

# Cass County Public Safety Commission

Steve Livengood, Chair  
Sheriff Darby McLaren, TAA  
Cass County Courthouse  
5 West 7<sup>th</sup> Street  
Atlantic, Iowa 50022  
712-243-2204 (Voice) 712-243-3701 (Fax) [rkoppert@casscoia.us](mailto:rkoppert@casscoia.us)

Julie Adams, Vice-Chair  
911 Director Rob Koppert, TAC

## Minutes

March 25, 2013  
Basement Meeting Room

<u>Member</u>	<u>Representing</u>	<u>Present</u>	<u>Absent</u>
Gaylord Schelling	Cass County	X	
Mark Wedemeyer	Cass County	X	
Steve Livengood	City of Atlantic	X	
Shawn Shouse	City of Atlantic	X	
Julie Adams	City of Griswold	X	
Tom Harris	City of Anita - Primary		X
Jeff Bohnsack	City of Anita - Alternate	X	

**Staff present:** Rob Koppert

**Citizens present:** Mike Kennon

Chairperson Shawn Shouse opened the meeting at 5:01pm

M/S/C Livengood / Bohnsack to approve the agenda as published. Carried unanimously.

M/S/C Schelling / Livengood to approve the January 2013 Minutes. Carried unanimously.

M/S/C Bohnsack / Livengood to approve the January and February 2013 financial statements and bills. Carried unanimously.

911 Director and TAC Rob Koppert reported to the Commission on the hiring of a new fulltime dispatcher. Advertisements had been placed in all three county newspapers and that approximately 30 applications had been received by the deadline. He and Sheriff McLaren have been going over them and the top five or so would go through background checks and interviews. Interviews would take place on April 5th in the basement meeting room. Koppert also updated the Commission on the Narrowbanding project and AFG Grant, as well as the upcoming NENA, APCO, and APC conferences to be held in Des Moines the next week. He also informed the Commission of the annual Shieldware Software update training to be held in May in Des Moines.

In business regarding the re-location of the communications center, the Commission reviewed preliminary drawings of the proposed renovations to the third floor of the courthouse allow the communications to move to that location. There were a couple of questions raised, specifically why the hallway needed to straight through an existing closet and concerns about the bathroom in the "office" portion of the plan. TAC Koppert advised he thought these were due to ADA requirements but was not entirely sure. Also discussed was the architect's reasoning for suggesting a ground floor solution using the current sheriff's office sally ports we cost prohibitive. TAC Koppert advised it was his understanding that using the sally ports would require the building of both additional space for the communications center and its requirements, but also require the construction of suitable space for the sheriff's office because of the loss of the sally port. Koppert was instructed to invite Al Povondra to the next meeting in April and to bring cost estimates for the renovation of the sally port.

In Old Business, the Commission and E911 Director Rob Koppert signed employment contracts.

In New Business, the Commission, discussed with E911 Director Rob Koppert a concern over the reporting of his hours and the flexibility of his schedule. Also discussed was who should be responsible for answering

complaints regarding Koppert's schedule or other employment issues. It was the consensus of the Commission that the Commission was Koppert's hiring authority and therefore all issues should be brought to the Chair of the Commission. Koppert was also asked to keep detailed records of the time he was working and include a log of the work completed on those days.

There were no public comments or concerns.

MSC Livengood / Schelling to adjourn at 6:52pm.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Rob Koppert". The signature is written in a cursive, slightly slanted style.

Rob Koppert, TAC - Recording Secretary