

Cass County Public Safety Communications Commission

Minutes

January 30, 2018

Cass County 911 Center – 705 Poplar, Atlantic, Iowa

Present: Steve Green, CC BOS; Gaylord Schelling, CC BOS; Chris Jimerson, Atlantic; Kathy Somers, Atlantic

Absent:

Staff present: Mike Kennon

Citizens present: Josh Krause

Chair Gaylord Schelling called the meeting to order at 5:15pm.

M/S/C Jimerson / Green to approve the agenda. Carried unanimously.

M/S/C Green / Somers to keep current slate of Officers for 2018. Carried unanimously.

Chair	Gaylord Schelling
Vice Chair	Chris Jimerson
Secretary	Kathy Somers
Recording Secretary	Mike Kennon

M/S/C Somers / Jimerson to approve the minutes of 12-19-2018 meeting. Carried unanimously.

M/S/C Somers / Jimerson to approve December 2017 financial reports. Carried unanimously.

TAC Report: Mike Kennon reported on the savings that had occurred in just the first two weeks of eliminating built-in overtime for dispatch staff. Projected savings for the entire calendar year could approach \$20,000. There was also a brief discussion about how an employee returning from medical leave would affect future work schedules. Kennon then outlined work schedule changes he has planned that will provide some daily coverage by swing staff.

Kennon stated that he has been working on submitting a budget to the Board. Since staff salary and wages makes up such a large portion of the budget, Kennon was waiting to see what other County employees would be getting for an increase before finalizing a draft for Board approval. Board members gave Kennon some direction and a draft budget should get presented to the Board at February's meeting. The Board also asked Kennon if dispatchers ever have received annual performance reviews. Kennon was not aware that performance reviews had ever occurred. The Board then instructed Kennon to implement an annual performance review process.

Kennon said that the Cass County is in the process of updating their employee handbook. The Cass Co Public Safety employee handbook will also need to be updated very soon after those changes go into effect. He did point out that a change should be addressed right away. Currently, employees are considered full-time employment if they "regularly work 40 hours per week". Kennon said he would like that standard lowered to at least 35 hours a week.

M/S/C Somers / Schelling to approve full-time employment for staff regularly working at least 30 hours per week. Carried unanimously.

Finally, Kennon gave an update on the Statewide Radio System. Montgomery County just approved joining the system at a cost of \$5.8 million. This follows similar moves by Page, Fremont, Mills and Harrison Counties. Cass County has had a site visit from D&D/First Wireless to give us some recommendations on how and when we might want to proceed with conversion of our current Countywide Radio System to the Statewide System. The good news is that our current system is not in as bad a shape as the counties listed above according to the folks who did our site visit. We can afford to wait and see how the Statewide Radio System is working in other counties. We can also do some actual testing for mobile radio and portable radio coverage once the system is "turn on" this summer. Kennon said that he had just gotten a letter from the State encouraging counties to at least make plans for Dispatch Centers to connect to the Statewide System. He said that he expects that to also be one of the first recommendations from the folks who did our site visit.

Old Business: None.

New Business: None.

Public comments or concerns: None.

M/S/C Somers / Green to adjourn a 6:05pm.

Respectfully Submitted

A handwritten signature in black ink, appearing to be "Paul D.", written over a horizontal line.