

# Cass County Public Safety Communications Commission

## Minutes

August 26<sup>th</sup>, 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; John Westering, Sheriff

Guests: None.

Chair Steve Green called the meeting to order at 5:17pm.

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

M/S/C Behrens / O'Brien to approve the minutes of the 7-22-2025 meeting. Carried unanimously.

Kennon said that he had not received an expense detail report that is generally with the financials. The Auditor's Office said that some month-end balancing had not been completed, so that report was not yet available. The expense summary report was reviewed by the Board and showed nothing irregular.

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

Dispatch Supervisor's Report: Bobbi Jo reported that there was nothing new for staff issues to pass along. She said that herself, Kyla and Kennon would attend an IOWA System conference in September. She also said that she planned to purchase corporate apparel for new staff members. This would be a printed t-shirt and polo.

Bobbi Jo reported that she was having some trouble getting SEAR radios tested at Atlantic and CAM schools. CAM has not been answering their phones at all. Atlantic has moved classes out of the EEOC and back into the high school. Something should be done with the radio at the entrance to that building. Kennon suggested it be moved to a different entrance to that building or possibly be moved to the high school. Bobbi Jo has been in contact with Atlantic School administrators. That radio is very portable.

911 Services Coordinator's Report: Kennon stated that the fund balance report was also not available at this time. He said that he intends to keep an eye on the balance due to the reduction of funding from the State. Kennon also reported that he had just been invoiced for

Respectfully Submitted



100 street signs for Secondary Roads. More would likely need ordered soon.

The County was approved for a grant to fund a Multi-Jurisdictional Hazard Mitigation Plan. This plan is due every 5 years. Kennon stated that we were fortunate to receive the grant. Our local cost share is \$3,375 or 15% of the \$22,500 total. In-kind efforts may also reduce our cost share.

With recent rain activity, Kennon asked some dispatchers if they knew how to access readings from local river gauges. Surprisingly, most dispatchers were unaware that this information was available to them. The NWS has a tab on their website that gives easy access to this information. Dispatchers now have the ability to use this situational awareness tool.

Kennon reported that a Motorola rep visited him this morning. Among other topics, the rep brought up the upcoming "end-of-support" for the Motorola radio consoles. He said that more information would be shared at our next Motorola User Group meeting in September in Adel.

Finally, there was a discussion about other tenants in the building. There is talk that the law offices upstairs will be vacated. And some of the financial people across the hall are moving out. If some office space could come available, Bobbi Jo could use an office space outside of Dispatch.

Old Business: None.

New Business: None.

Public comments or concerns: None.

M/S/C Sarsfield / O'Brien to adjourn at 6:06pm

Respectfully Submitted

