

# Cass County Public Safety Commission

Sheriff Bill Sage, TAA      Jennifer Erickson, TAC  
Cass County Courthouse  
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## MINUTES

October 27, 2008 – 5:30pm

Members present:      Steve Livengood, Dave Dunfee, Kern Miller, Bob Matthies  
Staff present:          Jennifer Erickson, Rob Koppert  
Citizens present:      Chief Steve Green

Commission Chairman Steve Livengood opened the meeting at 5:30 pm.

MSC Dunfee/Matthies to approve the agenda. Carried unanimously.

Minutes from previous meeting on September 22, 2008 were not available for review. To be presented at next meeting.

MSC Miller/Matthies to approve the financial statement and bills. Carried unanimously.

TAC Jennifer Erickson reported that full time dispatcher Bobbi Jo Jameson has completed all elements of required dispatcher training and will finish out the month sharing a rotation with full time dispatcher Rob Koppert before going on her own starting November 1. Erickson also reported on a recent 911 phone problem that had occurred. There was an issue with the key system circuitry due to the age of the system which caused a failure. A Qwest technician replaced the entire circuitry shelf which entailed transferring all 911 and cellular 911 calls to Montgomery County. This process took no longer than 4 hours and during this time no major problems or issues arose. Erickson also reported that she is working on an emergency contact information sheet for all businesses within the city of Atlantic and Cass County. This information will include hours of operation, number of employees, after hours point of contact, facility description and any known hazards, such as, chemicals or weapons that are kept on the premise. Erickson will be working on this project with newly appointed interim EMA Coordinator Rob Koppert. Erickson advised the commission that Rob Koppert will be splitting his duties between dispatching in the communications center and as interim EMA Coordinator until such a time that a full time EMA Coordinator can be hired. Commission Member Kern Miller made a motion for TAC Erickson to check with County Attorney Dan Feistner on the proper job title description for Rob Koppert to be named as part time or as shared and that all wages and benefits would be split equally between Public Safety and EMA. Motion seconded by Commission Member Bob Matthies. Carried unanimously by a vote of 5-0. Commission Member Dave Dunfee noted that all overtime accrued would be paid from the Public Safety fund.

There was no Old Business

In New Business Commission Member Miller made motion, second by Commission Member Dave Dunfee for Public Safety meetings to start at 5:15 pm instead of 5:00 pm. Carried unanimously by a vote of 5-0. In other New Business TAC Erickson expressed her concerns over non regular part time employee Leslie Helvie and her recent personal and legal issues and the fact that she is moving freely within the jail, communications center, and sheriff's office bringing family members with her. This has caused other parties involved to question if we are giving her special treatment. This has caused concerns by Erickson over future legal issues involving the communications center and possibly releasing Leslie from her duties as non regular part time. Commission members agree that Erickson is to discuss said issue with County Attorney Dan Feistner and report to them by email or at the next meeting.

There was no Public Discussion.

Miller/Matthies to adjourn meeting. Carried unanimously.

Next meeting scheduled for November 24, 2008 at 5:15 pm.

Respectfully Submitted

Jennifer Erickson TAC