

Cass County Public Safety Communications Commission

Minutes

January 27, 2026

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

Present: Jim Behrens, Atlantic; Shawn Sarsfield, Atlantic; Steve Green, CC BOS

Absent: Mark O'Brien, CC BOS

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

Guests present: Rob Clausen, Atlantic Mayor

Chair Steve Green called the meeting to order at 5:18pm.

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

Election of Officers

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

M/S/C Behrens / Green to nominate and elect Sarsfield as Vice Chair.

M/S/C Behrens / Green to nominate and elect Steffensmeier as Rec. Secretary.

M/S/C Behrens / Green to approve the minutes of the 12-23-2025 meeting. Carried unanimously.

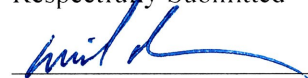
M/S/C Behrens / Green to approve December 2025 Financial Reports. Carried unanimously.

Dispatch Supervisor's Report

Bobbi Jo reported that there has been widespread sickness among staff members. Other than that, there are no major personnel issues in Dispatch. Bobbi Jo said that there will be a CAD maintenance and update next Tuesday. ShieldWare will require every workstation in dispatch, jail, PD, SO and Attorney with CAD to have this maintenance performed.

Bobbi Jo will be asking the 911 Service Board for funds to add features to allow SWCAD to work much more efficiently and effectively with IamResponding (IAR), the way responders currently get emergency text notifications. The update changes the flow of information coming from the Communications Center to the IamResponding Apps. The CAD system in dispatch can create XML documents for a new Interface that IamResponding has created. Emergency responder notifications and the ability of responders to access call information should greatly improve.

Respectfully Submitted



911 Services Coordinator's Report: Kennon stated that Bobbi Jo continues to take on more-and-more direct responsibilities and tasks in the Comms Center. He believes this should be reflected in the job descriptions for 911 Services Coordinator and Dispatch Supervisor. Kennon thinks Bobbi Jo should take over primary responsibilities for monthly Public Safety meetings to include creating an Agenda, Public Notifications, collection of financial documents and recording of Minutes. Kennon would act as an alternate for those activities. Bobbi Jo should also have the primary role in investigating complaints against Comm Center employees or complaints made by employees against each other. She should maintain discipline of dispatch staff and have oversee the filling of open dispatch staff positions. Bobbi Jo will also create an annual budget for Public Safety Communications. Kennon will assist Bobbi Jo as she takes control of these new tasks and responsibilities. He will continue his work under the 911 Service Board, maintain County 911 systems and equipment, facility security and maintenance, assign rural addressing and order street/address signs along with other tasks detailed in 911 Services Coordinator's job description.

Old Business: None.

New Business:

M/S/C Behrens / Green to approve the updated job descriptions for Dispatch Supervisor and 911 Services Coordinator as presented.

There was a brief discussion about wages and salaries. Bobbi Jo proposed a \$1.50/hour increase to the base wage rate. She also proposed an additional increase of \$2,500 to the Dispatch Supervisor position.

M/S/C Sarsfield / Green to approve the wage and salary recommendations as presented.

Bobbi Jo distributed a Public Safety Budget FYE2027. The budget reflected a \$1.50/hour increase for Dispatchers and Dispatch Supervisor. The Dispatch Supervisor will also receive a \$2500 increase from \$7,500 to \$10,000 above the base rate for dispatchers. The salary for the 911 Services Coordinator will remain at \$20,600 annually.

M/S/C Behrens / Green to approve the Cass Co. Public Safety Communications FYE2027 budget as presented. Carried unanimously.

Public comments or concerns:

M/S/C Sarsfield / Green to adjourn at 5:58pm

Respectfully Submitted

