

Cass County 911 Communications Center

Sheriff Darby McLaren, TAA Rob Koppert, TAC
Cass County Courthouse
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MINUTES

June 15, 2009

Members present: Chuck Kinen, Dave Dunfee, Steve Livengood, Mitch Holmes and Dave Wheatley
Staff present: Rob Koppert
Citizens present:

Chairperson Dave Dunfee opened the meeting at 5:16pm.

Motion and Second by Livengood/Kinen to approve the agenda as posted. Carried unanimously.

Motion and Second by Livengood/Kinen to approve the Minutes of the meeting of April 27, 2009. Carried unanimously.

Motion and Second by Kinen/Holmes to approve the April and May Financial Statements. Carried unanimously.

Terminal Agency Coordinator Rob Koppert gave his report. He updated the Commission on the health status of fulltime dispatcher Shawn Page, and that Shawn has one more treatment but things are looking very positive for his medical outcome. Koppert reported that he would be attending a webinar sponsored by the Association of Public Safety Communications Officials on the issue of re-banding. It is Koppert's intentions to begin the re-banding project shortly after the computer aided dispatch software is upgraded in July. He also reported that all dispatchers had received their notaries and stamps and would begin notarizing documents as necessary. He also updated the Commission on the status of E-Printer which is a computer that will digitally record the information from each 911 call. This will replace a pin feed printer in the EMA/E911 office and reduce the space needed to keep paper backups. Koppert attended a demonstration of Positron's Power 911 phone system, which is computer based and would replace the current IAP-Plus phone sets in the communications center and EMA/E911 office. Cost for the upgrade is roughly \$100,000.00 but grants up to \$50,000.00 are available through the state E911 office. The E911 budget will be earmarking funds to be set aside for the upgrade. The Power 911 phones will be able to be integrated into the new 911 system which should be purchased in 2012. Koppert also updated the Commission on the status of the CAD update from Shieldware. The update will take place July 7th – 9th. He also reported there was an issue with some automatic backup software that Solutions had installed and set up. It was backing up the entire data drive on the server onto itself, which was causing the data drive to fill up. Shieldware techs were able to diagnose the problem after the full data drive caused the CAD system to fail in the middle of the night. Koppert also reported that the computer at position 2 in the 911 center was somehow infected with a large amount of computer viruses and was subsequently taken offline and completely wiped. This computer was set for replacement in July. He also reported that the Cass County Board of Supervisors were going to paint the tower and were working to correct the problems with water leaking into the radio building. Koppert also informed the Commission that the state had approved a 3rd wireless 911 trunk and installation would be concurrent with the addition of a 3rd communications center line. There will be no costs to the Commission for these upgrades, as the funds will come from the E911 fund.

In Old Business, the Commission discussed the job descriptions for the dispatchers, lead dispatcher, and Director of 911 Services. Commission member Kern Miller had requested the job descriptions be

reviewed by officials at the state level. TAC Koppert forwarded copies to State 911 Coordinator Barb Vos and to Nancy Brady, who is in charge of Telecommunicator training at the Iowa Law Enforcement Academy. Both indicated that they could see no problems with either document.

Motion and Second by Kinen/Livengood to approve the dispatcher job description. Carried unanimously.

Motion and Second by Livengood/Holmes to approve the lead dispatcher job description. Carried unanimously.

Motion and Second by Wheatley/Holmes to approve the Director of 911 Services job description. Carried unanimously.

There was no New Business discussed.

There were no public comments or concerns brought forward to the Commission.

The next regular meeting will be held July 27th at 5:15pm.

Motion and Second by Kinen/Livengood to adjourn at 5:46pm. Carried unanimously.

Respectfully Submitted,



Rob Koppert, TAC
Secretary