

Cass County Public Safety Communications Commission

Minutes

March 26, 2019

Cass County 911 Center – 705 Poplar, Atlantic, Iowa

Present: Steve Green, CC BOS; Kathy Somers, Atlantic; Chris Jimerson, Atlantic;
Mark O'Brien, CC BOS

Absent: None

Staff present: Mike Kennon, TAC and Bobbi Jo Jameson, Dispatcher
Citizens present: None

Chair Chris Jimerson called the meeting to order at 5:19pm.

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

M/S/C Somers / Green to approve the minutes of the 2-26-2019 meeting. Carried unanimously.

M/S/C Somers / Green to approve February 2019 financial reports. Carried unanimously.

TAC Report: Mike Kennon stated that he and selected staff members would attend NENA and APC Conferences on April 1 and 3. A personal vehicle will be used because the EMA vehicle had been involved in a car/deer accident. Hazard Mitigation Planning may be affected by recent floods. A portion of Federal Damage payment go into a fund which may help pay for HMP plans. Kennon and a dispatcher will take part in a mock vehicle accident drill to be held at the Atlantic High School on March 28. The Comm Center will also be very involved in the annual statewide tornado drill on March 27. Kennon continues to work with local schools on Emergency Operations Plans.

Kennon said that attempts to talk with representatives for Shared 911 Services had fallen through. We were up against a deadline to renew an annual maintenance contract with Emergitech Call Takers on April 1. Steve Green suggested Kennon contact Emergitech and try to negotiate a month-to-month or partial year extension while attempting to get Zetron scheduled to switch out equipment. Kennon also reported that there had been discussions with Bob Stephany, D & D Communications rep for Motorola. Bob was ordering "Keys" for Cass County's new 700 Mhz radios. This will allow these radios to be on the statewide system and be programmed. There was also some direction given on how Cass County may consider getting the PSAP connected to ISICS.

Kennon outlined some of the steps needed to prepare for RAGBRAI in July. There was a brief discussion of a State Audit of Shelby Co. EMA. Cass County Emergency Proclamations and Damage Assessments from recent flooding. Finally, Kennon told the Board about his recent trip to Fremont County to assist with their major flood event.

Old Business: There was a lengthy discussion about the Annual Wage/Salary document that is submitted to the Auditor's Office each year.

Respectfully Submitted



M/S/C Somers / O'Brien to approve the Wage/Salary document as presented in its typed form. Carried unanimously.

There was a discussion about the need for a new dispatcher training manual and about setting benchmarks for new hires to assure progression in training. Kennon was tasked with finding a template, extracting archived documents and/or asking neighboring counties for an existing training manual.

At the previous PS meeting it was discussed to offer a Personal Day (8 hours) to Dispatch Staff in lieu of their Birthday as an observed Holiday. No action was taken at that time and Kennon said there was a question since the last meeting as to when this would take effect. Discussion ensued.

M/S/C Green / Somers to offer a Personal Day annually to dispatch staff and eliminate their Birthday as an observed Holiday starting at the beginning of the fiscal year, July 1, with the hours issued to staff members on their birthday. Carried. For: Green, O'Brien and Somers. Against: Jimmerson.

Also at the last PS meeting, the Board came to a consensus that dispatch staff members could potentially request time off for the Holidays which they were scheduled. The Board stated that these requests could be granted on a first come-first served basis with longevity used to be used as the tie-breaker. The Director may deny any requests for time off if it is determined that double staffing is necessary for the Holiday.

New Business: A Dispatch Staff member presented proposals to change current longevity rates and add a shift differential for evening dispatchers. These proposals were not acted upon by the Board.

Public comments or concerns: None

M/S/C Green / Somers to adjourn a 7:07pm.

Respectfully Submitted

