2025 Financial Reports. Carried unanimously.

Dispatch Supervisor's Report: Bobbi Jo reported that Dispatch remains fully staffed and trained. She had just signed up for Language Line, a translation and interpreting service. Spanish and Chuukese are the primary languages needing translated locally. Bobbi Jo has also reviewed and updated the Severe Weather Manual in preparation for Spring weather. She had also recently participated in Career Day at Atlantic HS.

911 Services Coordinator's Report: Kennon said that the Courthouse and County will participate in the annual Statewide Tornado Drill that will occur tomorrow morning at about 10AM. The hospital has purchased 6 - 700Mhz portable radios and has requested a couple of new Talk Groups on the ISICS system.

Kennon has reviewed the contract for the Oxford Tower site and will be taking steps to cancel that agreement, remove radio equipment and abandon antennas/other equipment on that tower. There was also a brief discussion about paging. The County needs to convert to 700 paging from dual-band paging. Kennon said that there needs to be 75+ more ISICS pagers in the County acquired through FD purchases, grants and/or with 911SB funds.

Respectfully Submitted



Kennon reported that there have been recent alarms from Motorola Console UPS battery back-ups. We were told that we were responsible for the maintenance of the actual batteries in those units, so we have been in the process of getting them replaced. ICN also just informed us that their UPS units need replaced and they will be doing that soon. The Zetron phone console system will get a Hardware Refresh on May 21st as part of the Shared Services Agreement with the State.

Finally, Kennon said he was in the process of submitting his 2025 EMPG performance grant for EMA. He has also submitted a grant application to review and update the County Hazard Mitigation Plan (MJHMP). He has asked SWIPCO if there are funding opportunities for updating the Cass County Comprehensive Plan (2003) and County Ordinances (revised 2005).

Old Business: Bobbi Jo reported that new computers were needed to accommodate VPN logins to access live feeds from area schools while avoiding “bogging down” other dispatch computer processes. CAM School district is purchasing a computer for this purpose. Sean Berens (IT) will need to purchase one more computer to get Atlantic and Griswold Schools set up. Two new TVs will be needed to monitor different schools in real time at the same time.

There was a continued discussion from last meeting about the wage rate for new hires. There was no consensus on this other than that a new hire should know the benchmarks necessary for an out-of-sequence pay increase and when they might expect to reach base rate pay with other dispatchers.

Finally, there was a discussion about the City of Atlantic filling their open PD secretarial/dispatch position.

New Business: Dispatch equipment purchases were discussed. These purchases would qualify using 911SB funds.

Public comments or concerns: None.

M/S/C Sarsfield / O'Brien to adjourn at 6:55pm

Respectfully Submitted

