

Cass County Public Safety Communications Commission

Minutes

December 22, 2020

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

Present: Steve Green, CC BOS; Kathy Somers, Atlantic; Jim Behrens, Atlantic; Mark O'Brien, CC BOS
Absent: None

Staff present: Mike Kennon, TAC; Philip Davis, Dispatcher
Citizens present: None

Chair Steve Green called the meeting to order at 5:16pm.

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

M/S/C Somers / O'Brien to approve the minutes of the 11-24-2020 meeting.
Carried unanimously.

M/S/C Behrens / O'Brien to approve November 2020 financial reports.
Carried unanimously.

TAC Report: Mike Kennon reported on progress of the Motorola console project. The project continues to be on track to be completed and operational by the end of January 2021. Kennon has also been working with Montgomery County to share their logging recorder thru a 28E Agreement. Montgomery County has invested \$75K for the recorder, \$2K annual maintenance and provided an adequate server. They are asking for \$5,000 annually from Cass County, which is becoming the standard asking for Counties entering into these agreements. Mills County is also considering a sharing agreement with Montgomery County.

Kennon stated that there will be a migration and cutover of 911 services the beginning of February 2021. 911 calls will be routed to a remote location and then routed back to the Communications Center as a VoIP call. Technicians will also create added capabilities for redundancy in routing 911 and other calls into the Communications Center. Kennon was contacted by Zetron, the company that supplies our call-taker equipment. They will provide further Admin training on the system next month.

Respectfully Submitted



There has been recent announcements about vaccines becoming available locally. Public Health says that the first round of vaccinations will be limited to Hospital staff who have direct contact with patients, County EMS/Ambulance personnel and other health providers with patient contact. Law enforcement, firefighters and other essential personnel such as our dispatchers may be named in upcoming priority groups able to receive the vaccine. Kennon will continue to work with Public Health to supply PPE and support all other local vaccination activities.

Kennon said that he continues to work with local law enforcement and fire to stand up the new drone program. There is much to be done before the drone can be flown including training, insurance, SOPs, Federal/State licensing, requirements and certifications, etc.

Old Business: Nothing has changed with the tentative Public Safety Budget Kennon handed out last month. When Kennon receives the wage rate increase planned for all County employees, he will be able complete the budget for the Board to approve.

Kennon then handed out Job Descriptions for the Lead Dispatcher and 911 Services Director. Kennon had revised the Directors document to better reflect current responsibilities. He felt that the Lead Dispatch document was very good and would likely not need updating.

There was a rather long conversation about the future leadership and leadership structure of the Communication Center. Kennon said that there was currently a Lead Dispatcher position that deals primarily with employee issues such as scheduling, payroll, training, completing State Audits, etc. There are many more duties of a Director that are not covered with a Lead Dispatcher such as reporting directly to the Public Safety and 911 Service Boards, preparing and submitting annual budgets, managing the County's 911 and radio communications systems, authorizing expenditures and paying claims, etc. Kennon stated that he could foresee a time when he would step away from the 911 Director position and retain his original County EMA job.

New Business: None.

Public comments or concerns: None.

M/S/C O'Brien / Behrens to adjourn at 6:38pm

Respectfully Submitted

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