

# Cass County 911 Communications Center

Sheriff Darby McLaren, TAA      Rob Koppert, TAC  
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## MINUTES

April 27, 2009

Members present:      Chuck Kinen, Dave Dunfee, Steve Livengood, Mitch Holmes and Kern Miller  
Staff present:          Rob Koppert  
Citizens present:      JC Wyman, Atlantic Police Chief Steve Green

Chairperson Dave Dunfee opened the meeting at 5:15pm.

MSC Kinen/Livengood to approve the agenda as posted. Carried unanimously.

MSC Miller/Livengood to approve the Minutes of the meeting of March 23, 2009. Carried unanimously.

MSC Livengood/Miller to approve the March Financial Statements. Carried unanimously.

Terminal Agency Coordinator Rob Koppert gave his report. He reported that dispatcher Shawn Page is proceeding through his treatments pretty well, and that his last treatment was currently scheduled for sometime around the first week of July. He is currently working the day shift and Jennifer Erickson will be going to the night shift the first of May for the final two months of Shawn's treatment. After Shawn's treatment is concluded, he will be going to the night shift.

Koppert advised the Commission that he was asked to look into the possibility of going to a 3-2-2 schedule for the summer months. Such a schedule would not change the amount of hours a dispatcher works in a normal week, but would allow each dispatcher to have every other weekend off. The schedule might also reduce some of the overtime hours.

Koppert spoke to the Commission about narrowbanding of the radios in the county, and that it was a requirement by the Federal Communications Commission to have all radios in Cass County on narrowband frequencies by January 1, 2013. Additionally, no radios sold after January 1, 2011 will be capable of wideband operation. He advised that most radios in the county should be capable of narrowband, since it was a mandate that radios manufactured after 1997 be capable of narrowband operation. Koppert advised the Commission the purpose of narrowbanding was to increase the amount of useable radio spectrum. Koppert's suggestion was that a combination of efforts between the Commission and the Cass County E911 Service Board be utilized to spearhead the effort in the county. He suggested being able to program the radios internally, as opposed to using an external vendor to do the programming. He based this on the 49 fire trucks and ambulances in the county, and that each radio in those units would need to be programmed at least 4 times over the course of the next 2 or 3 years, and that commercial radio vendors charge approximately \$75 per radio per time. This equates to nearly \$50,000 for just the radios in the fire trucks and ambulances. Koppert said equipment and software could be purchased for about \$5,000 to \$7,500 and that he could be made available to program radios as required. He suggested the Cass County E911 Board as a reasonable venue to secure funding through, since this would be a viable E911 cost.

Koppert also reported that he has been working on an inventory of equipment that the Commission owns and hopes to have it completed in the next few weeks. He will make that inventory available at the next meeting.

He also reported that an under-used cellular 911 admin line be converted for use as a 3<sup>rd</sup> non-emergency line. He also indicated that he was seeking a 3<sup>rd</sup> cellular 911 trunk from the State of Iowa, since cellular 911 calls are rapidly overtaking wireline 911 calls in call volume.

There was no Old Business discussed.

In New Business, the Commission discussed the disposition of the old MICOR base radio station that is in the radio building. The station no longer functions and has no resale value other than scrap metal prices. The Commission was relayed a request from a local amateur radio group asking that the unit be donated to them, as many of their repeaters utilize the MICOR technology, and that the unit be utilized for parts.

MSC Kinen/Livengood to allow TAC Koppert to dispose of the MICOR base radio station by donating it to the amateur radio group. Carried Unanimously.

The Commission then discussed the need for each dispatcher to become notary publics. Citations issued by law enforcement officers either need to be countersigned by another certified officer or signed by a notary. Many officers, including state troopers, routinely drop off citations issued in the county that need to be notarized. The cost for the notary application is \$30 plus the cost of the notary stamp. There was some discussion about the potential misuse of the privileges of being a notary, but these were dismissed.

MSC Miller/Livengood to pay for the costs associated with each dispatcher becoming a Notary Public. Carried unanimously.

The Commission discussed the proposed job descriptions for dispatchers, lead dispatcher, and the 911 director. Commission member Miller expressed concern over some of the items in the descriptions and suggested that TAC Koppert check with state officials. He did not elaborate on the areas he had a concern with.

MSC Miller/Holmes to table approval of the job descriptions for dispatcher, lead dispatcher, and 911 director until TAC Koppert confers with state officials. Ayes: Miller, Livengood, Holmes, Dunfee. Nays: Kinen. Motion carried.

The Commission discussed the updates to the discipline policy that reflect an agreement with the Iowa Department of Public Safety regarding the usage and misuse of the Iowa Online Warrants and Articles (IOWA) System. After some discussion, the Commission opted to change the retention of documentation for counseling and warnings, and that counseling and warnings would be kept on file for a period of three years and then destroyed unless there were subsequent similar violations.

MSC Livengood/Kinen to approve the updated discipline policy as written with changes to the retention of documentation for counseling and warnings, and that counseling and warnings would be kept on file for a period of three years and then destroyed unless there were subsequent similar violations. Carried unanimously.

During open public discussion, JC Wyman expressed the City of Griswold's interest in that the bylaws of the Commission be changed to allow membership of persons who were not duly elected officials. The reasoning behind this request was that council members in the City of Griswold have increased workload and meetings in which they are required to attend, and some of those conflict with the meetings of the Commission. Commission member Miller advised Wyman that it was the Mayor of Griswold's responsibility to appoint a primary and alternate to the Commission, and that he didn't think it was necessary to change the Bylaws.

After discussion, the Commission opted to take no action on the request.

Due to the next regularly schedule meeting date falling on Memorial Day, the Commission opted to skip the May meeting until TAC Koppert felt there was a need to meet, in which case the meeting would be held on May 18<sup>th</sup> at 5:15pm. The next regular meeting will be held June 22<sup>nd</sup> at 5:15pm.

MSC Kinen/Livengood to adjourn at 6:05pm. Carried unanimously.

Respectfully Submitted,

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

Rob Koppert, TAC  
Secretary