

Cass County Public Safety Communications Commission

Minutes

March 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 5:15pm.

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

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

M/S/C Green / Somers to approve February financial reports. Carried unanimously.

TAC Report: Mike Kennon reported that a dispatcher who had reported back to work after an extended medical leave was currently working a regular full-time schedule. Also, dispatchers were continuing to get used to their new work schedules and some minor changes will continue to be made to improve overall scheduling.

Kennon reported that a new key fob reader on the conference room door was recently installed to replace a faulty unit. Door entry “buzzer” buttons were also installed in the Dispatch room for the two outer doors of the Comm. Center.

Kennon stated that dispatch had participated in a recent Active Shooter Response training held at the Atlantic Middle School. The Cass Co. Communications trailer was positioned outside the school and Bobbi Jo Jameson acted as dispatch for multiple emergency response scenarios. Kennon said that the training went very well and that the Communications trailer will be used in much the same way for an Every 15 Minutes mock vehicle accident training program to be held in Griswold in April.

The dispatch center will be very much involved with the Statewide Tornado Drill on March 28th. Dispatchers will receive teletype notification of the drill and set off outdoor warning sirens throughout the County. In a change from previous years, an “all-clear” siren will be eliminated from protocols in Atlantic. The local mass notification system will also be tested during this drill. Kennon has also been contacted by the YMCA Aquatics Director to participate in an emergency medical response drill to be held in April.

Respectfully Submitted



Finally, Kennon said National Public Safety Telecommunicator Week will be April 9-13. He is going to think about ways to recognize dispatchers using local media as well as planning some special events such as cake and/or treats delivered to the dispatchers in the Comm. Center.

Old Business: Mike Kennon said that representatives from Motorola had returned for a second visit on March 15th. They will touch base with us at a later date with more details on a proposal to move Cass County Public Safety Communications to the new Statewide Radio System. Kennon will continue to work with the Motorola reps to answer their questions about possible existing tower locations and county owned properties as well as gather information on existing inventories of radios and radio equipment in the County.

There is still no final version of a new Cass County Employee Handbook, so no work has been done to update the Cass Co. Public Safety Communications Employee Handbook.

New Business: Mike Kennon said that there has been a growing belief among local emergency response partners that Cass County Public Safety Communications should dispatch the closest helicopter service when a helicopter is requested in an emergency situation. Sheriff Darby McLaren, Dr. Elaine Berry, local Fire/EMS personnel and County Dispatchers were consulted about our protocols for requesting and dispatching a helicopter service during an emergency.

M/S/ C Somers / Jimerson to dispatch the closest available helicopter service when a helicopter is requested in an emergency medical situation.

Kennon reported that the State had introduced a Virtual 911 Consolidation Plan. Part of the Plan routes wireline 911 calls to a remote location, converts them to an Internet Protocol (IP) call, and transports them to the appropriate PSAP for answering and dispatch. The State will take over the costs currently paid by local PSAPs to route 911 calls to their facility. That will be about a \$20,000 annual savings to our PSAP.

The next phase of the Plan will be to share Call Processing Equipment (CPE). All the PSAPs in the State could technically run off one or two CPEs. Zetron won the bid for this project and the State will pay for local implementation and maintenance costs. Equipment may include the Zetron Call Handling System, computer aided dispatch (CAD), logging recorder, mapping and emergency medical dispatch (EMD). Adoption will not be mandatory, but PSAPs opting to maintain their own CPE will be responsible for the costs.

Kennon then briefly talked about dispatcher staff scheduling. Kennon continues to make minor adjustments to work schedules to allow for consistent 40 hour work weeks for staff members, yet limit overtime.

Public comments or concerns: None.

M/S/C Jimerson / Green to adjourn a 6:07pm.

Respectfully Submitted

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