

**MINUTES**  
**OTTAWA COUNTY CENTRAL DISPATCH**  
**POLICY BOARD**  
**Central Dispatch Training Room**  
**Friday, December 6, 2019, 9:00 a.m.**

**PRESENT:** Patrick McGinnis, Alan Vanderberg, Chris McIntire, Keith Van Beek, Gordon Gallagher, Randy Meppelink

**ABSENT:** Toby Van Ess, Tim Klunder

**STAFF:** Peter McWatters, Donna Kempf-Barnes, Joe LaLonde, Mark Jongekrijg, Mike Koetje  
Andrea Kacprzyk

**GUESTS:** Brian Sipe                      Spring Lake Fire Department Chief  
Tammy Smith                      Ottawa County Central Dispatch Supervisor  
Chris Karish                      Ottawa County Central Dispatch Supervisor  
Missy Stafford                      Ottawa County Central Dispatch Records Supervisor

**PUBLIC COMMENT:** None

**AGENDA ADDITIONS:** McWatters requests to add a change order vote under the Radio System Update  
Marne Coverage

MOTION CD19-2140 To approve the agenda as amended

Moved by: Vanderberg

Supported by: Van Beek

Carried

**SUBJECT: MINUTES**

MOTION CD19-2141 To approve the October 17, 2019 minutes of the Policy Board meeting.

Moved by: Meppelink

Supported by: McIntire

Carried

**SUBJECT: BUDGET PERFORMANCE, REVENUES, BALANCE SHEET, AND CHECK REGISTER REPORTS**

MOTION CD19-2142 To receive the Budget Performance, Revenues, Balance Sheet, and Check Register Reports

Moved by: Vanderberg

Supported by: Gallagher

Carried

Pete thanks Amy Bessinger for the assistance that she has given with the budget amendments. Revenue is up slightly. We were able to reduce our full time and part time salaries by \$100,000.00 because we were not fully staffed. We reduced the health benefits line item. We had an increase in building maintenance by \$10,000.00 due to boiler repairs and other building maintenance. We reduced the training line item. There is a \$630,000.00 increase in infrastructure maintenance because of the Georgetown Tower. We are in the final stages of testing for the Georgetown Tower. The hope is to have the entire project paid for in the 2019 budget.

MOTION CD19-2143 To approve the amended 2019 budget as presented

Moved by: Van Beek

Supported by: Vanderberg

Carried

**SUBJECT: DIRECTOR'S REPORT**

**A. Radio System Update**

Georgetown Tower Update – The Georgetown Tower is done. We were on hold for Nokia to come out and do a configuration of the microwave link. We are in the final stages of testing. The state has to do testing before they sign off on it. It should be done in the next week. After that, they will do a final acceptance. The sheriff's department will have to start using the 800 MHz frequency on their portables. There are seven fire agencies that have not migrated yet.

Marne Coverage – There are some coverage issues in Marne. We have taken some steps with Motorola to identify what will improve the coverage. We had the project manager and engineers come in to go over different options. They recommend that we change the antennas from omni directional to directional at the Conklin Tower. It will not be perfect coverage but we are optimistic that changing the antennas will provide additional coverage in the Marne area. There are other areas in Ottawa County that do not have perfect coverage also. We are purchasing three antennas and one spare for a total of four. The antennas and installation cost \$25,000.00. This is under change order #9. There is money in the 2019 budget to pay for it after the budget amendment under infrastructure maintenance. Motorola took it upon themselves to order the antennas five weeks ago because it usually takes six weeks for them to arrive. The antennas should be in next week, then they will need to schedule the contractor to install them. Weather can also be a factor in a potential delay. The VHF upgrade has been fast tracked. Hopefully, the entire system would be up and running by mid-January. The new 800 MHz system lets an officer know if they are out of range and the transmission did not go through. The expectation is 95% coverage 95% of the time.

MOTION CD19-2143 To approve Motorola \$25,000.00 change order #9

Moved by: Vanderberg

Supported by: Gallagher

Carried

### **B. Administrative Phones Update**

A part of the phone system phone upgrade that we had to do for the E911 includes the administrative phone system. It has been installed. We have interfaced it to the old E911 system temporarily. When the new E911 system comes into play in January, there could be a couple of minutes of downtime. E911 calls will go to Allegan County. Allegan County will transfer the calls to our administrative system. We have connected to the Fognet. City of Holland, Holland BLP, Grand Haven Public Schools, City of Grand Haven, and Loutit Public Library are banding together and are going under the same contract. There will be a 25-40% savings. The goal is that every public agency in the county is connected by fiber and purchasing the VoIP service giving everyone a discount. OCCDA has a meeting scheduled with AT&T at the beginning of 2020 to do a phone bill analysis/comparison. A lot of the old legacy circuits on the VHF will go away.

### **C. Staffing Update**

We have an employee who has been released from training. There are four other employees in training. We are in another hiring process.

### **D. Background Investigations**

Currently, the Sheriff's Department or Holland Department of Public Safety does our background checks for potential employees. It has been expressed to Pete that it burdens the departments and is not their responsibility. A possibility may be hiring a private person, such as a retired police officer to conduct background investigations. It would involve a contractual relationship paying someone 40-80 hours per candidate. Pat pointed out that OCCDA puts a lot of capital into the police agencies and equip the law enforcement function. Maybe look into setting up a rotation. It is important to establish what dispatch wants from the background check. Gordon suggests paying the departments that are doing the background investigations. This is an administrative decision; it will be left to Pete's discretion.

### **E. Tyler Technologies/Cad Update**

The hardware/software upgrade was approved previously by the Policy Board. Our current system's capacity is almost maxed out on the devices and New World keeps on changing the requirements. We need to add a few more servers. We have decided to swap out the old virtual environment for the new virtual environment. The quotes are directly from Dell for the server hardware and software. Tyler migration services is a fee to create new virtual environment servers to mimic what we have right now.

MOTION CD19-2144 To approve the purchase of hardware and software to perform the upgrade to Tyler-New World Systems Public Safety host environment at a cost not to exceed \$180,000.00

Moved by: Vanderberg

Supported by: McIntire

Carried

**SUBJECT: 2020 OCCDA STAFF COMPENSATION RECCOMENDATIONS**

Pete looked at budget reports and talked to many people. Most agencies are between 2%-2.5% increases. We were faced with a situation where our current medical plan was not offered by Blue Cross Blue Shield. Essentially, we are paying more for less coverage. The maximum out of pocket went up. There is money in the budget to contribute money into employee's HSA. The maximum out of pocket for a family went from \$5,000.00 to \$6,000.00. This contribution would help defer some of the cost.

The supervisors benefit package is currently a disincentive for promotion to a supervisor. The supervisors work 12 hour shifts but only receive 40 hours of sick time equaling 3 days per year. Dispatchers currently receive 48 hours of sick time equaling 4 days per year. They are only allowed to accrue 40 hours of comp time. Dispatchers are allowed to accrue 96 hours of comp time. If it is increased to 96 hours for the supervisors, there is no impact on the budget. It gives supervisors more flexibility with their earned time. Our supervisors do not receive holiday pay. They are paid a lump sum of \$1,900.00 once a year. Pete proposed to raise the lump sum to \$2,000.00. If they were paid holiday pay at double time and a half, it would be more expensive.

MOTION CD19-2145 To approve the 2020 OCCDA Staff Employee Compensation Recommendations as presented

Moved by: Van Beek

Supported by: Meppelink

Roll Call Vote:

Yes

No

Tim Klunder	Absent
Gordon Gallagher	Yes
Patrick McGinnis	Yes
Keith Van Beek	Yes
Toby Van Ess	Absent
Randy Meppelink	Yes
Alan Vanderberg	Yes
Chris McIntire	Yes

Six Yes, Two Absent

**SUBJECT: PERSONELL POLICIES AND PROCEDURES MANUAL**

We added core values in the beginning. Employees are now required to tell the Director or Deputy Director if their driver's license becomes suspended. There were changes made to the disciplinary process to coaching, written counseling, written reprimand, suspension and termination. Employees are required to wear business casual attire to trainings unless given prior permission. Several of our employees have CCW permits. We are a weapons free facility. Some employees leave their weapons in their vehicles. Pete would feel safer having a gun locker at the employee entrance than having them unsecure in vehicles. If employees are going to training 50 miles away, they will be provided with an overnight stay at a hotel.

Suggested Motion: To approve the updated OCCDA Personnel Policies and Procedures Manual

Moved by: Gallagher

Supported by: Van Beek

Carried

**SUBJECT: 2019 MEETING DATES**

MOTION CD19-2146 To approve the 2020 Meeting Dates

Moved by: Gallagher

Supported by: Van Beek

Carried

**SUBJECT: TAC SUBSECTION A**

TAC Chairman Brian Sipe - At the last TAC meeting, they were going through the by-laws. Under the membership portion there is small city and village membership. We only have one police department that fits under this description now. The recommendation is to make Zeeland City a permanent member under the TAC. Currently, it states Ottawa County Emergency Services, it was changed to Ottawa County Emergency Management. There used to be a sub-committee that dealt with the ambulance companies. This sub-committee no longer exists. We made the recommendation that TAC would appoint a member representing the ambulance companies that provide ALS services to Ottawa County. NOCH, AMR and Life Ambulance are the main care providers. We would appoint a member every two years. The premise would be that the ambulance companies would continue to communicate amongst themselves to bring issues or concerns back to the TAC.

MOTION CD19-2147 To amend subsection A Membership under Article III Representation and meetings of the current by-laws of the Technical Advisory Committee as presented

Moved by: Meppelink

Supported by Vanderberg

Carried

**SUBJECT: ADJOURNMENT**

MOTION CD19-2148 To adjourn the December 6, 2019 meeting of the Policy Board

Moved by: Van Beek

Supported by: Meppelink

Carried

Meeting adjourned at 10:04 am

Next Meeting: Thursday, February 13, 2020 9:00 a.m.