

Minutes

November 9, 1999

Members Present: Chuck Kinen, Lynn Crozier, Pat Simmons, Don Volk, Dave Jones
Members Absent: Judi Kunze
Staff Present: Rob Koppert, Gloria Abild, Jeff Richter
Others Present: None

Due to water damage in the basement meeting room, the meeting was relocated to the Board of Supervisors Meeting Room. Appropriate signs were posted indicating the change in location.

Chairperson Pat Simmons called the meeting to order at 5:01pm.

MSC Crozier/Volk to approve the agenda as published.

MSC Crozier/Kinen to approve the October 1999 minutes.

The commission discussed the maintenance agreement bills for the communications center Iowa System computer. Mainstay Systems has been providing maintenance service for the computer and commission member Chuck Kinen questioned whether the commission needs to pay for this maintenance agreement. TAC Koppert reported that Mainstay routinely cleans the computer inside and out, and recently replaced the print head on the printer. Member Kinen pointed out his computer doesn't get that dirty, and member Jones stated his does, as well as the pop machines that Coca Cola Bottling have, and that machines with exhaust fans like computers and pop machines are havens for dust and need routine cleaning and maintenance. Dispatcher Gloria Abild pointed out the computer runs 24 hours a day, 7 days a week.

MSC Kinen/Jones to approve the November 1999 Financial Statement.

Terminal Agency Coordinator Rob Koppert reported on the renewal for the radio license for the Sheriff's Operations frequency with the Federal Communications Commission, an ongoing investigation by OSHA regarding an electrocution and OSHA's request for audio transcripts and asking the tape be taken out of circulation pending the completion of their investigation. TAC Koppert asked the commission for approval in purchasing a new optical disk for use with the recording system as a cost of approximately \$200.

MSC Volk/Jones to allow TAC Koppert to purchase one optical disk.

In Old Business, the commission discussed the radio and telephone traffic and the need for a second dispatcher on certain nights. TAC Koppert distributed copies of a survey he gave the dispatchers regarding the issue of a 2nd dispatcher. After discussion with dispatchers Gloria Abild and Jeff Richter, TAC Koppert, and review of the survey's, the board recommended the on-duty dispatcher be allowed to make the determination that a second dispatcher is needed and make the appropriate telephone calls to have a second dispatcher report to work, with TAC Koppert to write a policy on this issue and present it to the commission.

MSC Jones/Kinen to make a policy allowing the on-duty dispatcher to make the determination that a second dispatcher is needed and to call that dispatcher in.

In new business, the need for a second dispatcher on New Years Eve was discussed. TAC Koppert felt there would be minimal disruptions of services because of the Y2K glitch, but felt that staffing an extra dispatcher

would be prudent in case there are disruptions, or the night proves busier due to the larger amount of people celebrating the New Year. The commission gave their verbal approval of the scheduling of a second dispatcher.

MSC Jones/Kinen to go into closed session at 5:39pm to discuss a grievance filed by one of the dispatchers. Pursuant to Iowa Open Meetings Law, the closed session was tape-recorded.

MSC Jones/Volk to come out of closed session at 6:01pm.

MSC Jones/Volk to adjourn at 6:02pm.

Respectfully Submitted,

Rob Koppert, Secretary, TAC