

# Clinton County Communications Commission/ Technical Oversight Board Meeting Minutes

Thursday, January 27, 2022 at 6:30 PM

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

## Present:

### **Communications Commission (CC)**

Board of Supervisor – Jim Irwin  
City of Camanche – Austin Pruett  
City of Clinton – Scott Maddasion  
City of DeWitt – Steve Hasenmiller  
Sheriff's Office – Bill Greenwalt

### **Technical Oversight Board (TOB):**

Camanche Fire – Dave Schutte  
Clinton Fire – Jeff Chapman  
Clinton Police – Jim Ballauer  
Camanche Police – Rich Schmitz  
DeWitt Fire – Scott Besst  
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:

CC EMS Association President  
Clinton Police

Public: None present

Press: None present

1. Call meeting to order – The CC meeting was called to order at 6:31 PM by Sheriff Greenwalt. The TOB meeting was called to order at 6:31 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 (6/30/2021)
  - a. TOB Motion: A motion to approve the previous meeting minutes from 6/30/2021 was made by Chief Schutte and seconded by Chief Deputy Diesch. Motion carried.
4. Approval of previous Communications Commission meeting minutes (9/14/2021)
  - a. CC Motion: A motion to approve the previous meeting minutes from 9/14/2021 was made by Mayor Maddasion and seconded by Supervisor Irwin. Motion carried.
5. Public Comment – There were no public comments and nothing received prior.
6. Update on Radio Project
  - a. Dau stated the Project Manager was able to secure enough new mics from another project that are still in the box for the county to have. Those radios will be shipped when Brent is back from vacation in two weeks.
  - b. The fire version for the Next chargers is scheduled to ship on 2/11 and the mics are scheduled to ship on 2/9.
  - c. The microwave installation is complete at both the DeWitt tower and the Clinton tower. They have a technician at the towers completing programming.

- d. There will be an APX Next Kickoff call on 2/8.
  - e. There will be a call to go over the cellular programming with Brent on 2/10.
  - f. The Project Manager, Project Engineer and a technician will be on site 2/9 to review any work that still needs to be completed.
  - g. Fire installations have been completed at Camanche, DeWitt, Wheatland and Grand Mound. Everyone is live except for Grand Mound who is choosing to wait to go live until Genesis Ambulance is on the system. The departments who are on the system have stated they are happy with Comelec's work and with the system overall.
  - h. At this time the fire installations have been paused while Brent is on vacation since he is the one completing the programming of the radios.
  - i. Once Brent returns from vacation, the APX Next will be the focus. At that time, they will transition to the law enforcement operation. Dau stated there have been several interoperability issues with the city of Clinton being on a different system than the other agencies. As well as an issue with the Sheriff's Office having some deputies on the new system and others on the old system.
  - j. The first priority will be to move the law enforcement portables programmed the rest of the way an issued. Following that, the plan is to remove the mobiles from the Clinton PD squad cars and install them in the Sheriff's Office squad cars. Following that, they will then complete the programming of the fire portables and issue out and re-distribute the equipment that is getting re-distributed.
  - k. The next steps will be to continue with the rural fire installations. They will begin with Andover so that all the departments in the city of Clinton area are on the same system. Then they will work on updating Calamus to ensure that all the departments that work together on the Highway 30 corridor are working on the same system. Following that, Goose Lake and Charlotte will be updated, which will take some additional coordination due to them functioning as one department. Delmar will follow along with the towns of Lost Nation and Welton.
  - l. Chief Porter asked what the targeted completion date is. Dau stated as long as everything goes well, he thinks the APX Next will be completed by the end of February.
7. 2021 Statistics
- a. Dau the call for service volume was down 8.31% in 2021 compared to 2020 with 79,355 calls for service in 2020 and 72,764 in 2021. Nine of those agencies that are dispatched for had a decrease of greater than 10% in calls for service from 2020. Eight agencies had an increase in calls for service from 2020. The total amount of phone calls that Communications handled increased by 0.5% from 2020. The number of wireless 911 calls increased by 14.61% while the number of landline 911 calls decreased by 3.03%. NCIC entries increased by 9.19% from 2020.
8. Discussion/ Possible Action – Approval of FY 2022-23 Communications Budget
- a. Dau stated the Communication's budget is filtered through Emergency Management (EM) budget. The budget must be submitted by January 31<sup>st</sup> each year to EM and the budget submitted can be reduced later by a budget amendment but it cannot be increased. Communication's budget requires three approval steps (Communications Commission, Emergency Management and the Clinton County Board of Supervisors). The budget must also be posted a minimum number of days for the public to have

access to review. Per Chapter 20 of the Iowa Code, Public Employees that are not firefighters or law enforcement can get no more than a 3% raise or the cost of living index increase whichever is less if negotiations would come to an impasse and would go to arbitration. Dau stated he is aware the cost of living index is significantly higher than 3%. Due to that, Dau has set a 3% wage increase as a worst case scenario since he has not received the initial proposal from the Communications Union.

- b. Dau stated there are two new requests besides the yearly changes associated with salaries and the employee health plan. He briefly explained each budget line item in the budget. The Communications Director and Technology Systems Manager are to receive salary increases comparable to other management level employees of the Commission members per their employment agreements. For the past three years, the Communications Director and the Technology Systems Manager have received the same raise as the Union Employees. Therefore the same assumption to happen was made to plan the FY 2023 budget. The FICA, IPERS and Overtime line items were also increased by 3% to reflect the wage increase for Union Employees. The Budget Director advised to factor in a 10% increase for the Employee Health Plan.
- c. The first request is a new line item of \$10,000 for Policy and Procedure Development. This line would be used in conjunction with funds from the 911 budget to hire a consultant to work on revisions/development of policies and procedures. This project was a focus for them prior to the derecho event and then it was postponed for the radio project. Now that the radio project is near completion, Dau stated the policy and procedure project needs a renewed focus.
- d. The second request is to use up to \$55,000 from the carryover/reserve funds that currently contain approximately \$750,000 for the purchase and equipping of a crew cab style truck. The Communications Director's personal operating vehicle has had to be used numerous times to haul items prior to the radio project and he believes it will continue to be the case after the radio project is complete. The current SUV no longer serves the needs of the department. Dau would like to trade in the current 2014 Ford Explorer SUV to purchase a Chevrolet Silverado truck that can still haul equipment as well as be able to work out of.
- e. The total budget request is \$1,683,193 which is an increase of \$119,175 or 7.6%.
- f. There was further discussion on the rollover fund about how much funds are available and what the funds are designated for. Mayor Maddasion suggested adding a policy to include a set amount of funds to stay in the rollover budget line. The group would like to further review the total numbers based on a few members present coming up with different totals of the rollover account.
- g. TOB Motion: A motion to make a recommendation to the Commission of the FY 2022-23 budget as presented was made by Chief Deputy Diesch and seconded by Chief Schutte. Motion carried.
- h. CC Motion: Supervisor Irwin made a motion to approve the FY 2022-23 budget as presented and was second by Mayor Maddasion. Motion carried.

9. Discussion/ Possible Action – Designation of Negotiation Team for Union Contract Negotiations
  - a. Dau stated the current 28E/Bylaws state a representative of the Technical Oversight Board (TOB), Communications Manager (Director) and an Elected Official appointed by the Commission shall determine the personnel policies of the Commission to include holidays, rate of pay, sick leave, vacation and health benefits through collective bargaining (Section 9 Paragraph D, Page 14). Historically, the Board of Supervisor (BOS) representative and the Chief Deputy served as the negotiating team since they were already a part of the negotiation process.
  - b. There was some discussion on whether this policy was correct. Dau stated the process to modify the 28E agreement. The group stated they are comfortable with the current status of having a BOS and a member of the TOB but they need to officially appoint the members of the negotiation team.
  - c. TOB Motion: A motion to appoint a member of the TOB and an elected official as the current members on the negation team was made by Chief Schutte and seconded by Chief Schmitz. Motion carried.
  - d. CC Motion: Mayor Maddasion made a motion to appoint Chief Deputy Diesch and Supervisor Irwin as the representatives for the FY 2022-23 negotiation team. This was second by Mayor Pruett. Motion carried.
  
10. Discussion/ Possible Action – Scheduling Regular Meetings of the Communications Commission
  - a. Dau stated Mayor Maddasion asked to discuss the possibility of having a bi-monthly or quarterly Communications meeting. The group discussed the benefits of having a set meeting schedule. The group agreed to meet quarterly for 2022, during the months of January, April, August and October.
  - b. CC Motion: Sheriff Greenwalt made a motion to meet a minimum of four times with no more than six times per year with the use of a Doodle poll sent out prior to determine a good day and time for members of the TOB and Commission. This was second by Mayor Maddasion. Motion carried.
  
11. Other business
  - a. Sheriff Greenwalt stated Amanda Schwartz will no longer serve as the Commission and TOB Secretary. Amanda Schwartz served as the Secretary for seven years. The position will be replaced with Brent Vogel.
  
12. Adjourn – TOB Motion: Chief Deputy Diesch made a motion to adjourn at 7:40 PM  
CC Motion: Sheriff Greenwalt made a motion to adjourn at 7:40 PM