

**Seward County Communications Board
February 24, 2022 7:00 PM
Seward Municipal Building, 142 N 7th St., Seward, NE 68434**

The Seward County Communications Board held a regular meeting on February 24, 2022, at 7:00 PM at the Seward Municipal Building, 142 N 7th 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 7:00 pm and at that time Chm. Jessica Kolterman 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 on the wall of the meeting room of this building.

ROLL CALL of Members Present

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

Also, in attendance were: Chelsea Smith, Board Secretary and Spencer Conradt, 911 Director. Audience members were representatives from Hitz Towing, Meyer Auto & Towing, and Midwest Auto & Towing.

APPROVAL OF MINUTES

No discussion. Peters made a motion to approve the minutes from the January 6, 2022, meeting. Vance second the motion; voting aye: Peters, Vance, Siebken, Kolterman, Singleton, Deremer, and Zabrocki; nay: none; absent: Culver; motion carried.

ACT ON BILLS; BUDGET REPORT

Spencer Conradt introduced himself as the new 911 Director and presented the board with the current bills. At 7:16 pm Communications Board member John Culver joined the meeting. Conradt stated the only unexpected bill was a GeoComm that was from previous admin that was not taken of. This will now be handled. Zabrocki informed the board that the Seward County Board approved for dispatch to receive a shift differential pay that will like effect 4-5 dispatchers. This change will cost the budget approximately \$2,450. There is plenty of room in the budget for this change. Salary issues will be looked at further when it gets closer to budget time. Vance asked for clarification on what the GeoComm bill was for. Conradt explained the bill was old and from when departments used AVL, there will no longer be more bills relating to AVL since this is no longer used.

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

Discuss/Action – Election of Seward County Communications Board Officers

(Item initially skipped, moved to towing policy for guests in attendance)

Kolterman explained that typically this will be done in January. Kolterman opened the floor for nominations for chair. Singleton nominated Culver and Zabrocki nominated Kolterman. No other nominations were made for chair. Culver and Kolterman both accepted the nominations. Chelsea passed out ballots and picked them up from each member. Chelsea tallied the votes with five voting for Kolterman and three for Culver. Kolterman was elected Communications Board Chair for 2022.

No further discussion.

Vice chair nominations. No nominations were made. Vance made a motion to use the nominations that were made for Chair and elect Culver as the Vice Chair. Peters second the motion; voting aye: Vance, Peters, Siebken, Kolterman, Singelton, Deremer, Zabrocki, and Culver; nay: none; absent: none; motion carried

Discuss/Action – Meyer Auto and Towing Tow Truck Rotation Policy

Conradt did not have a lot to update the board on, as far as he can tell the dispatchers are following the current policy correctly and using the system as they should.

Bob Meyer with Meyer Automotive and Towing approached the board to discuss ideas/concerns relating to the current tow rotation process. Meyer gave examples of concerns he had and suggested that the board look at using a new policy. The policy was initially created by Nebraska State Patrol and is currently what they are using. Meyer passed out the policy he is recommending to the board. The main part of the policy that Meyer liked the most is that the policy directly spells out who is accountable and who to contact if there are questions relating to tow rotations. Currently, that is not very clear in Seward County. Vance informed the board that he would like an exemption for the Task Force as they can only search vehicles at Meyer and Midwest. Vance made a motion to review the policy and discuss at a later date. Craig Dittmar with Midwest Automotive informed the board that there are times when their trucks are requested and do not always follow the rotation. He would like to the board to take that into account as well. Vance reissued the motion to review the policy and discuss at a later date. Deremer second the motion; voting aye: Vance, Deremer, Zabrocki, Culver, Singleton, Kolterman, Siebken, and Peters; nay: none; absent: none; motion carried.

Communications and Facility Planning

Conradt gave the board information relating to his professional background. Vance invited the board and dispatch to the Task Force building for luncheon on March 14th. At this time it was realized that the Vice Chair was not elected (Vice chair election moved to Election of Seward County Communications Board Officers agenda item).

Conradt updated the board on several new training standards that are coming up for dispatch. Conradt informed that Seward County 911 is already meeting the standards and is not worried about the new standards. There is some concern that there will an impact on the budget as there are more requirements. There are also new EMD standards that will need to be done for next year, working with Saline, York, and Butler on this project. Currently going through demos on new software for this. APCO Telecomm is the software the group is looking at going towards, this is still very early in the process.

Discussion relating to retention and budget for 2022-2023 occurred. A budget committee will need to be set at the next meeting and typically meets in March to finalize a new budget. Salaries will be a priority for all staff.

Conradt discussed training and upcoming trainings that will be held in York County. The cost is significantly less than what it typically is online. Goal is to have a certified trainer on both day and night shift.

No Further discussion.

A. Update on Zuercher System. – No discussion.

Director's Report

Covered in Communications and Facility Planning

- A. Summary of Monthly Performance.** – No discussion
- B. Staff Vacation and Comp Time.** – No discussion.

User Board Report

Deremer reported that some radios were re programmed and added York channels. Discussion regarding when the next user board representative will be elected for the 911 Board. Deremer reported that there is interference happening on the radios, trying to pinpoint the problem. Discussion continued. Conradt is going to help with the issue, possibly a repeater issue on the Erickson tower.

No further discussion. No action taken.

General Discussion/New Business – and – Set Date and Agenda for next Meeting

Zabrocki informed the board that there was Public Service Commission audit for 2019-2020. The audit showed that there were errors made in how items were coded. The Seward County Clerk is assisting with how this needs to be corrected. Zabrocki stated that the other counties that are part of the Zuercher project were never billed for the initial cost of the program. Conradt is working on this and invoicing the correct agencies for this. Vance and Peters asked for clarification on what this bill is for. Conradt explained that the bill is from 2019 to include the onboarding of the system. Conradt clarified that the way previous admin had the bill ratioed coming out of budgets was incorrect and that is what needs to be fixed. Conradt is working with the other counties on what bills need to be paid to Seward County. Chelsea informed Conradt that in the initial start of the build process it was agreed that Zuercher would be invoicing each entity separately and that individual agencies would not have to do their own billing. Conradt explained that the bills are from SoarinGroup for the severs and housing Zuercher. Chelsea also explained that those items of equipment were purchased directly from Central Square and not SoarinGroup. Chelsea and Conradt will work with SoarinGroup on getting a current list of what charges Seward County is absorbing that the Zuercher group should be sharing. Discussion on adding this to the next agenda.

No further discussion. No action taken.

Next meeting date is Monday, March 14th at 7:00 PM. The meeting will be held at the Seward Municipal Building in Seward, NE. Regular agenda items apply.

Adjournment

Singleton made a motion for adjournment at 8:02 pm which was second by Vance and carried unanimously by all members present.

Submitted by: _____ Chelsea M. Smith, Board Secretary