

Clinton County Communications Commission/ Technical Oversight Board Meeting Minutes

Wednesday, June 30, 2021 at 1:30 PM

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

Present:

Communications Commission (CC)

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):

Camanche Fire – Dave Schutte
Clinton Fire – Joel Atkinson, Jeff Chapman
Clinton Police – Kevin Gyrion, Jim Ballauer
DeWitt Police – Dave Porter, Matt Whalen
Emergency Management – Chance Kness
Sheriff's Office – Steve Diesch

Eric Dau – Communications Manager & Clinton County Fire President

Amanda Schwartz – TOB & BOD Secretary

Not Present:

Camanche Police
CC EMS Association President
DeWitt Fire

Public: None present

Press: None present

1. Call meeting to order – The CC meeting was called to order at 1:33 PM by Sheriff Greenwalt. The TOB meeting was called to order at 1:33 PM by Chief Deputy Diesch.
2. Roll Call
 - a. Roll call was taken for the TOB – Quorum was present (see above, >5).
 - b. Roll call was taken for the CC – Quorum was present (see above, >3).
3. Approval of previous TOB meeting minutes (4/14/2021)
 - a. TOB Motion: A motion to approve the previous meeting minutes from 4/14/2021 was made by Chief Deputy Diesch and seconded by Chief Atkinson. Motion carried.
4. Approval of previous Communications Commission meeting minutes (4/20/2021)
 - a. CC Motion: A motion to approve the previous meeting minutes from 4/20/2021 was made by Mayor Thiltgen and seconded by Supervisor Srp. Motion carried.
5. Public Comment – There were no public comments and nothing received prior.

Discussion/ Possible Action Communications Policy and Procedure Project

 - a. Dau stated they have received one quote from MCM Consulting for a total of \$37,500. The budgeted amount for the project was \$15,000. Dau stated the services that MCM are offering are ideal for the project needs but the cost looks to be the biggest barrier. He proposed a long term goal of pursuing EPD protocols. As discussed at a previous meeting, the cost estimate for that project was \$70,000 - \$80,000. At this time Cedar County is using MCM for their radio project. MCM will review the current policies and if changes are needed, they will provide feedback on re-writing policies. The group discussed what MCM would provide by either developing or recommending new policies or procedures. Dau stated the contract can stipulate that MCM is to write the policy manual. He confirmed the policies would be available electronically. There was

also discussion on how to fund the additional expense to contract with MCM. Further research is needed to receive feedback from other counties who have utilized MCM. No motions were made.

6. Discussion/ Possible Action Salary Increase Implemented by the Board of Supervisors
 - a. Dau stated the Clinton County Board of Supervisors re-evaluated the 2% salary increases that they offered employees across the county and as a result they have approved county employees to receive a 3% salary increase in FY 2022. This approved increase does not impact the already approved Communications budget because the budget originally included a 3% increase. Supervisor Srp spoke to the group on the reasoning for the wage increase.
 - b. CC Motion: Supervisor Srp made a motion to adjust the salary increases to be consistent with the other Clinton County employees to receive a 3% wage increase that was previously approved by the Board of Supervisors. This was second by Mayor Willis. Motion carried.

7. Discussion/ Possible Action Communications Staffing Issues
 - a. Dau updated the group on two (2) employees who recently resigned and their reasons for resigning. There are two recently hired employees currently going through training. Both employees are expected to complete training by the end of August. A third employee will begin employment/training on July 12th. Due to a trainer stepping down from their training role, there is a current employee attending CTO Training this week to fill the trainer vacancy.
 - b. Dau stated he recently reached out to a retired employee if they would be interested in working part-time. The person was concerned how working part-time would impact their retirement benefits. One of the two recently resigned employees expressed interest in working part-time.
 - c. Dau discussed the issues to consider when hiring someone who is either an experienced Telecommunicator or someone with no experience. Those issues included if the person is CPR certified, EMD/ EFD certified and familiar with Zuercher. He also stated these issues may no longer be an issue by the time the staffing issues are addressed. Dau has considered switching to 12-hour shifts. Employees are not exempt under FLSA like most other public safety agencies. One work week for an employee would include 48 hours; the other week would be 36 hours. This would require 36 hours to be considered full time and then overtime for every employee each pay period. Dau stated the current struggle he has had to get people to work on their days off. If there is any overtime that needs covered, it has to be from someone on a day off. He also stated he cannot come up with a way to force staff to come in on their day off. Dau explained some different shift options he has considered. He stated once the two (2) trainees have completed their training then the number of employees will be at 13, which is where they were at before the other two (2) employees resigned. After the third person starts training in July and has completed training, there will still be two (2) more openings to get to their full staffing level back to 16 plus 2 Administration Staff.

- d. Dau stated his department has the capacity to train three (3) people at a time. He would like to make the conditional offer to the two (2) additional candidates. If the pre-hire steps are done prior to having a trainer available, then the new hires can be assigned to an employee to assist with duties including making phone calls, running criminal histories, gun permits, job shadowing, etc. This would avoid any delay in the next people starting the training process.
- e. Dau updated the group about the interest from Clinton PD and Fire to have a dedicated dispatch for police and fire. He stated the current staffing operational picture won't allow for that, he thinks there may be an opportunity in the near future. Dau and Vogel recently visited the QCOMM Dispatch Center for Moline, East Moline, Milan and Silvis. The center operates by having one person designated to law enforcement dispatch for Moline and Milan, another person does law enforcement dispatch for East Moline and Silvis and another person does fire dispatch for everyone else and the rest of the staff are call takers. Dau provided to the group some population statistics. The combined population of Milan and Moline is 46,976. The combined population for Silvis and East Moline is 28,413. Clinton County's population is 46,429, which is nearly identical to Milan and Moline's population. Dau stated once the migration to ISICS has been completed on the law enforcement side, the four law enforcement agencies could be combined into one talkgroup and a Telecommunicator can be dedicated to that specific talkgroup and nothing else. The reasons for this possible change is that Clinton PD does not need to hear the county calls for handling civil papers and the Sheriff's Office does not need to hear what the PSO or building inspectors are doing, which is done via MDT. On the Fire side, Dau does not recommend joining the talkgroups into one because of all the dispatching calls that is still done via radio/pager. Dau does think it is still reasonable to have one person dedicated to fire dispatch. He stated once the department achieves the full staffing minimum, then staffing can be raised to three people.
- f. Chief Gyrion asked for calls for service data for the different zones/talkgroups. Some members of the group also asked for more comparables from different counties/dispatch centers. Since Dau has already received the staffing authority, no action was necessary for Dau to move forward with hiring the two (2) additional employees to reach the need staffing level.

8. Discussion Radio Project Update

- a. Dau has received quotes from Keltek and Comelec for installations. Keltek quoted \$867.97 per law enforcement vehicle for the radio and repeater install, \$624.40 per fire vehicle radio and repeater install and \$487.35 per fire vehicle for radio only installations. Comelec quoted \$440 per dash mount radio with no repeater, \$660 for a remote mount radio with no repeater, \$605 for a dash mount radio with a vehicular repeater, \$825 for a remote mount radio with repeater (law enforcement), \$935 for remote mount dual head with no repeater and \$1,045 for remote mount dual head with a repeater. Keltek is not able to program the repeater and it would cost \$380 per repeater that needs paired to take it to Electronic Engineering to have this done. Comelec can program the repeater but that is charged at their hourly rate of approximate \$100 per hour.
- b. The most expensive option for the mobile radios was ordered for the fire departments due to the tight timeline that Motorola imposed on them. The reason for that was so they would not have to ask for more money in the long run. They now need to exchange 71 mobile radios on the fire side to have the correct radios for the fire departments. They are waiting for Motorola to balance the numbers and ship the correct radios and

refund the cost difference. The fire installations cannot begin until the radios are received.

9. Discussion/ Possible Action Tower Lease with Eastern Iowa Community College District
 - a. Dau stated himself, Sheriff Greenwalt and BOS Chair Determann negotiated with EICCD last week and came to terms with them on a five (5) year lease at the top of the tower for \$500 per month with the stipulation that they need to notify the Amateur Radio Club of the situation. The college will write the lease after their board approves the lease during their meeting in mid-July. Dau proposes the lease comes from the 911 budget for consistency but with the understanding and support of this board to help with the lease payments if there is a shortfall in the 911 budget. The group discussed having adequate insurance on the tower. Kness asked who would maintain the equipment on the tower and if there would be space for a backup generator for a repeater location. Dau stated during the five years of the lease, the equipment on the tower would be maintained through the lease and then long term through the 911 board. He also stated there is room for a generator on site and the HVAC system will need to be updated which will come out of the 911 budget. Dau stated since the Amateur Radio is used by the 911 budget, he stated the 911 budget should pay the extra expense to have the Amateur Radio moved lower down on the tower. Supervisor Srp discussed switching the funds from the bonds over to the 911 Board's budget. Supervisor Srp stated he does not have a problem having the lease go through the 911 Board and suggested Dau to speak at an upcoming BOS meeting. Dau will work on finalizing the second tower once the EICCD tower project has been finalized.
 - b. CC Motion: Supervisor Srp made a motion to approve the lease to go through the 911 Board's budget long-term with EICCD. This was second by Mayor Willis. Motion carried.

10. Discussion/ Possible Action Consideration of an Alternate Option for Portable Radios for Law Enforcement
 - a. Dau stated while Sheriff Greenwalt was at a conference he learned from a Motorola rep about the Motorola APX Next Radios. These are the newest radios that Motorola makes. The radios were in beta testing when the other radios were ordered. Motorola was not allowed to tell anyone about the new radios at that time. The new radios have a cellular back up for situations when the radio is not able to connect to the ISICS network such as when a vehicular repeater would be necessary. The cellular backup has redundant air cards from First Net. In this area, First Net is automatically backed up by US Cellular and Verizon. Therefore, if you have cell phone coverage then you have radio coverage. They have been given two (2) radios to test on regional talk groups and Dau stated the results have been excellent. Another major benefit is that someone can talk on local talkgroups outside of the county ring. Dau stated 102 called 23-1 from downtown Chicago and had absolutely no problems communicating. Dau also stated these radios can withstand more water submersion than the recently ordered radios. The microphones also feature technology that will keep the voice to the listener consistent whether the person transmitting is whispering or yelling.
 - b. At this time, Des Moines PD is the only agency in Iowa using the radios and has done a complete migration at this point. They have also switched their detectives and administrative staff to only having portables; no mobiles. Dau stated during a previous

GAPA meeting, Chief Gyrion said Chicago PD did not have mobiles and only used portables. Also in the GAPA meeting, Chief Porter and Chief Schmitz were willing to switch their radios and eliminate mobiles for the cost savings.

- c. Dau stated the initial cost is higher for law enforcement radio going from \$4,387.10 to \$7,460.83. The fire radios are also higher going from \$5,028.40 to \$8,157.98. There could be some costs savings by eliminating mobiles and repeaters. The cost savings for Camanche PD using Comelec's prices and not using mobiles would be \$24,723.06. The cost savings for DeWitt PD would be \$60,797.92. Dau stated the cost analysis for the new radios is significantly different because of the number of portable radios needed compared to the number of vehicles each department has. Wheatland and Low Moor were the two departments analyzed. If Wheatland switched to the new portable radios and dropped mobiles, the cost would increase the project by \$52,664.98. If Low Moor did the same switch, the project cost would increase by \$22,132.52. If this option is approved, the radios for Clinton PD and Fire would be purchased as part of the replacement cycle with the exception of radios for the Command Staff. The Command Staff would still be able to communicate even if they were out of the area. Due to the Camanche Fire Chief's position being a full time career position, a new radio would also need to be purchased for Camanche Fire. Clinton PD and Fire are not being considered there radios are not eligible to be returned because they are already in use.
- d. Supervisor Srp suggested installing the already purchased Clinton PD equipment in some of the rural fire departments. Chief Deputy Diesch asked what the replacement cost for the new radios would be 5-10 years from now. The group discussed working with Motorola to have a cost analysis and not issuing any more new radios since the unissued radios can still be returned. Supervisor Srp stated if the cost is within the bond amount, he does not foresee issues based on the need to have officer safety. Without knowing the final expense, Supervisor Srp is hesitant to move forward with the new radios.
- e. TOB Motion: Chief Gyrion made a motion to the commission that if they get a test group of radios on loan that they then start beta testing in Camanche and DeWitt. This motion was second by Chief Porter. Motion carried.

11. Other business

- a. No other business

12. Adjourn – TOB Motion: Chief Schutte made a motion to adjourn at 3:13 PM

CC Motion: Mayor Willis made a motion to adjourn at 3:13 PM