

**MINUTES**  
**OTTAWA COUNTY CENTRAL DISPATCH**  
**POLICY BOARD**  
**Central Dispatch Training Room**  
**October 27, 2011, 9:00 a.m.**

**PRESENT:** Patrick McGinnis, Greg Robinson, Jerry Felix, Steven Patrick, Stuart Visser, Alan Vanderberg, Carl Rothenberger for Chris McIntire, Jim Miedema

**GUESTS:** Matthew Messer – T.A.C. Chair  
Jim Bonamy – Grand Haven Finance

**STAFF:** Tim Smith, Joseph LaLonde, Laura DeGoede

**No Agenda Additions or Corrections**

**No Public Comment**

The Board introduced themselves to Greg Robinson. Welcome to Greg.

**SUBJECT: MINUTES**

MOTION CD11-1063 To approve the August 18, 2011 Minutes of the Policy Board.

Moved by: Visser

Supported by: Miedema

Carried

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

Tim stated that State money was transferred to us through the County.

Jim Bonamy explained the investment strategy with Fifth/Third Bank.

MOTION CD11-1064 To receive the Budget Performance, Revenues, & Balance Sheet Reports as presented.

Moved by: Vanderberg

Supported by: Felix

Carried

**SUBJECT: CHECK REGISTER**

Tim pointed out that a copier was replaced and also a shredder was replaced.

MOTION CD11-1065 To receive the Check Register Report as presented.

Moved by: Patrick

Supported by: Vanderberg

Carried

## **OCCDA DIRECTOR'S REPORT**

### **Staffing**

One Part Time Dispatcher is retiring at the end of this year. Central will be hiring three part time dispatchers after the first of the year.

### **Legislation**

Tim is vice president of MCDA and they are meeting to discuss how to address the proposal to have ten consolidated dispatch centers in the state. Representative LaBlank has been advocating having ten dispatch centers statewide. Tomorrow Sheriff Gribbler will be here to continue strategy. If this were to happen, there are about 60 counties that have millage based dispatch centers. The millage would go away because county funded millages are not for state based items. Also the level of service not just for the citizens but also the local agencies would be severely degraded. Last year the Board sent a letter opposing consolidation. Tim will keep the Board updated on this issue.

### **SUBJECT: NARROWBANDING RECOMMENDATION**

As discussed before, Dispatch has to have all units and equipment narrow band compliant by December 31, 2012. Much of OCCDA's equipment is 20 years old and needs to be replaced or modified. This includes: Zeeland Tower Building, Allendale Tower Building, obtaining used Receivers, Voting Comparators, Simulcasting police and fire channels.

MOTION CD11-1066 To approve spending \$680,000 for the Narrow Banding Project to take care of OCCDA requirements.

Moved by: Felix

Carried

Supported by: Miedema

### **SUBJECT: PRO QA EMERGENCY MEDICAL DISPATCH SOFTWARE**

Dispatch will continue to keep the card version for back up. This on line version takes the guess work out of a medical call and automatically asks questions based on inserted data.

MOTION CD11-1067 To approve procurement of QA Emergency Medical Dispatch Software From Priority Dispatch Corporation not to exceed \$50,419.26.

Moved by: Vanderberg

Carried

Supported by: Patrick

### **SUBJECT: QUALITY ASSURANCE SOFTWARE**

MOTION CD11-1068 To approve procurement of Quality Assurance Software from Van Belkum Voice and Data Technologies not to exceed \$20,000.

Moved by: Felix

Carried

Supported by: Visser

**SUBJECT: 2012 BUDGET**

The 2012 Budget shows only the operational portion of the budget. It does show \$50,000 for technology if something should need replacing. Tim explained the budget process and how Central Dispatch requests millage. Al stated that next year whenever we have the meeting to approve the millage rate to have a five to ten year capital budget laid out so the Board can see the needs of Dispatch.

MOTION CD11-1069 To adopt the 2012 Budget as presented.

Moved by: Vanderberg

Supported by: Patrick

Roll Call Vote:	<u>Yes</u>	<u>No</u>
Patrick McGinnis	Yes	
Greg Robinson	Yes	
Jerry Felix	Yes	
Steven Patrick	Yes	
Stuart Visser	Yes	
Alan Vanderberg	Yes	
Carl Rothenberger for Chris McIntire	Yes	
Jim Miedema	Yes	
	8 Yes Votes	

**SUBJECT: COMMITTEE FOR OCCDA DIRECTOR ANNUAL REVIEW**

Tim handed out to Policy Board members the current Resolution, the Strategic Plan accomplishments that Dispatch Staff has completed, and a copy of the Review Form. Completed forms can be mailed or emailed to Al. Matt Messer will be emailed the form for distribution to T.A.C. members.

MOTION CD11-1070 To form a committee for the annual review of OCCDA Director to consist of:  
Al Vanderberg as Chair, Steve Patrick, and Jim Miedema.

Moved by: Felix

Supported by: Visser

Carried

**SUBJECT: CLOSED SESSION**

**A.** MOTION CD11-1071 To go into Closed Session to discuss Union Negotiations.

Moved by: Visser

Supported by: Miedema

Roll Call Vote:	<u>Yes</u>	<u>No</u>
Patrick McGinnis	Yes	
Greg Robinson	Yes	

Jerry Felix	Yes
Steven Patrick	Yes
Stuart Visser	Yes
Alan Vanderberg	Yes
Carl Rothenberger for Chris McIntire	Yes
Jim Miedema	Yes
8 Yes Votes	

**B. MOTION CD11-1072 To come out of Closed Session.**

Moved by: Vanderberg

Supported by: Felix

Carried

**SUBJECT: COLLECTIVE BARGAINING PACKAGE**

**MOTION CD11-1073 To approve the Collective Bargaining POLC agreement for 2012 – 2014.**

Moved by: Vanderberg

Supported by: Visser

Roll Call Vote:	<u>Yes</u>	<u>No</u>
Patrick McGinnis	Yes	
Greg Robinson	Yes	
Jerry Felix	Yes	
Steven Patrick	Yes	
Stuart Visser	Yes	
Alan Vanderberg	Yes	
Carl Rothenberger for Chris McIntire	Yes	
Jim Miedema	Yes	
8 Yes Votes		

**SUBJECT: ADJOURNMENT**

**MOTION CD11-1074 To adjourn the October 27, 2011 meeting of the Policy Board.**

Moved by: Visser

Supported by: Miedema

Carried

Meeting adjourned 10:22 a.m.

Next Meeting Friday, December 2, 2011, Central Dispatch, 9:00 a.m.