

## **Seward County Communications Board**

**April 13<sup>th</sup>, 2023, 7:00 PM**

**Seward Municipal Building, 142 N 7<sup>th</sup> St., Seward, NE 68434**

The Seward County Communications Board held a regular meeting on April 13<sup>th</sup>, 2023, at 7:00 PM at the Seward Municipal Building, 142 N 7<sup>th</sup> 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 MEETING LAW**

A quorum was achieved at 7:00 pm and at that time Chairman John Culver 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**

Chairman John Culver asked for roll call of members present. The following Communications Board members were present: Darrel Zabrocki, Curtis Deremer, John Culver, Darrin Kremer and Brian Peters. Absent: John Singleton, Mike Vance, and Jessica Kolterman  
Also, in attendance was: Spencer Conradt, 911 Director

### **APPROVAL OF MINUTES**

No Discussion. Deremer made a motion to approve the minutes from the January 26<sup>th</sup>, 2023, meeting. Peters seconded the motion; voting aye: Kremer, Deremer, Zabrocki, Culver and Peters; nay: none; absent: Singleton, Vance, and Kolterman; motion carried.

### **ACT ON BILLS; BUDGET REPORT**

Conradt reported 3 months' worth of bills and is currently under pace for budget, overtime is beginning to level out with the 9<sup>th</sup> Dispatcher finishing training and starting on her own shift. Conradt is continuing to maintain the minimum staffing of 2 dispatchers on duty. The invoice has been received for the New Radio Cabinet and has been paid.

Singleton arrived for the meeting at 1906.

No further discussion on bills. Peters made a motion to approve the bills. Zabrocki seconded the motion; voting aye: Singleton, Zabrocki, Deremer, Kremer, Peters, and Culver; nay: none; absent: Vance and Kolterman; motion carried.

### **Annual Review of Director**

- A. Review Committee Consisting of Zabrocki, Peters and Kolterman discussed the annual review with Director Conradt and presented it to the Board. The Review Committee suggested a wage increase for the director's 1 year anniversary of 4%. Singleton stated that the Director was doing a good job and suggested a 4.3% increase and made a motion for a 4.3% increase for the annual review. Zabrocki 2<sup>nd</sup> that motion; voting aye: Deremer, Kremer, Peters, Culver, Zabrocki

and Singleton; nay: none, absent; Vance and Kolterman; motion carried to revise annual review to 4.3% increase.

- B. Zabrocki made a motion to approve the revised Annual Review and back date the wage increase to Director Conrads anniversary date of 1/26/2023. Peters seconded the motion; voting aye: Deremer, Kremer, Singleton, Culver, Zabrocki and Peters; voting nay: none; absent: Vance and Kolterman; motion carried to approve revised Annual Review. It will be sent to Seward County HR to Process.

### **Discuss and Approve 2023-2024 Annual Budget for E911**

- A. Director Conrads explained the 2023-2024 fiscal year budget and explained the increases in the line items that were being increased. Since the revision to the annual increase for the Directors Wage, Zabrocki made a motion to accept the revised 2023-2024 fiscal year budget for E911 with the revision of the Directors Wage. Singleton seconded the motion; voting aye: Deremer, Kremer, Culver, Peters, Zabrocki and Singleton; voting nay: none; absent: Vance and Kolterman; motion carried to approve revised 2023-2024 fiscal year E911 budget.
- a. Director Conrads will make the revision and send the revised document to the E911 Board.

### **Communications and Facility Planning**

- A. **Update on Zuercher System.** – Zuercher is operating as normal. Zuercher Stakeholder Meeting is planned for the end of April.

### **Director's Report**

Conrads reported new trainee is progressing along very well, she is starting week 4 of training.

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

### **Updates given by Director Conrads**

- New Radio Cabinet has been installed at Sprint Radio Tower and Invoice has been paid. Beaver Crossing Repeater at the Beaver Crossing Grain Bin has been having issues. First Wireless was sent to check on it and they determined the Antenna on the Grain Bin needs to be replaced. A new Antenna has been ordered and is awaiting delivery. In Prepping the Site for the installation, First Wireless discovered that the Coax Cable that runs down the Grain Bin has deteriorated and will also need to be replaced. The Director is awaiting a quote for that replacement.
- New Monitor installations have begun, completing 1 station at a time.
- Director Conrads is working with the Seward County Safety Committee to replace the Panic Devices in The Courthouse and West Wing.
- Staff have completed EMD Training and the onboarding on the software program is moving forward.
- Onboarding of Lumen to replace Windstream as 911 Maintenance provider is moving forward.

- Since last meeting 3 Fire departments have onboarded with lamResponding Software. There are now 7 Fire Departments in Seward County that are using lamResponding as their notification software for Fire/EMS Calls. For that reason, the 911 Center is hosting the TwoToneDetect equipment at the 911 Center for the lamResponding Users. This software allows the lamResponding Users to receive the voice page that goes out of the radio in their lamResponding Apps. The system has been onboarded and is operational.
- Training Update – Director Conradt and 2 of his staff will be attending the NESCA Conference at the end of April that is being held in Kearney, NE. Director Conradt will also attend the National NENA Conference in June.

### **User Board Report**

Nothing to update, Deremer thanked Director Conradt for hosting the TwoToneDetect and stated the system is working properly.

### **New Business and Set Date and Agenda for next Meeting**

Discussion was had about radio issues that agencies have been experiencing in the last 24 hours. Director Conradt reported that a Radio Tower was having issues and had been reported to the OCIO. They are looking into the issues.

Next Meeting date is Thursday July 27th, 2023, at 7:00 PM. The meeting will be held at the Seward Municipal Building in Seward, NE. Regular agenda items apply.

### **Adjournment**

Deremer made a motion for adjournment at 7:56 pm which was seconded by Singleton and carried unanimously by all members present.

Submitted by: \_\_\_\_\_ Spencer Conradt, Communications Director