



**MARSHALL COUNTY COMMUNICATIONS COMMISSION**

**Marshall County Communications Commission Meeting**

**April 11, 2024**

**Immediately following the E911 Board Meeting which starts at 5:30**

909 S 2<sup>nd</sup> Street Marshalltown, Iowa Meeting Room ~ 1<sup>st</sup> Floor (off the Lobby)  
Police / Fire Building ~ Marshalltown, Iowa

**Call Meeting to Order**

**Approval or Amendment of Agenda Items**

1. Approval of April, 2024 Agenda
2. Approval of January, 2024 Meeting Minutes

**Discussion and Possible Action**

1. Commendation
2. Mayor Greer, 28E, Rental Agreement
3. FCC Update
4. Budget / Updates – Lead Request

**Unfinished / Old Business**

**New Business**

**Public Comments**

**Next Meeting: Thursday, July 11, 2024**

Chairperson – Sheriff Joel Phillips  
Vice Chairperson – Board of Supervisor Steve Salasek  
Secretary – Shane Andrews (Alternate Tiffany Eibs / Caitlan Reineke)

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City of Marshalltown, City of State Center, City of Melbourne, City of Albion, City of LeGrand, City of Laurel, City of Gilman, City of Haverhill, City of Rhodes, City of Clemons, City of Ferguson, City of Liscomb, City of St. Anthony, Marion Township, Marshall County Sheriff, Emergency Management Coordinator, Marshall County Board of Supervisors

## Marshall County Communications Commission Meeting Minutes

January 4, 2024

### Immediately following the Marshall County 911 Board Meeting which starts at 5:30

Commission members in attendance: Evan Folk, Wendy Eldridge, Craig Pfantz, Dale Thompson, Joel Phillips, Joe Gaa, Cynthia Mansager (Zoom), Delores Dunham (Zoom), Kim Elder. Guests; John Lauer, Glenda Thompson, Ellen McKay, Shane Andrews, Marie Thoms Rhonda Braudis, Patrick Cornwell (Zoom), and Jacob Patterson (Zoom)

**Call meeting to order:** Meeting called to order at 5:44pm

### Approval or Amendment of Agenda Items:

1. **Approval of January 2024 Agenda:** Motion to approve by Welton, seconded by Folk. All ayes. Approved
2. **Approval of December 2023 Meeting Minutes:** Motion by Folk, seconded by Eldridge to approve meeting minutes. All Ayes. Motion Carries.

### Discussion and Possible Action

1. **Joe Gaa, City Administrator – Proposed contract Amendment from City of Marshalltown-** Gaa reviewed the discussion from last month. He provided the members with an amended 28E agreement between the City of Marshalltown and the Marshall County Communication Commission. Items 1,2,3 have remained the same. Line 4 was changed to reflect the discussion about the utility reimbursement. The current agreement will start the beginning of FY2025 in the amount of \$12,000 annually. This amount will be evaluated during each annual budget cycle and is subject to change, while staying consistent with 10% of electric and gas costs. Motion by Salasek, seconded by Pfantz to approve the proposed contract. Roll call vote; nay Phillips; all others aye. Carries.
2. **MCCC Salary and Benefit Budget / Comments / Approval for EMA State Submission-** Braudis went over the discussion from last meeting. Braudis is asking for 3% pay increase, along with a promotion of a current employee to a lead operator position, and adding an additional position. This budget will have the total from salary and benefit spreadsheet, plus \$12,000 utility reimbursement as discussed in last item, and \$173,525 for the radio maint. agreement. Motion by Salasek, seconded by Pfantz to approve the submission of the MCCC Salary and Benefit budget. Roll call vote. All ayes, Carries

- 3. Employee Handbook-** Braudis provided members with the employee handbook she has written up. This has been reviewed by the attorney. Braudis thanked Welton and Folk for being on the committee to review this. One addition is the page 18, section I – relating to maternity/paternity leave which was specifically brought to board members attention. *“Maternity/Paternity Leave: The Marshall County Communications Center shall follow applicable federal and state laws concerning the Family Medical Leave Act (FMLA) and 19 | P a g e unpaid pregnancy leave, if not eligible for FMLA leave. The Marshall County Communications Center also recognizes the importance of this time; therefore, mothers newly adopting or giving birth shall receive six (6) weeks paid maternity leave and fathers newly adopting or their significant other giving birth shall receive two (2) weeks paid paternity leave.”* Motion by Thompson, seconded by Eldridge to approve implementation of the employee hand book. All ayes. Carries.
- 4. Annual Report-** Braudis provided and went over the prepared 2023 Annual Report.
- 5. Budget Modification-** Braudis spoke with the board members and provided an update on the current budget year. Currently 6 months in we have used 49.89% of the budget remaining. Braudis reported she is watching this closely and will provide an update at the next meeting. Braudis also asked for board approval to start the process of promotion of a current employee to a lead position now instead of waiting until next PY. Motion by Folk, seconded by Elder to approve the implementation of the lead position now instead of waiting until July. Roll call vote; nay Mansager, All others Aye. Motion Carries.

**Unfinished / Old Business:** None

**New Business:** None

**Public Comments:** None

Motion to adjourn at made by Folk, seconded by Welton. All ayes, motion carries

Meeting adjourned at 7:17pm.