

**Seward County Communications Board  
December 14, 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 Tuesday, December 14, 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. 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, Forrest Siebken, Brian Peters, Mike Vance, and John P. Singleton. Members absent: none.

Also, in attendance was: Lisa Borges acting as board secretary.

**APPROVAL OF MINUTES**

No discussion. Siebken made a motion to approve the minutes from the October 18, 2021, meeting. Peters second the motion; voting aye: Zabrocki, Dermer, Culver, Kolterman, Singleton, Vance, Peters, and Siebken; nay: none; absent: none; motion carried.

**ACT ON BILLS; BUDGET REPORT**

Chair Kolterman provided the board members with current bills. Kolterman asked Zabrocki to update the board as he has been handling this task. Zabrocki explained each line item. Overtime is over on the line item but is tapering off. Zabrocki gave a quick update on staffing. One dispatcher short of being fully staffed.

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

**Discuss/Action – Review recommendations of the hiring subcommittee for the E-911 Director**

Kolterman explained the process taken by the hiring sub-committee to get to this point. Three applicants have made it to this final stage. One applicant is a standout that is currently performing a similar job in an out of county position.

Discussion continued regarding applicants that were not interviewed, subcommittee members explained why. Also went into depth regarding the top applicants and their experience.

Kolterman would like to offer position to one application asap. Singleton did raise questions regarding the background check. Kolterman informed that the background check will be conducted after the offer is made. Discussion continued regarding the applicant that the position will be offered to.

Singleton added that when the job offer is made, the following needs to be made clear to the individual. The position of E-911 Director is voted on yearly by the 911 Board. Discussion regarding if this is necessary to keep. Kolterman will speak with legal regarding this and verify if it needs to be removed from the interlocal agreement.

No further discussion, Vance made a motion to follow the recommendation of the sub-committee and offer the position of E-911 Director to their top pick. Siebken second the motion; voting aye: Zabrocki, Dermer, Culver, Kolterman, Singleton, Vance, Peters, and Siebken; nay: none; absent: none; motion carried.

#### **Discuss/Action – Wage for E-911 Director**

Kolterman presented the board with comparable wages for the E-911 Director. Seward County Human Resources helped with this study. Currently the budget is set for \$55,000, City of Seward and City of Milford has agreed to help increase the wage to make this more competitive. Will now need to get approval from Seward County. Culver explained how the County process works and what will needed to take place. Zabrocki suggested that \$65,000 be the goal to get the wage to. Singleton asked what the likelihood of Seward County approving the increase, Culver stated that this current board has been very motivated to raise wages for employees. Discussion continued regarding wage and an increase once probation is complete. Board agreed to give the conditional offer at \$65,000 with a \$2,000 increase after a 6-month evaluation period. Peters asked to clarify if the Seward County needs to approve the wage before the offer is made. Culver confirmed and suggested that the offer recommendation and wage recommendation from the 911 Board be added to the Seward County Board of Commissioners Agenda for Tuesday.

Board agreed to have Human Resources contact all applicants to let them know a decision will be made on Tuesday.

No further discussion, Singleton made a motion to offer Spencer Conrad the position of E911 Director with a salary of \$65,000 with a \$2,000 increase after 6 months based on performance, once Seward County Board approves the new wage; voting aye: Zabrocki, Dermer, Culver, Kolterman, Singleton, Vance, Peters, and Siebken; nay: none; absent: none; motion carried.

#### **Discuss/Action – Appoint the E-911 Director with a conditional offer of employment**

See above notes.

#### **Discuss/Action – Staffing Challenges**

Singleton asked about the assistant position and if the director would be able to make this decision. Last year this position was split up into supervisor positions. Board would recommend that the new Director would come in and make a decision is a restructure is needed. No further discussion, no action.

#### **Communications and Facility Planning**

**A. Update on Zuercher System. – No update.**

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

No report given since Director was not in attendance.

**A. Summary of Monthly Performance. – No discussion**

**B. Staff Vacation and Comp Time. – No discussion.**

## **User Board Report**

Deremer brought up radio issues that several members are having. Siebken recommended that Deremer looks into it being a repeater issue. Deremer reported that Schaeffer's will be coming out to do some installations and will check with them.

Vance asked that Deremer speak to everyone at the next Mutual Aid meeting regarding red light permits and what is required. Vance also updated Deremer that two red light permits have recently been revoked.

Deremer there is an EMS conference coming up, dispatch will need to call for mutual aid. No further discussion. No action taken.

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

Kolterman informed the board that since Shannon Arena left, Nancy Kavulak has been assigned Interim Director.

Kolterman will be working on getting the yearly vote removed from the interlocal, will research previous minutes.

Culver informed that ARPA funds were disbursed to first responders, departments, and individuals. Several thousands of dollars have already been disbursed. Working with Chiefs on these disbursements.

Singleton asked that an email be sent to all members when an announcement is made regarding the County Board approval.

No further discussion. No action taken.

Next meeting date is January 27<sup>th</sup> at 7:00 PM. The meeting will be held at the Seward Municipal Building in Seward, NE. Regular agenda items apply.

## **Adjournment**

Siebken made a motion for adjournment at 8:00pm which was second by Singleton and carried unanimously by all members present.

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