

**MINUTES**  
**OTTAWA COUNTY CENTRAL DISPATCH**  
**POLICY BOARD**  
**Central Dispatch Training Room**  
**January 28, 2010, 9:00 a.m.**

**PRESENT:** Patrick McGinnis, Gord Schrottenboer, Soren Wolff, Alan Vanderberg, Dave Roesler

**ABSENT:** Jim Miedema, Jerry Felix, Steve Patrick

**GUESTS:** Jim Adams                   Tele-Rad  
Mark Kooyers                Tele-Rad  
Bill Smith                    T.A.C. Chair  
Steve Kempker               OCCDA Radio Committee

**STAFF:** Tim Smith, Mark Jongekrijg, Mike Muskovin, Bonnie Postma

**AGENDA ADDITIONS OR CORRECTIONS – None**

**PUBLIC COMMENT – None**

**SUBJECT: 2010 ELECTIONS**

**Chair**

MOTION CD10-999 To nominate and cast a unanimous vote for Gord Schrottenboer to serve as Chair of the OCCDA Policy Board for 2010.

Moved by: McGinnis

Supported by: Wolff

Carried

**Vice-Chair**

MOTION CD10-1000 To nominate and cast a unanimous vote for Soren Wolff to serve as Vice-Chair of the OCCDA Policy Board for 2010.

Moved by: Vanderberg

Supported by: Schrottenboer

Carried

**Secretary-Treasurer**

MOTION CD10-1001 To nominate and cast a unanimous vote for Pat McGinnis to serve as Secretary/Treasurer of the OCCDA Policy Board for 2010.

Moved by: Vanderberg

Supported by: Schrottenboer

Carried

**SUBJECT: MINUTES**

MOTION CD10-1002 To approve the December 3, 2009 minutes of the Policy Board Meeting.

Moved by: Wolff

Supported by: Roesler

Carried

**SUBJECT: BUDGET PERFORMANCE, REVENUES, & BALANCE SHEET REPORTS**

Soren Wolff inquired about the interest. Tim will get with Jim Bonamy and send out an email to the Policy Board.

MOTION CD10-1003 To approve the Budget Performance, Revenues, & Balance Reports as presented.

Moved by: Roesler

Supported by: McGinnis

Carried

**SUBJECT: CHECK REGISTER**

MOTION CD10-1004 To receive the Check Register Report as presented.

Moved by: Roesler

Supported by: Vanderberg

Carried

**DIRECTOR'S REPORT**

**Staffing**

OCCDA is in the process of hiring four part-time dispatchers. Received about 70 applications. Through this process it was decided not to hire casual employees.

**Testing**

New applicants will be tested with a new laptop software, Criti-Call. Five can be tested at one time.

**CTO Training**

Last December OCCDA held CTO training. Some employees took the class so they are now CTO certified to train new employees.

**Weapons**

During our LEIN audit last November security levels were increased. It is now required that anyone entering the Dispatch area unescorted needs to have not only a back ground check but also have fingerprinting done. The only people allowed in Dispatch carrying a weapon is a law enforcement officer who is on-duty. OCCDA is currently developing a policy for this issue.

**SUBJECT: POLICY BOARD MEETINGS**

Discussion about changing to quarterly meetings. Many board members have a lot of meetings to attend and don't want to miss Policy Board meetings. Four meetings which include a December meeting and a mid-year meeting to meet with T.A.C. are required by the Establishing Agreement. Discussion also as to whether or not there are any rules about missing meetings – there are not.

MOTION CD10-1005 To approve to schedule six meetings per year with the understanding that the Board is to attend four meetings with the remaining dates to be tentative to meet only if needed.

Moved by: Vanderberg

Supported by: Wolff

Carried

**SUBJECT: MCT REPLACEMENT**

Mike Muskovin went through 2010 Ruggedized Mobile Computer Terminal Summary section by section explaining each part. Sections were Proposal Summary, Proposal Detail, User Evaluations, RFP.

RFP– Includes a copy of the RFP that was given to vendors. RFP was published on our web site and local newspapers, Grand Haven Tribune, Holland Sentinel, and the Grand Rapids Press. Included are several questions that were answered and sent out to vendors who showed intent to bid.

User Evaluations – MCTs displayed on front table, Motorola MW810 a three-piece unit, Panasonic Tough Book PF30, Dell E6400XFR – each MCT will have a docking station. Each MCT was rotated every two weeks and anyone using those vehicles completed a survey. The Motorola MW810 was the only unit that received all favorable or positive feedback from all of the questions used in the survey.

Proposal Detail – displays all vendors that were sent the RFP both by email and by Federal Express, displays Vendor intent to bid and whether or not a bid was received. Next page shows the vendors with the product they bid with each column indicating whether or not the vendor met each of the criteria of the RFP. Maintenance support is extremely important and Motorola is the only vendor who put in writing that they would support maintenance as they have in the past through Tele-Rad.

Proposal Summary – Written summary of details, Proposal Submissions, Ruggedized, Form Factor, Technical Specifications, Wireless Connectivity, Function Button, Parts Available, Service, Failure Rates, and a Summary recommending Motorola MW810 as the unit for procurement.

Tim gave an explanation of the recommendation from T.A.C. for Central to purchase the MCTs along with the three-year extended service contract. This means adding three years to the three years already built in the proposal for a total of six years of service. Mark Kooyers from Tele-Rad gave further explanation of the Motorola bid and extended service contract stating Motorola has presented a very competitive offer.

MOTION CD10-1006 To approve the recommendation from T.A.C. and the Radio Committee for the vendor of Motorola for the replacement of the current MCTs with the model of MW810, not to exceed \$1.3 Million. This includes both the card readers and the three-year extended maintenance/warranty.

Moved by: McGinnis

Supported by: Vanderberg

Roll Call Vote:

|                     | <u>Yes</u> | <u>No</u> |
|---------------------|------------|-----------|
| Jim Miedema         | Absent     |           |
| Jerry Felix         | Absent     |           |
| Steven Patrick      | Absent     |           |
| Patrick McGinnis    | Yes        |           |
| Gordon Schrotenboer | Yes        |           |
| Soren Wolff         | Yes        |           |
| Alan Vanderberg     | Yes        |           |
| Dave Roesler        | Yes        |           |

5 Yes Votes, 3 Absent

Meeting adjourned about 9:53 a.m.

Next Meeting March 25, 2010, 9:00 a.m. at Central Dispatch