

**Seward County Communications Board
March 4, 2021 7:00 PM
Seward Municipal Building, 142 N 7th St., Seward, NE 68434**

The Seward County Communications Board held a regular meeting on Thursday, March 4, 2021 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 7:01 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 on the wall of the meeting room of this building.

ROLL CALL of Members Present

Chm. John P. Singleton asked for roll call of member present. The following Communications Board members were present: Darrell Zabrocki, Curtis Deremer, John Culver, Jessica Kolterman, John P. Singleton, Brian Peters, Mike Vance, and Forrest Siebken. Members absent: none.

Also, in attendance were: Communications Director Andrew Matney and Board Secretary Chelsea Smith. The audience included members from the public, legal representation for Seward County, Attorney Wendy Elston and Attorney Barb Armstead and the Seward City Administrator, Greg Butcher.

ACT ON BILLS

Director Matney provided the board members with the bills. Kolterman asked for an update on the 2019 Motorola bill, Matney informed the board is has been paid. No further discussion, Vance made a motion to pay the current bills. Kolterman second the motion; voting aye: Vance, Kolterman, Zabrocki, Deremer, Culver, Singleton, Peters, and Siebken; nay: none; absent: none; motion carried.

APPROVAL OF MINUTES

No discussion. Kolterman made a motion to approve the minutes from the January 14, 2021 meeting. Zabrocki second the motion; voting aye: Kolterman, Zabrocki, Deremer, Singleton, Peters, Vance, and Siebken; nay: none; absent: none; abstained: Culver; motion carried.

Discuss/Action – Annual Performance Evaluation of E911 Director Pursuant to Requirements of E911 Interlocal Agreement.

Chair of the Evaluation Committee Kolterman asked Matney if he would like to have his review in open or closed session. Matney stated it could be in open for the time being. Kolterman reminded the board or the evaluation process. Singleton stated that all guidelines were followed and met per the interlocal agreement. Kolterman went over the evaluation of Matney. Kolterman asked for clarification from Elston and Butcher on what the next steps are. Discussion ensued between Butcher and Elston regarding the annual review. Elston informed the board they have met their obligation by performing one evaluation by May. The board can still decide to do another one. Discussion between Matney and Kolterman regarding the changes that were made to the evaluation procedure based off the recommendations made by legal. Vance made a motion for the board to enter into a closed session regarding personnel, County Attorney's Wendy Elston, Barb Armstead and City Administrator Greg Butcher were also asked to attend. Siebken, second the motion; voting aye: Vance, Siebken, Peters, Singleton, Kolterman, Culver, Deremer, and Zabrocki; nay: none; absent: none; motion carried. At 07:24 the board went into closed chambers.

At 09:16 pm the board reconvened. Kolterman made a motion to come out of closed session, personnel was discussed but no action was taken. Siebken, second the motion; voting aye: Kolterman, Siebken, Vance, Peters, Singleton, Culver, Deremer, and Zabrocki; nay: none; absent: none; motion carried.

COMMUNICATIONS AND FACILITY PLANNING

- A. Update of Zuercher System –Matney gave a report from Tom Nielsen with SoarinGroup. Nielsen’s update included an update on Saline County and Butler County. He also is starting the process of the redundancy with York County, the back up should be tested within the next 60 days.
- B. Matney explained the need for an alternate fiber line, discussion ensued. Vance asked Chelsea to explain the billing on this additional line. Chelsea explained that the Seward County Sheriff’s Office Federal Forfeiture Fund will pay for this fiber line at this time. Discussion occurred regarding additional fiber companies that could also be used.

Director’s Report

- A. Matney reported the Motorola bill had been paid for 2019. The recording system has been removed from the building and he is working from Zuercher for a refund.
- B. Business names have been added to calls and dispatchers are aware of this change and working on it.
- C. One dispatcher received an accommodation for a previous incident. Two new dispatchers have started. Staff is taking FEMA and NIMS training. NCIC agreements have been updated, waiting on a few. Making a few changes to the consoles to take some weight off of them.
- D. Lastly, Telecommunicators Week is April 11-17.

User Board Report

Deremer reported that Matney has been working with Star Care and SMH to get a list of criteria for flight. Singleton stated that Deremer and Matney will need to add this to the agenda and allow the board to discuss further. Discussion ensued regarding how this new policy would work.

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

Vance stated that he would be discussing his resignation of the board with County Attorney Wendy Elston. Butcher recommended that Becky Paulsen update the board on the 10/11 tower, Singleton asked that this be added to the next agenda. Siebken also stated that election of officers needs to be added to the next agenda. Matney informed the board that the Motorola bill for \$31,194 is due June 2020. Discussion regarding starting to work on budgets to plan for this expense in the future. Kolterman asked what the 2021 Motorola bill is, Matney informed it is \$32,130. Matney did report the budget is 6% below where it should be at this time. Singleton, explained the process of the election of officers. Singleton also add discussion on job description for E911 Director.

Next meeting will be Thursday, April 22, 2021 and will be held at the Seward Municipal Building in Seward, NE. Regular agenda items apply.

Adjournment

Zabrocki made a motion for adjournment at 9:42 pm which was second by Kolterman and carried unanimously.

Submitted by: _____ Chelsea M. Smith, Board Secretary