

**Meeting of the Starcomm Executime Board  
with Technical Committee  
January 12, 2022**

**Starcomm Executive Board Members Present**

Dan Limoges, Sheriff, Union County, SD  
Ed Mahon, Police Chief, South Sioux City, NE  
Rex Mueller, Police Chief, Sioux City  
Scott Pack, Police Chief, Sergeant Bluff  
Bob Scott, Mayor, Sioux City  
Chad Sheehan, Sheriff, Woodbury County

**Absent**

Sara Beatty, 911 Coordinator, Union County, SD  
Rocky DeWitt, Woodbury County Board of Supervisor  
Tom Everett, Chair/Fire Chief, Sioux City  
Richard Headid, Police Chief, North Sioux City, SD  
Chris Kleinberg, Sheriff, Dakota County, NE

**STARComm Technical Committee Members Present**

Wendi Hess, Communications Center Manager, Woodbury County  
Glenn Sedivy, Communications Center Director  
Andrew Donawa, Director, Woodbury County Disaster Services

**Absent**

Mark Aesoph, Fire Marshal, Sioux City Fire Rescue  
Doug Bock, Network Manager, WCICC-IT  
Tony Carpenter, Calhoun Communications  
Stacy Geesaman, Electronic Engineering  
Steve Heide, South Sioux City Police Department  
Greg Koinzan, Police Officer, South Sioux City Police Department  
Eric Larson, Electronic Engineering  
Terry McElroy, Electronic Engineering  
Scott Main, Electronic Engineering  
John Malloy, Information Services Director, WCICC-IT  
Eric Wieling, Calhoun Communications

**Item 1 Meeting Called to Order**

The January 12, 2022 STARComm Executive Board meeting was called to order by Acting Chairperson Rex Mueller at 1000 hours.

**Item 2 Approve Minutes of December 8, 2021 Special Meeting**

Ed Mahon made a motion to approve the minutes of the December 8, 2021 Special Meeting, seconded by Scott Pack. All voting aye, motion carried.

**Item 3 Review and Discuss Comm Center Director and Manager Job Descriptions**

Rex, Glenn, Wendi and Tom met with City Finance and HR to discuss modifications to the Comm Center Director and Manager job descriptions. The job descriptions were updated to more accurately reflect Glenn and Wendi's duties. The proposed job title change for the Communications Center Manager is Communications Operations Supervisor and duties will consist of supervising Comm Center employees and radio technical duties for STARComm. Once approved by City Council, the goal is to have the Director position appointed prior to July 1, 2022 and the Ops Supervisor position filled by July 1 to cross train with Glenn before he retires in September 2022.

The CIC group, which oversees the Communications Center, hopes to post the Director position soon and will review resumes and conduct interviews. STARComm Board members would play

a role in filling the Communications Operations Supervisor position. The Operations Supervisor will be a Sioux City employee position. Residency requirements have changed, and candidates are not required to live in Iowa, but within 10 miles of the City limits.

Item 4 Amend FY23 Budget to Reflect Senet Lease Revenue Removal Effective February 2, 2022. (Could affect FY22 Budget)

Glenn received notification from Senet indicating they do not wish to renew their WIT Tower lease which expires January 31, 2022. The equipment on the tower monitors propane tank levels, an online service utilized in rural areas, but not popular in the city. The Senet lease covering the AT&T tower will renew for 5 years; this lease covers rural areas. Revenue for both leases amounted to \$8,112 for FY23, now \$3,492.

**Item 4 Motion**

**Bob Scott made a motion to amend the FY23 STARComm budget to reflect the lost Senet revenue due to non-renewal of the WIT Tower Site lease which expires January 31, 2022. Senet revenue adjusted from \$8,112 to \$3,492. Seconded by Ed Mahon. All voting Aye, motion carried.**

The lost revenue will reduce the FY22 budget by \$1,750.

Item 5 Open Items

Comm Center

Uninterrupted Power Supply

Two uninterrupted power supplies (UPS) located at the WIT Tower are end-of-life and will no longer be supported. One was purchased as part of original grant and is 16 years old, the other was purchased 10 years later. The maintenance contract covers them through 2022. The replacement estimate is \$15,000 each. Glenn will make a request at the 911 Board meeting January 12 to fund replacements. STARComm would continue to fund the maintenance contract. If the UPS purchase were to go through STARComm, it would be considered a capital improvement project.

911 Hospital Transport Assignments

Wendi reported how comm center operators strategically shuffled personnel to hospitals based on capacity after one hospital reportedly resorted to diversion, not accepting additional patients. During a Tri-State Disaster Committee Meeting, members from both hospitals and SCFR personnel expressed kudos to dispatchers who were sending ambulances to alternating hospitals and worked with bordering agencies like Dakota County as well. Wendi let the hospital reps know she would like to be included in any critique discussions regarding the process.

Tower Site Snow Removal

Wendi was instructed by Rocky DeWitt to reach out to Mark Nagra, Woodbury County Engineer, regarding snow removal at the AT&T, Danbury and East tower sites. She emailed Mark and he emailed back that secondary road funds can only be used for specific expenses under Chapter 331 of the Code of Iowa and would not be allowed for work on other county property. Glenn made him aware that the AT&T tower, which houses their equipment, would typically rent for \$350 per month based on their footage. Mark mentioned a proposal to move the Road Department's radio system to Verizon. Mark could not make this meeting and asked that this item be tabled until the next meeting, which is April 12.

Dakota County moves snow from the Homer Tower site when Glenn notifies them. Glenn utilizes Emergency Services' snowplow to push snow from the AT&T and Danbury sites. Sioux City plows take care of the West site and WIT clears the WIT site.

#### SCPD Staffing

Due to COVID and other issues, the PD is paying a significant amount of overtime to maintain minimum staffing. Specialty units like the Selective Traffic Enforcement Program (STEP) and Alcohol Safety Action Program (ASAP) are being called in to maintain staffing numbers. It is not yet necessary to resort to an emergency operations plan, which would be 12-hour shifts. Other contingency plans may be implemented if necessary, in the coming weeks.

#### Sergeant Bluff PD Staffing

Sergeant Bluff's staffing is acceptable at eight officers. Due to population increase and software technology an additional officer is being recommended.

#### Union County Staffing

Dan Limoges reported Union County jail is now housing Clay County inmates due to a bond issue and is nearly full. Clay County's jail is functioning as a holding facility. Union County deputies are working 12-hour shifts. The Department was approved for four part-time positions. Commissioners are considering providing benefits to the part-time positions as part-time positions in other offices receive benefits.

#### Woodbury County Sheriff Staffing

Chad Sheehan reported staffing struggles, partly due to COVID, the past couple weeks. The jail is constantly short and overtime is necessary to keep minimum staffing. The jail is at 225, full capacity with a few COVID positive inmates.

Fifteen correctional officers would be ideal staffing for the new jail facility, but the budget may only allow for eight to ten and recruiting may be a problem.

#### South Sioux City PD Staffing

Ed Mahon reported COVID, retirement, injuries and vacation vacancies straining staffing. February will begin the testing process for a new candidate list.

#### Item 6 Adjourn

**Scott Pack made a motion to adjourn, seconded by Ed Mahon; all voting aye, motion carried. Meeting adjourned at 1026.**