

MINUTES
OTTAWA COUNTY CENTRAL DISPATCH
POLICY BOARD
Central Dispatch Training Room
February 18, 2016, 9:00 a.m.

PRESENT: Patrick McGinnis, Ryan Cotton, Stuart Visser, Alan Vanderberg, Chris McIntire

ABSENT: Jerry Felix, Steven Patrick, Toby Van Ess

STAFF: Tim Smith, Tom Valdez, Mark Jongekrijg, Tammy Smith, Christopher Karish, Jennifer Matthews

GUESTS: Matthew Messer T.A.C. Chair
Kurt Gernaat Blendon Township Fire Chief

AGENDA ADDITIONS:
Incident Mapping and the Media to the Director's Report

NO PUBLIC COMMENT

Pat McGinnis asked for everyone to go around the table and introduce themselves.

SUBJECT: MINUTES

MOTION CD16-2023 To approve the December 11, 2015 Minutes of the Policy Board

Moved by: Cotton

Supported by: Visser

Carried

2016 ELECTION OF OFFICERS

Currently:

Chair – Pat McGinnis

Vice-Chair – Ryan Cotton

Secretary/Treasurer – Toby Van Ess

MOTION CD16-2024 To nominate the existing slate and cast a unanimous vote.

Moved by: Vanderberg

Supported by: Visser

Carried

SUBJECT: RE-APPOINTMENT OF POLICY BOARD MEMBERS

MOTION CD16-2025 To approve of James Van Ess (Toby) of Tallmadge Township, Steve Patrick of Coopersville, and Jerry Felix of Park Township to continue serving on Ottawa County Central Dispatch Policy Board for the next two years.

Moved by: Cotton

Supported by: McIntire

Carried

SUBJECT: BUDGET PERFORMANCE, REVENUES, & BALANCE SHEET and CHECK REGISTER REPORTS

Laura mentioned that the December 2015 Budget Reports were in the Policy Board packets and this morning passed out the January 2016 Reports.

Tim stated since we changed our millage distribution we have collected 1.3 million in revenue already this year working with Brad's office. That is 28.9 % of our millage to date.

We have received the fourth quarter payments both from the State of Michigan and Allegan County.

Policy Board members should be receiving their questionnaires from the auditors.

On the check register we did have some lawn maintenance in November.

MOTION CD16-2026 To receive the Budget Performance, Revenues, & Balance Sheet and Check Register Reports as presented.

Moved by: Vanderberg

Supported by: McIntire

Carried

OCCDA DIRECTOR'S REPORT

A. Incident Mapping

Ryan had asked Tim what we do with media. About 3 to 4 years ago at the Law Leadership meeting it was decided for everyone that was asked to use the county crime mapping functions and when you go on line it is literally three or four clicks. You will not find Homicides, CSCs, Drugs or Domestic – this was also decided at Law Leadership. Central does not give anything to the media unless it is a from formal FOIA request.

Discussion of what each entity does regarding reports given to the media each day. Ryan asked if there was someone at Dispatch who could meet with each editor and show them how easy it is to get online and see the crime report. Tim stated he did not have any trouble with that idea.

B. March 27, 2016

March 27, 2016 will mark 25 years of Ottawa County Central Dispatch to be on the air. Tim stated that there will be a public open house in May. The Board members received a memorable shirt. We are getting recognition from the State of Michigan. We are still the largest county wide central dispatch in the State of Michigan.

C. CAD Update

We have been working with New World with our technical staff. Some issues have been resolved. There will be training for CAD with our staff during the last two weeks of April and the Go Live Date is May 2, 2016. This will be for law enforcement, records, CAD. For fire services the program is not developed where fire wants it yet. They want it to work with Fire House interface.

With this project and the new 911 radio system, Al asked to have one sheet of paper that lists the major projects of what has to be done, and a bar with maybe a scale of zero to 100 colored in to show how far it is done in order to answer questions. Tim stated he can do this.

D. Radio System Update

Tim has met with project manager and the equipment is in a secured facility in Grand Rapids which requires an FBI access. This week we did nine site visits of the ten sites determining what will go and what will stay. Technical staff has been working with the project manager on that.

In late January Tim and the project manager met with Tom Saladino Jamestown Fire Chief about the proposed site on 36th and Barry. There was a question about the land, the township will own that land and there is an ideal structure on that location for regional use in the future. A question of do we want to add to the building structure, with a partnership with the county and dispatch as a revenue generating opportunity for a MPSCS site as well.

Many want to know when we are going to get the radios – that will be in about 12-14 months. There is work to be done determining the talk groups. We have had people come in from the State system and educate us on talk groups. Radio Committee is meeting on a regular basis to walk through the talk groups so departments will have what they need. With a ten site system we will not start up until all ten sites are ready to go. Everyone will be started at the same time.

It will be mid to late 2017 to start the system. There are 46 unique mile stones with hundreds of sub mile stones.

E. Legislative Update – SB5111 and SB5161

Tim will be in Washington next week to address these issues.

SB5111, we are trying to get them to recognize 911 as a profession, which would bring 911 some tax relief for public safety employees.

SB5161 will take away our ability to not hire employees with medical marijuana cards. Tim stated he would prefer not having marijuana on the dispatch floor.

Nationally 911 is not recognized as a public safety discipline and that means we cannot apply for grants at the federal level unless we are partnered with law or fire. We did get a meeting with the deputy assistant administrator of the FEMA grant program. This is the first time so that is encouraging.

F. Telephone System

Tim stated our current telephone system is in need of upgrading. It has been seven years. Current talk with AT&T would bring the following:

- 1) Bring 911 up to the current platform
- 2) Prepare us for Next Generation 911 and Texting
- 3) Looking at \$300,000 to \$500,000 for the upgrade

This will include both 911 and the administration. Technology is now available. Tim will be getting a recommendation to present to the Board most likely by the April meeting.

Pat McGinnis spoke of getting a grant from the State of Michigan in 2012 to do a study and work out a plan for all of the public safety agencies to have the same hardware and software for their phones. Through that effort they have worked with the county and the school districts and others where inner fiber is connected. Fog-Net is what it is being called.

G. Cost per 911 Call

For last year for our 911 center Tim figured a cost per 911 call is about \$38.35.

This subject has been looked into at the State 911 Committee. It is extremely weather driven. Where does the money come from and there is not any governing body that can come in and audit 911 centers and say what that call should cost. One thing that is looked at is what each center is providing

or not. Some have agency fees and we do not. Some agencies have all of their calls come in on 911 lines and some do not.

Some of the things we do: We buy, own and maintain the MCTS; recently have implemented an Fire House interface for fire services; give public education – we did over 100 events last year; we have Silent Observer; SMART 911; we maintain a back-up center; and we exceed the state 911 training expectations. It is hard to compare dispatch center to dispatch center.

Tim doesn't know if Kent County or Grand Rapids has charge back from local agencies.

In Calhoun County where they consolidated a few years ago, they true up at the end of the month and send out to local agencies their bill for how many dispatch incidents they have for the month.

We have our Allegan revenue, our State revenue and our millage and everything is totally contained here.

H. Staffing

Based on Strategic Plan and outside folks, Tom and Tim have looked at and talked about our succession planning and our employee development. We have taken a holistic view, on the day we hire someone in – identifying from the dispatch floor on up, how do we identify skills and develop skills and get new employees.

From Supervisor roles:

Christopher Karish was only on the floor and now is the training supervisor and working with SMART 911.

Jen Matthews just started being a supervisor.

Tammy Smith working a mid-shift, is involved in NENA and our new CAD system.

Josh is taking on part of the Silent Observer program. Michigan NENA is sending him to 911 Goes to Washington.

We have one of our dispatchers learning Bonnie's role.

We have kicked it in gear as far as employee development.

Bonnie, Tom and the employee that is training met with Scott from the county because there will be a new FOIA computerized system.

SUBJECT: 2016 STRATEGIC PLAN

Tim emailed out the 2016 Strategic Plan to the Board and Tim put out what he felt was the proposed items that we need to work on.

Pat mentioned that he had attended a Fire Chiefs meeting and was glad to see a fire chief present today. Pat stated he is glad we are going to re-build these relationships. Tim mentioned the Fire Chief Meetings are every other month on the odd months, the third Tuesday of the month here at Dispatch.

MOTION CD16-2027 To adopt the 2016 Strategic Plan as presented.

Moved by: Vanderberg

Carried

Supported by: Visser

SUBJECT: MML WAGE STUDY DISCUSSION

In 2002 or 03 Central had MML come through and determine and redefine job descriptions. Pat McGinnis contacted Tim to have this done again. This time it will be based on inflation and position inventory, compare wages and benefits, bring in a point rating system and should cost less than \$5,000. This will be done in August of this year. We will have it done prior to the recommendation for the staff for 2017. The Board was supportive of this subject.

Laura stated that the next meeting will be at the County in the Commissioners Board Room because our Training Room will be filled for CAD training.

Tim stated the National Telecommunicator Week is the week of April 10th. We will be having our taco bars on Monday April 11 and Wednesday April 13, all are welcome.

Pat McGinnis asked that all board members wear their 911 Shirts that they received today at the next meeting.

SUBJECT: ADJOURNMENT

MOTION CD16-2028 To adjourn the February 18, 2016 Meeting of the Policy Board.

Moved by: Visser

Carried

Supported by: McIntire

Next Meeting is the Joint Meeting with the Technical Advisory Committee.

Thursday April 21, 2016 9:00 a.m.

TO BE HELD AT: COMMISSIONERS BOARD ROOM, OTTAWA COUNTY, FILLMORE