

# Cass County Public Safety Commission

Sheriff Darby McLaren, TAA      911 Director Rob Koppert, TAC  
Cass County Courthouse  
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## Minutes

November 25, 2013  
Basement Meeting Room

<u>Member</u>	<u>Representing</u>	<u>Present</u>	<u>Absent</u>
Gaylord Schelling	Cass County	X	
Mark Wedemeyer	Cass County	X	
Steve Livengood	City of Atlantic	X	
Shawn Shouse	City of Atlantic	X	
Julie Adams	City of Griswold	X	
Tom Harris	City of Anita - Primary	X	
Jeff Bohnsack	City of Anita - Alternate		X

**Staff present:** Rob Koppert

**Citizens present:** Ric Hanson, Mandy Billings, Mike Kennon

Chairperson Shawn Shouse opened the meeting at 4:03pm.

M/S/C Adams / Schelling to approve the agenda as published. Carried unanimously.

M/S/C Livengood / Adams to approve the October 2013 Minutes. Carried unanimously.

M/S/C Schelling / Wedemeyer to approve the October financial statements and bills. Carried unanimously.

911 Director and TAC Rob Koppert presented his Monthly Hour and Work-log Report. There were no questions by the Commission. He advised the Commission that he had terminated the employment of Roxann Peterson. He advised that Peterson, even after twice the normal amount of training, still wasn't performing satisfactorily. He reported that he had hired Cody Claussen to the vacant position and that Claussen would be starting soon. Claussen had been previously employed by the City of Atlantic Parks Department as a seasonal employee and was being released from that position for the season. Claussen is also a reserve police officer. Koppert reported that Dacee Stacey is currently attending the required 40-Hour Iowa Telecommunications class at the Iowa Law Enforcement Center. He reported that the AFG Grant is wrapping up, the project completed and required documentation filed to receive the last of the grant funds. When this occurs, final payment will be made to Racom and final reports filed with FEMA. Koppert also reported on the activities at the fall Iowa NENA/APCO/E911 Conference in Des Moines and information learned from his attendance. Finally, Koppert reported that the receiver multi-coupler on the TIP station has failed. It has been replaced and is expected to cost several thousand dollars.

In business regarding the re-location of the communications center, Cass County 911 Director Rob Koppert presented a letter to the Commission and those present requesting everything possible be done to expedite the securing of a location for the communications center. At a recent conference in Des Moines, he reported that the 911 Program Manager for the State of Iowa is mandating all PSAP's in the state be NextGen compliant by December 31, 2015 as at that time, certain analog methods of delivering 911 calls in the state would be discontinued.

Commission member Schelling reported that the Cass County Board of Supervisors has OK'd the purchase of the Cambridge Law Firm building, located directly across from the Cass County Courthouse. The purchase has not been finalized yet, but he anticipates acquisition before the end of the year, and that acquisition could be sooner or even later than the end of the year. He advised the Commission that the board was also looking at

the possibility of moving the secondary roads department, the assessor's office and the GIS office into the Cambridge Law Firm building, and relocating the communications center to the area of the courthouse basement that was occupied by those departments. 911 Director Rob Koppert advised that this area could be a viable alternative, but that the area would have to be looked at by architect Al Povondra. It was the general consensus of the Commission that the basement location would be a good alternative unless the architect finds some issue or issues that would make the area unsatisfactory. Koppert was instructed to contact Povondra and have him look at the area and make a preliminary design.

911 Director was instructed to determine costs of boring or trenching cables across Poplar Street and also determine the useable square footage of both options.

The idea of forming a committee to serve and advise the Commission on issues regarding the new communications center was discussed. It was felt that the committee, comprised of current Commission members Livengood, Shouse and Adams; all who will be leaving the Commission at the end of the year, could be beneficial to their replacements because of the vast knowledge each has acquired, especially during the search for a new location for the communications center over the past two years.

Commission member Livengood stated that he understood the concept of the commission, but was not sure about his involvement and was worried that it might look like the City of Atlantic has more votes that authorized. Members Shouse and Livengood said they would be passing along all their past information to their replacements, and would be willing to attend meetings as necessary, but felt that request to attend should come from their replacements. Member Adams was also in agreement with this. It was suggested that if a future agenda item was thought to be by 911 Director Koppert that it would be beneficial if the former members were to attend to provide background and other knowledge, then Koppert could check with the new members and determine if they wanted the old members to attend.

The Commission discussed the requirements for gender balance on this Commission. No one knew the requirements for a Commission, whose members had to be duly elected officials and were appointed by entities which formed the Commission.

There was no Old Business discussed.

In New Business, 911 Director Koppert requested the Commission approve the future expenditure of \$10 per month per dispatcher for a subscription to Police Legal Sciences, an online training program that qualifies as training for both the State of Iowa and for the National Academy of Emergency Medical Dispatchers. Koppert attempted to demonstrate the service, but was unable to do so because the computer in the meeting room was not functioning correctly. The Commission gave their verbal approval of the subscription.

Koppert also wanted to demonstrate a service called I Am Responding, a service in which dispatch centers could know at a glance the status of emergency responders responding to an emergency call. However, due to the above mentioned computer problem, he was unable to demonstrate the service. However, he explained that when a department is paged to a call, personnel from the department can use their cellular phones to call a special toll free number and enter a predetermined number code that would indicate their response, and whether to the station or scene. This information would be displayed in the communications center and would also be available to each fire department for display in their station. Koppert said when the communications center pages a department, there is no information regarding the department's response, and then that response could be minimal. By knowing who is responding, additional resources could be requested earlier in the response. Several counties, including Shelby County, are using the service. The fees are minimal and could be paid for by 911 surcharge funds. Koppert said he would be checking with the state 911 office regarding this.

The Commission discussed the possibility of hiring an additional dispatcher beginning July 1, 2014. This would bring the full time complement to seven dispatchers, and would allow greater times of having two dispatchers on duty at a given time. The Commission briefly discussed the issue and it was the general consensus to go to a staff of seven. Koppert was requested to have two budgets prepared for next month, one with a staffing level of six dispatchers and the other with a staffing level of seven dispatchers. The Commission also requested that figures showing the yearly overtime house per 12 hour dispatcher be determined and presented at the next meeting.

Because of the Christmas holiday, the next meeting will be held at 5:00pm on December 16, 2013.

There were no public comments or concerns.

MSC Schelling / Harris to adjourn at 5:58pm.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Rob Koppert". The signature is written in a cursive, flowing style.

Rob Koppert, TAC - Recording Secretary