

**Seward County Communications Board**  
**April 22, 2021 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 Thursday, April 22, 2021 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 MEETINGS LAW**

A quorum was achieved at 7:00 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, Mike Vance, Forrest Siebken, and Brian Peters. Members absent: none.

Also, in attendance were: Communications Director Andrew Matney and Board Secretary Chelsea Smith.

**APPROVAL OF MINUTES**

No discussion. Kolterman made a motion to approve the minutes from the March 4, 2021 meeting. Kolterman second the motion; voting aye: Culver, Kolterman, Zabrocki, Deremer, Singleton, Vance, Siebken, and Peters; nay: none; absent: none; motion carried.

**ACT ON BILLS**

Director Matney provided the board members with the bills. Matney reported the bills are at 73% which is lower than what it should be at now. Discussion regarding a few line items being over 100%.

Explanation on coding by Matney, Matney will report to the board next month exactly what has been taken out of the Official Salary line item. Matney explained that several of the line items will need to be renamed as they do not fit the current explanations. This will be a process the budget committee with work on. No further discussion, Siebken made a motion to pay the current bills. Peters second the motion; voting aye: Siebken, Peters, Zabrocki, Deremer, Culver, Kolterman, Singleton, and Vance. nay: none; absent: none; motion carried.

**BUDGET REPORT**

Director Matney confirmed that the budget is under budget at this point. No new outstanding bills have been found. Singleton asked for an update on the outstanding Motorola bills. Matney informed that the 2019 bill has been paid, 2020 at \$31,194 and 2021 at \$32,193 still need to be paid. 2022 bill will be coming soon as well. Discussion regarding the best method to pay the current bills. Kolterman asked Matney to try and map out what funds may be left by the end of the fiscal year. This needs to be done by Matney in May. Vance is going to research and see if this would be a permissible use for the Federal Forfeiture fund to pay the 2020 Motorola bill. Siebken, Culver, and Kolterman were nominated to be on the budget committee. No further discussion, Kolterman made a motion to accept the budget report as reported. Siebken second the motion; voting aye: Kolterman, Siebken, Peters, Vance, Singleton, Culver, Deremer and Zabrocki. nay: none; absent: none; motion carried.

### **Discuss/Action – Election of Seward County Communications Board Officers**

Singleton asked for nominations for the Chair position. Nominations included John Culver, John Singleton, Darrell Zabrocki, and Jessica Kolterman; motion was made to cease nominations. Votes were counted, Kolterman was elected as the new Chair. Kolterman moved to the front of the room to take nominations for the Vice Chair position. Nominations included John Culver and Darrell Zabrocki; motion was made to cease nominations. Votes were tallied by Chair Kolterman, there was a tie between the nominations. Discussion on the best way to handle the situation, it was decided that the board would reopen the vote for new nominations. Siebken was then nominated as a third nomination, motion was made to cease nominations again. Kolterman tallied the votes again, Siebken was elected as the Vice Chair.

### **Discuss/Action – Job Description for Seward County E911 Director.**

Kolterman has started the process of compiling a formal, updated job description for Matney. Kolterman will work with Seward County Human Resources. Discussion regarding making sure the initial job description is used to create the new one. Kolterman will send the updated version to the board members before it is approved. No further discussion, no action needed.

### **Discuss/Action – Assign Budget Subcommittee.**

Siebken, Kolterman, and Culver were nominated for the budget subcommittee, motion was made to cease nominations. Kolterman called for a voice vote; all present voted aye: nay: none; absent: none; motion carried.

### **Discuss/Action – Dispatcher hourly wage.**

Matney provided the board with a power point presentation regarding a new wage study he conducted with Seward County Human Resources. The presentation went in depth regarding the many aspects of retention and why staff may be looking for other positions. Discussion regarding the number of new dispatchers and the training process. Matney showed many statistics to include call volume increases, wages from other agencies to include their longevity plans. Singleton and Culver explained that the 911 Board does not have jurisdiction to do anything about the dispatcher's wages. Matney explained that the bottom line of the presentation is that he has no incentive for his employees. Singleton explained that Matney must go to the County Board for these issues. 911 Board could write a letter of recommendation that could help Matney at the County Board. Discussion continued regarding what the County had already approved for their employees. Zabrocki explained that the starting wages for Seward County are not the issue, it is the annual increases that we fall short on. No further discussion, no action needed.

## **COMMUNICATIONS AND FACILITY PLANNING**

- A. Update of Zuercher System –GeoComm mapping system, once Zuercher is stable will be turning on soon. Zuercher support is extremely delayed. Saline is working on ANI/ALI issues. Vance explained the situation with the recording system, the Federal Forfeiture fund will pay for the recorder. This was an agreement that the previous administration made with other agencies. Matney will have to utilize the new recorder for our Zuercher system as well. Butler still not live.

### **Director's Report**

- A. Matney handling complaints from citizens, update on those issues. Still sending out weekly updates.

### **User Board Report**

Deremer reported that he went to the EMS Conference. Will be speaking at the next Mutual Aid Meeting regarding Auto Launch. Met with Leila at York County. Discussion regarding Auto Launch, Deremer reported the departments are discussing the program and will provide feedback at a later date. Nothing more to discuss.

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

1. Culver asked that Seward County Planning and Zoning Administrator, Becky Paulsen update the board on her latest tower projects. Paulsen reported that the KOLN/KGIN tower is being replaced, there is an option for emergency services to have a spot on the tower. Also, another tower coming up in the Garland area, this is a First Net tower that will also allow the county to utilize a spot on. Vance recommended getting repeaters on the towers for the fire departments.
2. Vance suggested to Matney to implement a review board or a new process for handling disciplinary actions with his staff. Vance would like to see a liaison from the 911 Board working with him on this process. Kolterman asked that Matney come up with an idea of how this would look. Zabrocki did mention that this disciplinary review needs to coincide with the counties policy as dispatchers are county employees. Discussion continued with the best idea on how this process would work. No further discussion.

Next meeting will be Thursday, May 20th, 2021 and will be held at the Seward Municipal Building in Seward, NE. Regular agenda items apply.

**Adjournment**

Singleton made a motion for adjournment at 8:41 pm which was second by Siebken and carried unanimously.

Submitted by: \_\_\_\_\_ Chelsea M. Smith, Board Secretary