

## Minutes July 13, 1999

Members Present: Pat Simmons, Chuck Kinen, Dave Jones, Judi Kunze, Lynn Crozier  
Staff Present: Rob Koppert, Gloria Abild, Jennifer Schwartz  
Others Present: Jeff Lundquist (ANT), Mike Schiebeler

Chairperson Pat Simmons called the meeting to order 5:00 p.m.

MSC Kinen/Jones to approve the agenda as published.

MSC Jones/Crozier to approve the June minutes as distributed.

MSC Jones/Kinen to approve the June financial statements as distributed.

Due to the administrator being absent, there was no terminal agency administrators report.

Terminal Agency Coordinator Koppert gave his report. He updated the commission on the usage statistics for the teletype, and reported that the 28E Agreement with Shelby County regarding handling of 911 calls between Shelby and Cass County residents has been signed and received. TAC Koppert also updated the commission on the paging problems that exist with the Anita Fire Department and that the repeater had been moved to a new location and is working fine. The same is true with the E-911 printer at the Anita Fire Department which had been found to be in the offline position, which is why the department was not getting the E-911 printouts. At the request of the commission, it was decided to skip the personnel complaints portion of the TAC's report until the end of old and new business. During the report, Judy Kunze related to being personally notified and aware of problems with the amount of information that is disseminated to the various fire and rescue squads during pages. She stated that perhaps a post call evaluation needs to be done, and that basic information such as the name of the residence and the nature of the call be given especially during medical calls.

In old business, the need for a second dispatcher was tabled pending information to be received by Sid Winchell. TAC Koppert also has some of the information need to tabulate call volume and will do so if instructed. The Articles of Agreement have been signed by the county, and the City of Atlantic would be signing soon. TAC Koppert to take the document to the Griswold and Anita city council meetings for the final two signatures.

In new business, dispatcher Jennifer Schwartz pointed out to the commission that there have been problems relating to the hours of work for part-time dispatchers relating to other part time jobs. Dispatcher Gloria Abild also pointed out past problems, but stated she has never gone from working another part-time shift to working in the communications center. The commission stated it was their intent to discourage and make a policy stating part-time dispatchers must have six hours of rest between working another part-time shift of eight or more hours and working a shift in the communications center. The commission stated they will look into the matter and draft a policy if needed, but took no formal action. The commission requested copies of the Cass County Communications Center Policy Manual and copies of the current agreement between the commission and the union representing the dispatchers. TAC Koppert was instructed to generate the requested documents and have them available for the next meeting. TAC Koppert was also instructed to draft a letter to Terminal Agency Administrator Larry Jones urging his attendance at the August meeting to discuss the hours of work issue.

MSC Jones/Crozier to go into closed session at 5:58pm to discuss personnel issues and complaints.

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MSC Jones/Kinen to come out of closed session at 6:40pm. No formal action was taken regarding items discussed in closed session, however Pat Simmons will look into employee evaluation forms and criteria and report back to the commission at the next meeting.

MSC Jones/Kinen to adjourn at 6:41pm.

Respectfully Submitted,

Rob Koppert, Secretary, TAC