

Cass County Public Safety Commission

Sheriff Darby McLaren, TAA 911 Director Rob Koppert, TAC
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Minutes

April 26, 2010
Basement Meeting Room

Members present: Chuck Kinen, Steve Livengood, Dave Dunfee, Mitch Holmes, Julie Adams
and Shawn Shouse

Staff present: Rob Koppert

Citizens present:

Vice Chairperson Steve Livengood opened the meeting at 5:01pm.

MSC Kinen/Shouse to approve the agenda as published. Carried unanimously.

MSC Shouse/Kinen to approve the February 2010 Minutes. Carried unanimously.

Chairman Dave Dunfee arrived at 5:07pm and took over the meeting.

MSC Shouse/Adams to approve the February and March financial statements and bills. Carried unanimously.

TAC Rob Koppert gave his report and updated the Power 911 installation and that most of the major installation work had been completed, but that there were a number of items that needed to be taken care of. Koppert was requested by Qwest to make a list of items that need to be addressed regarding the installation. He also updated the Commission on an employee discipline action, the construction of the roof over the radio building, updated information on the electrical damage for the uninterruptible power supply, installation of a new cut over switch for the generator and the re-connection of a panel in the EOC/Meeting Room. He also informed the Commission that he and Jennifer Erickson would be attending Emergency Medical Dispatch class in May.

In Old Business, the Commission approved the "Document Fee Schedule" for the Cass County Communications Center.

MSC Kinen/Shouse to approved the Document Fee Schedule. Carried unanimously.

Commission Member Mitch Holmes arrived at 5:32pm

In New Business, the Commission discussed the destruction of old records that were no longer required to be kept. These include timesheets, vacation requests and other documentation. The Commission suggested TAC Koppert consult with Cass County Auditor Dale Sunderman prior to any document destruction to verify whether or not the document can be destroyed.

MSC Adams/Kinen to allow TAC Koppert to destroy any old records deemed to have no value or no longer required. Carried unanimously.

TAC Koppert requested permission to have quarterly staff meetings, to be no more than two hours in length. After a brief discussion and determining any impact on the budget, the Commission gave verbal approval for TAC Koppert to hold quarterly staff meetings.

There were no comments or concerns brought by any citizens.

MSC Kinen/Livengood to adjourn at 5:46pm.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Rob Koppert". The signature is written in a cursive style with a large, looped initial "R".

Rob Koppert, TAC
Recording Secretary