

Seward County Communications Board
January 14, 2021 7:00 PM
Seward Civic Center, 616 Bradford St. Seward, NE 68434

The Seward County Communications Board held a regular meeting on Thursday, January 14, 2021 at 7:00 PM at the Seward Civic Center at 616 Bradford St., Seward, NE 68434. Notice of this meeting and the corresponding agenda were posted on the public bulletin boards at the Seward, NE County Courthouse, the Seward, NE City Hall and the Milford, NE City Hall and were duly transmitted to all members of the Communications Board. These items are also listed on the Seward County website.

CALL TO ORDER/PLEDGE OF ALLEGIANCE/ANNOUNCE LOCATION OF COPY OF OPEN MEETINGS LAW

A quorum was achieved at 7:04 pm and at that time Chm. John P. Singleton called the meeting to order and asked all members present to rise for recitation of the Pledge of Allegiance and announces that the copy of the Open Meetings Law is posted in the corner of the basement meeting room of this building and online for everyone's reference.

ROLL CALL of Members Present

Chm. John P. Singleton asked for roll call of member present. The following Communications Board members were present: John P. Singleton, Curtis Deremer, Jessica Kolterman, Darrell Zabrocki, Mike Vance, Brian Peters, Forrest Siebken. Members absent: John Culver.

Also, in attendance were: Communications Director Andrew Matney and Board Secretary Chelsea Smith. The audience included the following: Seward County Zoning Becky Paulsen.

Singleton announced Darrell Zabrocki as the new member of the board. A brief explanation of the make up of the board was given by Singleton. Singleton did inform the board that the interlocal is being updated at this time.

APPROVAL OF MINUTES

Matney stated a correction needs to be made to the minutes. Should read that there are four lines in dispatch, not three. Kolterman made a motion to approve the minutes with the above correction of the September 24, 2020 meeting. Vance second the motion; voting aye: Kolterman, Vance, Peters, Deremer, Siebken, Singleton; nay: none; absent: Culver; abstained: Zabrocki; motion carried.

ACT ON BILLS/BUDGET REPORT

Director Matney provided the board members with the bills. Dispatch is currently at 49% of the budget expended. Matney informed that there is a good chance the budget will go over in the fourth quarter. New bill issues brought up include the Erickson Tower due to a damaged antenna. Also, a low band antenna that was hit by lightning, Matney is going through the insurance process. This antenna would be used as a backup if needed. A bill is expected from First Wireless for the fix on the antenna. Discussion regarding making sure that this is sent in as an insurance claim since it was damaged by wind and lightning. No further questions, Peters made a motion for Matney to start the insurance claim on the antenna. Kolterman second the motion; voting aye: Peters, Kolterman, Singleton, Deremer, Zabrocki, Vance, and Siebken; nay: none; absent: Culver; motion carried.

Budget report given by Matney. Vance questioned a specific line item being at 141%, Matney explained that previous administration informed him to keep the bills coming out of this line to show the appropriate amount spent. Matney also informed that it would not affect the bottom number. Siebken pointed out that the bottom number for the budget is right where it needs to be for the fiscal year. Singleton asked that the top line, Official Salary be changed to read Director Salary instead. Matney stated he would fix this for next fiscal year. Matney also recommended changing the second line of Deputy Director and will be changed to read Assistant Director next fiscal year. Matney explained that the insurance will stay 0% until the Clerk's Office gives the amount due at the end of the fiscal year.

Audit for 2018-2019 is completed previous admin overused wireless funds, forcing Matney to put back \$5,000. Matney plans on using funds from the unfilled assistant position to offset the cost of this oversight. Matney is concerned that 2019-2020 could be the same way, but is not able to confirm at this point, should know by September-October. Discussion continued regarding having to ask the entities for more funds next fiscal year. Singleton suggested that Matney starts forecasting what additional funds will be needed for next fiscal year.

Matney also brought up the Eventide recorder that was brought in for Zuercher by previous administration. Matney explained that previous administration did not realize that this add on system would cost \$35,000. Matney is working with Commissioner Culver on this issue at the company is wanting payment. It should be noted that this recorder is not necessary at this point. Discussion was held regarding sending the recorder back since the recorder was not purchased/agreed upon correctly, no contract was ever signed for the recorder. Vance would like clarification to confirm that Zuercher does not require this recorder. Matney did explain that previous administration had paid an additional \$9,000 to Zuercher for this interface. Matney is going to verify with Zuercher that this is not needed and then work on getting the \$9,000 back from Zuercher. Vance did offer, if the recorder is found to be necessary, the drug fund would be able to pay for it.

Additional discussion was brought up regarding the Motorola issues that have been brought to the board in the past. Matney stated that he is not able to confirm with County Clerk's Office that one of the Motorola invoices was paid. Motorola was able to confirm that \$70,000 was paid from the Seward County Attorney Drug Fund. There is no record of this on the Seward side. Discussion was held on how to handle paying Motorola and figuring out what is due. Matney reported that for 2019 \$3,000 is due. 2020 \$31,194 is due and has not been paid and 2021 \$32,130. Discussion continued regarding how this can be paid for. Matney reported that Motorola is willing to work with Seward County on payment. Kolterman suggested that Matney pay the \$3,000 out of this budget. Matney confirmed this could be done and he will get a receipt for payment, will also work with Wendy Elston to finalize the 2019 payment. Kolterman also suggested that Matney figure out what will be needed for the future budget so that the board can present to all agencies for additional funds. Singleton suggested that the assistant position line item be cleared out first out of this fiscal budget to help offset some of the costs. Siebken also suggested that the board wait until the end of the fiscal year to see what money is left over and check what is in the sinking fund. Matney reported that last he remembered that there was \$11,000-\$12,000 in the account. Matney did inform the board that the sinking fund would likely need to be used for new computers that may need to be replaced soon. Matney met with Treasurer Dahms, Wireless fund has \$12,586 and set aside at \$234,776.33 these funds are only eligible for certain items. More discussion ensued regarding paying the maintenance. Kolterman suggested to pay the \$3,000 now, use what funds are left at the end of the year towards the 2020 & 2021 bills. Kolterman made a motion to pay the \$3,213.92 for 2019 pending County Attorney Wendy Elston's approval. Vance second the motion; voting aye: Kolterman, Vance, Singleton, Deremer, Zabrocki, Peters, Siebken; nay: none; absent: Culver; motion carried.

Singleton informed Matney that he needs to let the board know right away what will be owed and when it will be due.

No further questions, Siebken made a motion to approve the bills. Deremer second the motion; voting aye: Siebken, Deremer, Singleton, Kolterman, Zabrocki, Vance, and Peters; nay: none; absent: Culver; motion carried.

Discuss/Action – Elect Subcommittee to Perform Performance Evaluation on E911 Director in Pursuant of Interlocal Agreement

Singleton informed the board that a subcommittee needed to be formed to perform the performance evaluation on the E911 Director in pursuant of the interlocal agreement. Singleton explained that it was always believed that the County performed this, this was incorrect, and the 911 Board needs to elect a subcommittee to perform this. The subcommittee is made up of a member from City of Seward, Seward County, and the rural board to review the Directors performance. Singleton made a motion to elect Jessica Kolterman to represent the City of Seward, Mike Vance to represent Seward County and Curt Deremer to represent the rural board to perform the performance evaluation on the E911 Director in pursuant of the interlocal agreement. All information gathered will be brought back to the chair, the information will then be shared with the Communications Board. Matney will then have a choice to have an open or closed discussion. The evaluation is up to the subcommittee, they will choose a chair and work as a group. There is also an employee survey that will go out to the dispatchers and will be submitted to the subcommittee. The subcommittee will share those with the Communications Board. Vance asked who will sit down and do the evaluation with Matney once the information is compiled. Singleton explained that the board will do the evaluation on Matney. Kolterman explained that the subcommittee will get all of the information present it to the chair, the chair and subcommittee will meet with Matney to go over the findings. At that time Matney will get to decide if the rest of the board hears about the findings in an open or closed meeting. Singleton informed the subcommittee that this needs to be done by the next meeting and the employee surveys will go to Vance to hand out since he is at the Jail. Zabrocki asked why there is not a Commissioner on the board, Singleton responded that it is made up of only one Elected Official. Kolterman read the interlocal for the group, stating one Elected Official, one law enforcement member, one user board member and the chair cannot be part of the committee. Clarification discussion on why the three members were chosen. Siebken clarified that once the subcommittee, chair and Matney meet all findings will be given to the entire board, this is the time where Matney will decide if this is open or closed. This process should also happen every January per the interlocal. No further discussion, Kolterman second the motion; voting aye: Singleton, Kolterman, Deremer, Zabrocki, Vance, Peters, and Siebken; nay: none; absent: Culver; motion carried.

COMMUNICATIONS AND FACILITY PLANNING

- A. Update of Zuercher System –Matney reported Zurcher went live on November 30th. No major issues, minor items are being worked out. Since going live there was one down period where the group found out that the backup server from Zuercher is not live, it takes anywhere from 30 minutes to two hours to start. Kolterman asked what happens if Zuercher goes down and someone calls 911. Matney explained the dispatch can still handle calls, they will just have to take information by pen and paper. Vance verified that York County is the backup if we go down. Discussion held on the backup server and how it functions. Matney reported they are updating policies due to the new system. Peters brought up that many agencies are asking for business names to be added as the caller in the call for service and this request has not been handled. Peters explained that this is a problem due to the fact that statistically when you look up a business not all of the history is there. Vance confirmed that this is an issue his office has also brought up with Matney that has not been handled. Matney explained that the information is be entered by the address and should still pull the same information. Discussion ensued regarding how the calls should be entered. Singleton suggested that we put this as an agenda item for next meeting, Vance and Chelsea bring old history on how the calls were entered and Matney to show how it is currently being done.

Director's Report

- A. Matney reported attending several Zuercher meetings, meeting with the County Attorney to update policies, meeting with South Central EMS, meeting with First Wireless on the tower issues. Several meetings with Attorney Butcher and the County Commissioners. Pulling stats for the next meeting and working on strategic planning for 2021-2022.

B. Staff tardy issues slowly improving, staff binders completed and present for review. One complaint against a dispatcher has been handled. Matney will meet with Vance regarding deputies that are cross deputized. Also working on the tow rotation. Kolterman made a motion to accept the report. No further discussion, Vance second the motion; voting aye: Kolterman, Vance, Singleton, Deremer, Zabrocki, Peters, and Siebken; nay: none; absent: Culver; motion carried.

User Board Report

Deremer reported South Central EMS has moved into Seward to provide ALS for Seward County. Working on giving them access to use the same radio frequency. Discussion held on who would call for these services. Singleton suggested that law enforcement would not call for those services. Discussion on what benefits South Central EMS has over the volunteer services. Deremer also reported that South Central will possibly run out of two locations in Seward, one BLS and one ALS. Matney informed the board that this has already happened, and they are located at 1015 Elm St, Seward. Deremer stated that Medics from Home is also in the county. Matney will be working on an ALS rotation. Deremer reported that the County line for EMS between Gresham and Utica has been updated based off tax information. Singleton asked for clarification on the voting process to use South Central EMS. Kolterman made a motion to accept the report. No further discussion, Peters second the motion; voting aye: Kolterman, Peters, Singleton, Deremer, Zabrocki, Vance, and Siebken; nay: none; absent: Culver; motion carried.

General Discussion – and – Set Date and Agenda for next Meeting

Singleton asked Matney what the status is on South Central EMS since this has not been brought to the board. Matney explained the process on how South Central EMS would be used. Matney reported that Home Medics has not reached out to take part. Singleton informed Matney that the Communications Board needs to approve this process. Matney reported that the Seward County Commissioners did approve the use of South Central EMS.

Vance reported that there is an update on Auto Return. Nebraska State Patrol tested the system and decided not to go with it, they had many issues. Vance gave a few examples on how the system failed. Vance stated that Seward County will not be using Auto Return. Matney agreed with Vance that using the old tow rotation system would be just as sufficient.

Singleton asked Matney for clarification on how long the verify page should be. Matney stated that the new standard should be 3 and 3 and then to the next. Matney went over the new policy and provided examples. Singleton asked if the User Board has approved, this has not been brought up yet. Singleton suggested to Matney to work with the User Board on all policy changes made by Matney.

Next meeting will be Thursday, February 11, 2021 and will be held at the Seward Civic Center in Seward, NE. Regular agenda items apply; and item A. will remain under Communications and Facility Planning. Change to Discuss/action on results of the subcommittee and possibly a vote on the actions presented to the board in pursuant of the interlocal agreement. Add recording system update and Zuercher calls for service under new business.

Adjournment

Kolterman made a motion for adjournment at 9:14 pm which was second by Siebken and carried unanimously with one absent.