

## Minutes December 14, 1999

Members Present: Chuck Kinen, Lynn Crozier, Pat Simmons, Don Volk, Dave Jones, Judi Kunze  
Members Absent: None  
Staff Present: Rob Koppert, Gloria Abild, Kay Harris, Jennifer Schwartz  
Others Present: None

Chairperson Pat Simmons called the meeting to order at 5:00pm.

MSC Crozier/Volk to approve the agenda as published. Carried unanimously.

MSC Volk/Kinen to approve the October 1999 minutes. Carried unanimously.

MSC Kinen/Kunze to approve the November 1999 Financial Statement. Carried unanimously.

Terminal Agency Coordinator Rob Koppert reported one two employee complaints, one being found to be just, the other found to be unjust. The failure of the radio console touch-screen was discussed, and TAC Koppert said he expected to see a fairly large bill from Racom for the repair. The telephone bill for 243-2204 was discussed as to why it was so high, and upon investigation, it was learned that US West was charging the federal access charge, and Caller ID blocking for four lines on this bill. TAC Koppert and Cass County Auditor Dale Sunderman are looking into the problem with Glenice Miller from US West. TAC Koppert also stated he has purchased supplies to get through the first few months of the new year, should there be any disruptions of services due to Y2K.

In Old Business, the TAC Koppert and the commission discussed the consolidation of the daytime Atlantic Police Department radio and call-for-service telephone traffic. TAC Koppert felt there have been minimal problems so far.

In new business, the commission discussed some major projects as presented by TAC Koppert, including Computer Aided Dispatch or CAD, a second dispatch console position, a facsimile/copy machine for the communications center, and minor remodeling of the communications center to allow it to be more user friendly and efficient. The CAD and the second dispatch console position could be paid for with E-911 surcharge dollars, and TAC Koppert reported that E-911 Service Board Chairman Roger Muri stated they would like to see a CAD system installed. TAC Koppert stated he felt a second dispatch console should be a priority, especially after the failure of the main (and only) console earlier in the month. Member Kinen wondered how E-911 was going to pay for the upgrades, since the E-911 Service Board is short of funds. The commission verbally authorized TAC Koppert to obtain estimates for minor remodeling to improve counter space.

Copies of the FY2000/2001 budget worksheets were passed out to each member. Cass County Auditor Dale Sunderman explained that due to losses in the insurance industry, the insurance premiums are expected to go up 26%. The commission discussed some budget concerns, then decided to have TAC Koppert prepare a budget with Sheriff Larry Jones and present it at the January meeting.

Copies of the proposed discipline policy were passed out to each member. Dispatcher Jennifer Schwartz requested to know which commission member wanted the policy, and that she felt a discipline policy wasn't necessary. Commission members Kunze and Crozier both stated a discipline policy was a normal policy and that the Cass County Public Safety Commission should have a policy in effect. The proposed policy is nearly

identical to the policy currently under consideration by the Cass County Board of Supervisors for the employees of Cass County. However, the county policy would have no effect on any bargaining group, therefore the commission would need to adopt their own. The commission felt they needed time to review the policy.

MSC Kinen/Crozier to table the adoption of the discipline policy until the January meeting. Carried unanimously.

The commission discussed the issue of outside employment, specifically being employed as a dispatcher for another city, county, etc. Member Jones felt the commission has no right to say what an employee can and can not do with their off-time. Dispatcher Jennifer Schwartz voiced her opinion on being allowed to work as a dispatcher outside of her employment with the Cass County Public Safety Commission, and stated she has always accepted shifts with Cass County as they were presented to her. Several commission members expressed concern about allowing outside employment that would exceed 16 hours in a given day. The commission requested TAC Koppert to put the hours of work issue on the agenda for the January meeting.

MSC Jones/Crozier to strike Article IV, line B, "Dispatcher-Related Off-Duty Employment is Prohibited." Carried unanimously. Dispatcher Kay Harris reminded the commission the change needed to be approved by the district court judge.

MSC Jones/Crozier to go into closed session at 6:03pm to discuss the grievance filed by one of the dispatchers last month, and other personnel issues. Carried unanimously. Pursuant to Iowa Open Meetings Law, the closed session was tape-recorded.

MSC Jones/Volk to come out of closed session at 6:12pm. Carried unanimously.

MSC Jones/Volk to issue a three-day suspension without pay to the dispatcher responsible for the violation of Iowa System rules and regulations regarding administrative messages, with wording added in the suspension letter that the next infraction of any governing rules or any justly filed complaints will result in termination of employment. Carried unanimously.

Commission member Dave Jones reported on sitting on a shift in the communications center on a recently Saturday night. Among items discussed was the need for a second dispatcher and whether the jailer would be available to answer the telephone during short busy sessions, welfare checks for the police department, and the operation of the west door to the jail when someone arrives back from work release and how it impacts the security of the communications center.

Commission Chairperson Pat Simmons thanked everyone for their hard work while she served as a member of the Cass County Public Safety Commission, and wished everyone good luck in the future.

MSC Jones/Volk to adjourn at 6:25pm.

Respectfully Submitted,

Rob Koppert, Secretary, TAC