

Cass County Public Safety Communications Commission

Minutes

June 24, 2025

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: Bobbi Jo Steffensmeier, Dispatch Supervisor

Guests: None.

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

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

M/S/C Sarsfield / O'Brien to approve the minutes of the 5-27-2025 meeting. Carried unanimously.

M/S/C Behrens / O'Brien to approve the May 2025 Financial Reports. Carried unanimously.

Dispatch Supervisor's Report: Bobbi Jo reported that there were no serious staff issues to pass along. She did say that there has been an issue with dispatching EMS out of the county. If a neighboring county has our county-wide EMS paged to one of their nursing homes, we quite often have the back-up unit called out, leaving the City of Atlantic and Cass County without an ambulance for emergency calls. There was a consensus that this should not happen. After some further discussion, Mike Kennon stated that he would contact the Shelby County EMA/911 Director to inform him of Cass County's intent to not regularly field these EMS calls in Shelby County.

Bobbi Jo said that she had tested the area school's SEARS radios before the end of the school year. She was unable to test the Atlantic EEOC radio because no one was there. She was also told that the EEOC would likely no longer be located out on SW 7th Street. So, at some point we will need to determine a better location for this radio. Kennon was asked if the radio was more permanent than mobile. He stated that it can be move easily. Finally, Bobbi Jo reported that the dedicated direct phone line to the Atlantic Fire Station was now working properly. The intercom into the Comm Center has also been fixed and the old printers in Dispatch are being replaced. Three workstation computers still need to be replaced before October and there needs to be a new fax/scanner/printer unit in Dispatch.

Respectfully Submitted



911 Services Coordinator's Report: Kennon reported that legislation to cut 911 funding did not get a Governor's veto as hoped. This means that funding will be reduced by about \$40K annually for the foreseeable future. Kennon pointed out that recent Iowa DOGE recommendations called for the consolidation of entire counties and regional shared services to save money. The State may very well try to consolidate PSAPs and Kennon thinks that operating a strong Dispatch Center is the best way to keep a facility in Cass County.

Kennon said that the perimeter lighting fixtures on the building had been replaced and looked good. He reported that there is a hole next to the sidewalk on the east side of the building that needs filled. He also said that he believes there is a small, mostly dead tree in the yard that should be cut down.

Old Business: None.

New Business: Bobbi Jo presented new job descriptions for Dispatchers, Dispatch Supervisor and 911 Services Coordinator. Kennon said that these job descriptions will need to be reviewed often over the next few years as Bobbi Jo takes over more responsibilities. She will need to decide along with this Board what the new 911 Director position will ultimately look like. For instance, the Board will need to decide who will be responsible for County radio systems. Will it be the new EMA Coordinator when Kennon has retired? One Board member stated that much could change depending on whether the State is successful in consolidating PSAPs and/or EMA jurisdictions.

M/S/C Behrens / Green to approve updated job descriptions as presented. Carried unanimously.

Public comments or concerns: None.

M/S/C Behrens / Green to adjourn at 6:18pm

Respectfully Submitted

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