

**Seward County Communications Board  
May 20, 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, May 20, 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 7:07 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, John Culver, Jessica Kolterman, Mike Vance, and Brian Peters. Members absent: John Singleton and Forrest Siebken.

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

**APPROVAL OF MINUTES**

No discussion. Vance made a motion to approve the minutes from the April 22, 2021, meeting. Zabrocki second the motion; voting aye: Vance, Zabrocki, Deremer, Culver, Kolterman, and Peters; nay: none; absent: Singleton and Siebken; motion carried.

**ACT ON BILLS; BUDGET REPORT**

Director Matney provided the board members with the bills. Board member Forrest Siebken arrived at meeting at 07:09pm.

Matney and Kolterman explained why the Officials line item was over budget. Kolterman explained that this was due to the previous Director retiring. The Seward County Clerk was able to confirm with Matney and Kolterman that Director Liska was paid out for her vacation time earned, floating holiday and 25% of sick time out of this. Matney also reported that he has worked on projections for the final budget. The wireless fund has approximately \$25,000 and the set aside fund has approximately \$234,000. Matney went into detail to explain each line item on the budget. Discussion continued regarding amounts in each line item. Matney was hoping that after the next couple of weeks he would be able to get a better projection of what funds may be left over. Vance confirmed that the Sheriff's Office Federal Drug Fund will pay for the 2020 Motorola bill. Vance reiterated that Matney will need to get the process started to get the recording system back and configured with Zuercher. Matney reminded the board that the 2021 \$32,193 will still be outstanding. Public Service Commission awarded Seward 911 with \$65,053.61 for the next fiscal year. Discussion regarding what wireless funds can be spent on. No further discussion, Zabrocki made a motion to pay the current bills. Siebken second the motion; voting aye: Zabrocki, Siebken, Deremer, Culver, Kolterman, Vance, and Peters. nay: none; absent: Singleton; motion carried.

**Discuss/Action – 2021-2022 Budget**

Kolterman reported that the subcommittee met and worked on the new budget for several hours. Matney handed out the proposed budget sheets to the board members. Matney went into detail for each line item. Discussion carried on regarding possible restructure of the deputy director position. Topic will be added to next meeting after Matney does research and shares projections to the board. Matney has already worked with Seward County HR on this process and can provide information as soon as possible. Matney has worked with Seward County Clerk regarding line-item name changes, all

changes that can be made will be. Discussion continued as the board went over each line item. Matney did bring up additional costs that may come up regarding NCIC interfaces with Zuercher. It was discussed that some agencies may just use MACH Bot and not require the interface with Zuercher. Matney also reported that there may be new costs for the Zuercher fiber line from York County. Discussion continued for each line item. Matney will bring proposal to the board at the next meeting to show what the restructure of the deputy director position would look like. Discussion regarding restructure and splitting the deputy position into two supervisor positions. Culver also reported the Zuercher interlocal states that each agency will be responsible for their own additional costs. Culver lead discussion on the restructure and if the position would require more funds. Brainstorm regarding where additional funding could come from. Matney is going to contact the Public Service Commission to see what additional funding could be given. No further discussion, Siebken made a motion to approve the budget as presented. Peters second the motion; voting aye: Siebken, Peters, Zabrocki, Deremer, Culver, Kolterman, and Vance. nay: none; absent: Singleton; motion carried.

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

Kolterman is waiting to hear back from the Seward County Attorney's regarding this item. Siebken suggested that Kolterman get other dispatch centers job descriptions for their director positions to compare. No action taken.

#### **Discuss/Action – Disciplinary Review Board**

Kolterman went to Seward County Human Resources to verify what this process would look like. Human Resources did share that Seward County already has an extensive disciplinary action program. Kolterman stated that since the dispatchers are Seward County employees it would not be the 911 Boards position to get involved. All members present agreed that this would be a county function to handle. No action taken.

### **COMMUNICATIONS AND FACILITY PLANNING**

- A. Update of Zuercher System – Matney working with GeoComm extensively to fix all the issues that are happening with Zuercher.

#### **Director's Report**

- A. Kolterman asked Matney to give an update on the staff challenges related to vacation and comp time. Kolterman attended the 911 monthly staff meeting. Kolterman reported that many staff members spoke with her in detail about the problems with taking time off. Matney reported that there are scheduling shortfalls causing coverage issues requiring staff to earn comp every time they cover a shift. Discussion regarding the county policies and the max accrual times. Matney reported the comp time balances, several being over the 90-hour max. Also reported vacation times that are also very close to max accruals. Discussion regarding the shifts dispatchers are working. Matney stated that there is no one set schedule as some dispatchers work 8, 10, or 12 hour shifts to fit in with second jobs. Culver suggested a different, more set shift needs to be created. Discussion regarding staffing problems with the schedule and coming up with an appropriate schedule that will not allow for staff to get so much comp time and be able to burn down accrued hours. Matney will come up with new schedules and have an update for the next meeting.
- B. Matney reported that Concordia Security has requested to use some dispatch services. Matney confirmed that this cannot happen and this service to Concordia has been stopped. Peters and Vance both agreed that there should be no information shared with a private security company.

#### **User Board Report**

Deremer update on Auto Launch program. Seward Hospital is hosting a trauma meeting that Matney and Deremer will be attending. This weekend is Fire School is Grand Island that may cause shortage of volunteers. Matney has already made proper steps to ensure mutual aid is ready. Big Blue Mile Shootout

in Cordova is June 4<sup>th</sup> and 5<sup>th</sup>. Matney has Star Care attending and has informed dispatchers of the event.

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

1. Matney reported that Seward Fire brought a complaint that Matney is handling. This did not affect the outcome of the call, but Matney will handle with his staff.
2. Matney would like to have the towers entered into a service agreement. Vance reminded Matney that this needs to be approved by the Seward County Board. Matney is now checking all the towers on a regular basis.
3. Kolterman to add restructure of 911 Center to next agenda.

Matney asked for clarification on when he needs to attend both City Council meetings.

Next meeting will be Thursday, June 24, 2021, and will be held at the Seward Municipal Building in Seward, NE. Regular agenda items apply.

**Adjournment**

Deremer made a motion for adjournment at 9:11 pm which was second by Siebken and carried unanimously.

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