

Clinton County Communications Commission/ Technical Oversight Board Meeting Minutes

Monday, February 8, 2021 at 2:30 PM

Clinton County Law Center – Large CR/EOC (241 7th Ave N. Clinton, IA)

Present:

Communications Commission/ Board of Directors (BOD):

Board of Supervisor – Dan Srp
City of Camanche – Trevor Willis
City of Clinton – Scott
Maddasion
City of DeWitt – Don Thiltgen
Sheriff's Office – Bill Greenwalt

Technical Oversight Board (TOB):

Clinton Fire – Jeff Chapman
Clinton Police – Kevin Gyrion
DeWitt Fire – Scott Besst
DeWitt Police – Dave Porter
Emergency Management –
Chance Kness
Sheriff's Office – Steve Diesch

Eric Dau – Communications Manager & Clinton County Fire President

Brent Vogel – Technology Systems Manager

Amanda Schwartz – TOB & BOD Secretary

Not Present:

Camanche Fire

Camanche Police

CC EMS Association President

Public: None present

Press: None present

1. Call meeting to order – The BOD meeting was called to order at 2:46 PM by Mayor Willis. The TOB meeting was called to order at 2:46 PM by Chief Porter.
2. Roll Call – Present: Roll call was taken for the BOD – Quorum was present (see above, >3).
3. Roll Call – Present: Roll call was taken for the TOB – Quorum was present (see above, >5).
4. Approval of previous BOD meeting minutes (2/12/2020)
 - a. BOD Motion: A motion to approve the previous meeting minutes from 2/12/2020 was made by Supervisor Srp and seconded by Mayor Thiltgen. Motion carried.
5. Approval of previous TOB meeting minutes (2/12/2020)
 - a. TOB Motion: A motion to approve the previous meeting minutes from 2/12/2020 was made by Chief Porter and seconded by Chief Gyrion. Motion carried.
6. Public Comment – There were no public comments and nothing received prior.
7. Discussion of the Radio Project
 - a. Dau stated during the city of Clinton's portion of the repeater project, Motorola over billed approximately 40 vehicular repeaters due the upfront costs required at the time of the quote. When Motorola then quoted the county's portion, some of the repeaters were quoted a second time causing them to be double charged. The total refund amount still needs to be discussed. Each repeater costs \$5,000-\$6,000.
 - b. Dau has been working with the police and fire work groups. The second round of meetings will begin this week. The groups have discussed talk groups and procedures.
 - c. The temporary site for the tower is currently located at the Clinton Pool. This tower will need to be moved to another temporary site before May due to the pool opening that

month. Mid to late March would be ideal to get the tower relocated. Dau, Assistant Chief Chapman, Captain Raymakers and Brent Vogel met with AJ Steines and Andy Josund at ADM to discuss moving the tower to the three silos at the Clinton plant location for the temporary tower location. This site would allow for a higher location which would provide better coverage as long as Motorola and the state approve the location based on their coverage maps. There was brief discussion on potential coverage issues throughout the county and the north end of Clinton. The ADM location would be a temporary location until the new tower site is built at the Clinton County Landfill. The permanent site at the landfill is on hold due to some natural terrain issues and current weather conditions. Comelec is estimating about six months to complete the project from the time construction starts. The landfill location is in place of the Eagle Point location. The landfill location will give better coverage for the county due to being a more centralized location. There was discussion on having an additional permanent tower located at ADM. Dau stated there would be a significant cost involved to make the temporary tower at ADM permanent and would need to be further discussed with ADM later on. The high costs would be due to the equipment in the trailer that is currently on loan to the county. The equipment would cost around \$100,000 to \$200,000. Dau stated Comelec's terms are requesting 50% of the project's total cost at the start of the project. Dau stated there are some remaining funds in the Communication's budget that was ear marked for the radio project. Supervisor Srp stated the fund balance that had been accumulating in the Communication's budget was just bonded for and will not need to be utilized for the project that it was originally intended for. Supervisor Srp asked if it would be appropriate to apply the carry over funds to the portion of this existing tower project. Since the Commission's budget flows through the EMA budget and EMA has already certified and published their budget then a budget amendment will need to be made at some point. Supervisor Srp stated they are looking at including the 50% down and approving the spending authority to be included in the next budget amendment planned to occur this month. An additional budget amendment may need to be completed for health insurance premiums for Communication's staff due to only having a 3% placeholder.

d. There was discussion on map coverage on the final location for the radio tower.

8. Discussion/ Possible Action FY 2022 Communications Budget

- a. Dau updated the group on the planned budget for FY 2022. With the exception of the increase of the Training line, wages and employee health plan there are no changes being made. The next contract negotiation meeting is scheduled for next week. Since Communication's budget travels through the EMA budget, this budget was already submitted and published with the need for a possible amendment in the future. There was some discussion on employee wages.
- b. BOD Motion: Mayor Thiltgen made a motion to approve the FY 2022 budget. This was second by Sheriff Greenwalt. Motion passed 5-0 with Supervisor Srp, Mayor Willis, Mayor Maddasion, Mayor Thiltgen and Sheriff Greenwalt voting yes.

9. Discussion/ Possible Action Status of CALEA and Contracting with an outside vendor for policy creation assistance
 - a. Brent Vogel has worked diligently on the CALEA project up until August 10, 2020 when the Dercho storm hit. Since then, the project has not made a lot of progress because of the radio project being worked on. Dau is requesting to work with an outside contractor to help write the policy and procedures for CALEA. Dau reached out to ICAP for their recommendations. ICAP suggested Lexipol. Lexipol does not work on communication center policies but they mentioned they may be interested in using the county as a pilot program at a discounted rate. Dau also reached out to MCM Consulting located in Pennsylvania. Dau increased the budget's training line \$15,000 with the intentions to use that amount to pay for a contractor's service to assist with policy writing. Discussion took place on budgeting for a part-time employee to help write the policies and procedures and then potentially keep them on as full-time to become a future dispatcher. Discussion also took place on using Lexipol at a discounted rate in order to keep moving forward with the required policies for the CALEA process. There was also discussion on what the priority level of working on the CALEA process is and who should review and approve the policies and procedures. The group agreed to receive recommended feedback from the contractor on how other agencies work on the approval process. Chief Gyrion made a recommendation to have a sub-committee research contractor options to work on the policy writing. The sub-committee would present their recommendations to the Commission and Technical Oversight Board at a later date. Discussion took place on who to include in the sub-committee. The members present agreed have the Technical Oversight Board (TOB) and Supervisor Srp as an available elected official make up the sub-committee to review contractor options.

10. Discussion/ Possible Action Updating the Policy of Use of Sick Leave for Medical Provider Appointments
 - a. Vogel stated some employees are utilizing their sick leave for doctor appointments which is requiring the use of overtime to cover that shift. All employees have one day off each week due to staff working four 10-hour days. The current employee handbook verbiage states that management must approve an employee's request to take a sick day for a doctor's appointment. This verbiage was originally included in the handbook when staff worked 8-hour days five days a week. Vogel reached out to the County HR to include a restriction in the handbook that staff can use a sick day as long as it does not incur overtime. HR suggested adding "these hours cannot incur overtime unless FMLA approved" in the handbook. There was discussion on requiring staff to be held over, how many hours they can be held over and volunteering to work overtime. The group also stated concerns on having Dau cover available shifts.
 - b. TOB Motion: Chief Deputy Diesch made a motion for the Commission to address this issue using the suggested verbiage provided by county HR. This motion was second by Chief Porter. Motion carried.
 - c. BOD Motion: Supervisor Srp made a motion to approve the use of the language in the employee handbook. This was second by Mayor Thiltgen. Motion carried.

11. Election of Chair and Vice Chair for the Communications Commission
 - a. Currently Mayor Willis serves as the Chair and Mayor Maddason as Vice-Chair of the Communications Commission.
 - b. BOD Motion: A motion for Sheriff Greenwalt of the Sheriff's Office to serve as Chair was made by Supervisor Srp and seconded by Mayor Maddason. Motion carried.
 - c. BOD Motion: A motion for Mayor Maddason of the City of Clinton to serve as Vice-Chair was made by Supervisor Srp and seconded by Mayor Willis. Motion carried.

12. Election of Chair and Vice Chair for the TOB
 - a. Currently Chief Deputy Diesch serves as Chair and Chief Reid as Vice-Chair.
 - b. TOB Motion: A motion for Chief Deputy Diesch of the Sheriff's Office to serve as Chair was made by Chief Gyrion and seconded by Assistant Chief Chapman. Motion carried.
 - c. TOB Motion: A motion for Chief Porter of DeWitt PD to serve as Vice-Chair was made by Chief Gyrion and seconded by Assistant Chief Chapman. Motion carried.

13. Communications Director Update
 - a. Dau provided some updates on call volume statistics. He stated the call volume has decreased but the incoming calls are more serious and has required more time to handle them.

14. Other business
 - a. Dau updated the group about a court decision that recently came out of from Mahaska County involving 911 boards and their ability to enter into 28E agreements. Dau doesn't think this will affect Clinton County. Mahaska County created a 28E agreement off of their 911 Board, which was ruled to not be legal. The state's 911 program office has advised 911 Boards to hold off on entering into any other 28E agreements until this issue has been sorted out. Dau stated the tower is owned by the 911 Board. Dau and Kness previously talked about a direction to avoid having a 28E in order to work on the city of Clinton's property. Supervisor Srp stated a 28E cannot enter with another 28E. He stated the 911 Board should be okay as long as the legal arrangement is not titled a 28E.
 - b. Dau is asking who he should run record requests that include protected health information through in the future due to the county attorney stating he is not allowed to provide legal advice to Dau since he works for the commission. Dau stated a majority of the recordings he has been releasing are 911 calls or calls being received on behalf of the 911 Board. The 911 Board is a state mandated function. Dau stated he uses Attorney Dave Pillers for legal contracting work and that is at \$175 per hour. The group discussed having a conversation with the county attorney. Sheriff Greenwalt, Supervisor Srp, Chief Gyrion and Mayor Willis volunteered to have a discussion regarding Dau's concern.
 - c. Chief Gyrion suggested including staff with the Eastern Iowa Mental Health Region to be able sit in with dispatchers to help diffuse mental health calls. Dau was on board with the suggestion.

15. Adjourn – BOD Motion: Mayor Thiltgen made a motion to adjourn at 4:00 PM
TOB Motion: Chief Gyrion made a motion to adjourn at 4:00 PM