

Cass County Public Safety Communications Commission

Minutes

February 27, 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: None.

Staff present: Mike Kennon

Citizens present: None.

Chair Gaylord Schelling called the meeting to order at 5:21pm.

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

M/S/C Somers / Green to approve the minutes of previous meeting. Carried unanimously.

M/S/C Jimerson / Green to approve January financial reports. Carried unanimously.

TAC Report: Mike Kennon reported that a dispatcher who had been on an extended Medical LOA had recently returned to work. She is doing well and is expected to work her regular schedule. Starting in March, swing shift dispatchers will have their schedules changed to cover some of each and every day. This will give us better overall coverage and also gives us better options to fill-in on short notice for other dispatchers.

Kennon stated that the Cass County Employee Handbook had still not been approved, so no progress had been made to update the Public Safety Employee Handbook. The updates to the handbook will be a project for Kennon and Lead Dispatch.

Kennon then reported that Active Shooter Training for Emergency Responders would be held March 12 and 13 in the Atlantic Fire Station beginning at 6:30pm. Cass Co Sheriff's Deputies will lead the class which should be well attended. Many emergency responders in the County have requested it.

Old Business: Mike Kennon talked about efforts to learn more about the new Statewide Radio System for public safety agencies. Earlier in the afternoon, representatives from Motorola gave a presentation about what we might expect as far as radio coverage from State towers in and around Cass County. The State has built a tower near the City of Adair and the Atlantic State Radio tower near Lewis is also on the system. With these towers alone, Cass County should have nearly complete mobile radio (in-car) coverage throughout the County. Local enhancements to the system will have to be considered to have adequate coverage from handheld portable radios. Kennon will work with the Motorola reps to answer their questions about possible existing tower locations and county owned properties. Kennon will also collect and supply information about our current inventory of radios and equipment. Motorola will return for a meeting on March 15th.

New Business: Mike Kennon handed out the latest budget proposal FYE 2019. There was a brief discussion about the wage percent increase for dispatch staff and Director's salary.

M/S/C Somers / Green to approve the Cass County Public Safety Communications Budget FYE2019 as submitted. Carried unanimously.

Kennon said that the new Performance Appraisal forms had been given to the dispatch staff. They are aware that they will each receive a performance review sometime before July 1st.

Finally, there was a very brief discussion about notary requests. All dispatchers used to be notaries, but most of them have allowed their credentials to expire. There is no requirement for dispatch to be notaries, so the Board left this to the Director's discretion.

Public comments or concerns: None.

M/S/C Green / Somers to adjourn a 6:44pm.

Respectfully Submitted

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