

## Technical Oversight Board Meeting Minutes

Wednesday, April 14, 2021 at 1:30 PM

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

### Present:

Camanche Fire – Dave Schutte  
Clinton Fire – Joel Atkinson  
Clinton Police – Kevin Gyrion  
Clinton Police – James Ballauer  
Clinton Police – Pat Cullen  
Clinton Police – Joe Raaymakers  
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 Police	Public: None present
CC EMS Association President	Press: None present

1. Call meeting to order – The TOB meeting was called to order at 1:30 PM by Chief Deputy Diesch.
2. Roll Call – Present: Roll call was taken for the TOB – Quorum was present (see above, >5).
3. Approval of previous TOB meeting minutes (2/8/2021)
  - a. TOB Motion: A motion to approve the previous meeting minutes from 2/8/2021 was made by Chief Atkinson and seconded by Chief Schutte. Motion carried.
4. Public Comment – There were no public comments and nothing received prior.
5. Discussion of the Radio Project
  - a. Dau is waiting on Keltek to provide a quote for each type of radio and vehicle. A previous quote from Keltek states the cost will be \$1,000 per vehicle for the law enforcement vehicles. Dau is recommending changing the install vendor from Electronics Engineering to Keltek effective on a specific date based on the county bond for the first initial install funded by Communications. Communications will also maintain the portable and mobile radios. Any radio that would be installed in a new vehicle (changing the radio from one vehicle to another) after the initial install would be the responsibility of the agency. Keltek is requesting all the law enforcement vehicles installations to take place at the DeWitt Satellite Office. Dau is recommending the installs take place at the Camanche Fire Station that is attached to the Community Center due to the equipment having been shipped to that location. Keltek is also available to go to each fire station to conduct the installs but the equipment would need to be transported to each station.

- b. A structural analysis is being done on a tower that is owned by the Eastern Iowa Community College that is located to the west of the former Clinton landfill. There is also a possibility to construct a new tower near the Clinton landfill. The current equipment on the tower at the college is owned by the amateur radio group. Based on an agreement with Amateur Radio and EICCD, the equipment can be moved at any time. T-Mobile will be upgrading the tower to 5G equipment which would help with the concern on available capacity. The estimation for a monthly rental fee would be less than \$500. The heating and cooling in the building that will house the radio racks will most likely need to be upgraded, otherwise there are no other improvements needed to the facility.
  - c. Different area maps were displayed and discussed by the group based on different levels of available coverage throughout the county. The ability to have a second ISICS site built would be doable if the equipment was put on the college tower. Dau also stated there is a tower available to lease near Andover. The group discussed approval for Dau to move forward with conducting a structural analysis of the tower near 432<sup>nd</sup> Avenue and 170<sup>th</sup> Street near Andover.
  - d. Dau reviewed the pros and cons of building a new tower vs. leasing a current tower. Dau recommended leasing the college tower and pursuing the Andover tower due to being a cost savings, a faster timeline and potential to provide better coverage in Clinton. Once the analysis is complete and if the college tower does not seem like a viable option, then Dau would proceed with the original plan of building the tower near the landfill.
  - e. Dau also updated the group of the current bond expenses.
6. Discussion/ Possible Action Relocation of the STR Trailer (Temporary ISICS Site)
- a. Motorola has provided a quote of \$109,487 to move the STR trailer to the Clinton Community College site. Another option would be place the trailer and equipment at ADM on a structure that is on top of the concrete grain silos that face Liberty Avenue. Motorola has quoted the project to be \$72,959. Electronic Engineering has verbally committed to the project not to exceed \$50,000.
  - b. The group reviewed and discussed different coverage maps based on if the tower was located at ADM. Dau recommended utilizing the ADM location based on the best coverage and speed. The group was supportive of Dau moving forward with the relocating the STR Trailer to the ADM site.
7. Discussion/ Possible Action Rescinding the Current Communications Uniform Policy
- a. The county recently changed the process of uniform allowances to now be a tax deduction out of employees' paycheck. This change was due to the uniforms not required by the state to wear in order to perform their job duties. The current policy states that staff members each receive a bank of \$150 to have money deducted from as needed to purchase uniform items. Since moving to the new facility, employees now have very little contact with the public compared to when they worked in the old law center. Dau would like to rescind the uniform policy and rewrite the policy to have employees wear work appropriate clothing with specific examples of what clothing is acceptable.

- b. TOB Motion: Chief Atkinson made a recommendation to the Commission to approve the verbiage change in the handbook to eliminate the uniform policy. This motion was second by Chief Schutte. Motion carried.
8. Discussion/ Possible Action Update on Communication Policies and Procedures Project
- a. Dau updated the group on APCO Consulting Service who would review current policies to find holes and make recommendations for changes and for policies and procedures that need to be added. MCM Consulting would be able to cover policies and procedures and implement industry standards and best practices in all areas. Lexipol has decided that they do not want to pursue working the dispatch centers at this time. Dau gave the group the option of pursuing EPD software/protocols. EFP and EMD protocols are already set in place. EPD would be a new service. Dau recommended letting the assigned sub-group evaluate the presented contractor options and see other available options. The sub-group includes the TOB members and Supervisor Srp.
  - b. TOB Motion: Chief Gyrion made a motion to meet with the sub-group to further discuss and then hold another TOB meeting in three months to discuss status updates. This motion was second by Chief Schutte. Motion carried.
9. Discussion/ Possible Action Salary Adjustment for the Communications Director and Technology Systems Manager
- a. A 4% placeholder was put into the budget (FY2022) for the Communications Director and Technology Systems Manager (TSM). Dau provided statistics for other county and city management salary rate increases in 2020. Dau proposed a 3% increase based on their increased responsibilities/workload from the radio project and increased amount of employees to supervise. A 3% increase would bring the Director to \$68,818.42 and the TSM to \$58,495.76.
  - b. The group discussed reinstating conducting a yearly evaluation for the Director and TSM for future reviews when salary increases are recommended.
  - c. TOB Motion: Chief Porter made a motion to approve the 3% salary increase for the Director and TSM. Motion passed 5-1 with 1 abstention. Chief Porter, Chief Schutte, Chief Gyrion, Chief Besst and Chief Deputy Diesch voting yes. Chief Atkinson voting no and Chance Kness abstained.
10. Other business
- a. No updates
11. Adjourn – TOB Motion: Chief Porter made a motion to adjourn at 2:58 PM