

**MINUTES
OTTAWA COUNTY CENTRAL DISPATCH
POLICY BOARD
Central Dispatch Training Room**

Thursday, October 17, 2019, 9:00 a.m.

PRESENT: Tim Klunder, Alan Vanderberg, Matt Messer (representing Keith Van Beek), Gordon Gallagher, Patrick McGinnis, Toby Van Ess, Randy Meppelink

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

GUESTS: Elvita Lewandowski, Chris Karish, Missy Stafford – OCCDA

PUBLIC COMMENT: None

SUBJECT: MINUTES

MOTION CD19-2136 To approve the September 19, 2019 Minutes of the Policy Board meeting

Moved by: Meppelink

Supported by: Gallagher

Carried

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

Amy Bessinger is the new Finance Director. She has been with Grand Haven City for twelve years.

MOTION CD19-2137 To receive the Budget Performance, Revenues, Balance Sheet and Check Register reports as presented

Moved by: Klunder

Supported by: Van Ess

Carried

SUBJECT: DIRECTORS REPORT

Radio System Update – Georgetown Tower Payment

Countywide most of the radios have been reprogrammed for the site preference issue. The fire departments are done except for a few radios. Mobile radio installs have two more departments, then it will be complete.

The Georgetown Tower foundation, grounding for the shelter, and fence have been completed. The equipment that goes inside the shelter has arrived and is installed. The base stations are racked. The utilities are installed. The antenna, instillation and steelwork are happening this week. The microwave dish arrived yesterday and should be installed later in the week. The generator startup is scheduled for next week.

Motorola provided coverage maps for the Marne area. They have been reviewed by the Radio Committee. The maps show potential to improve coverage with different antenna configurations. We have requested additional maps and pricing from Motorola for the configuration changes.

The VHF system instillation will commence after the 800 MHz system is complete. The VHF equipment is staged, ready for instillation and delivery to each site. The goal is to have the project completed by the end of the year.

All of the law enforcement agencies, except for the Sheriff Department, have migrated to the new 800 MHz trunk system. There are some fire agencies that have migrated and are currently using the new system. The target is mid-November, for most of the agencies to be live, pending the finalization of the Georgetown tower.

Al Vanderberg advised that there is a tower for sale near the GVSU tower. If the solution from Motorola does not work as expected, OCCDA I.T. staff will look into it further.

There is currently an invoice from Motorola covering 30% of the total for the equipment shipment for the Georgetown Tower. The finance department confirmed that OCCDA has the money to pay the invoices instead of rolling it into the lease. If we pay all of the invoices when they come in, it will save OCCDA \$160,000.00 in interest. We have already made the 10% down payment. Then the current invoice, 30% for instillation and 30% for final acceptance after the project is approved.

Tyler Technologies/CAD Update

The software system was upgraded to 2019.1 approximately a month ago. The latest hot fix for the version is on our test side. We will put it on the production system November 18, 2019. Then, we will be current on the software. The approved budget has a capital line item for migration to new hardware/software for the New World virtual environment. Joe is working on a plan for the cost that will be presented at the next Policy Board meeting.

We met with New World October 1, 2019 to discuss the Daily Logs. The Vice President, Erin Miller, is confident that they can come up with a plan by the end of the month to fix the Daily Logs in the first half of 2020. They discussed paying New World for the CAD milestone less the \$30,000.00 for the Daily Logs.

Administrative Phones Update

We had a project kick off meeting with Sentinel. The design meeting is scheduled for October 28, 2019. They will go over implementation and design of the administrative phone system. They are planning on implementing at the end of November. It will hook up to our existing 911 phone system. Once we go to the new 911 phone system, the duplication is simple. Connecting to Fognet will be discussed at the design meeting.

Echo Protocol

The Echo Protocol was implemented October 7, 2019. There have been thirteen Med 1 Echo calls so far. The Training Supervisor and Fire S.O.P. liaison are going to look at Kent County's Med Zero to explore crossing borders October 24, 2019.

Ambulance Toning

NOCH is ready to start toning their ambulance. The Fire S.O.P. will go over the protocol, then bring it to the T.A.C. Board. While it is in process, we will be discussing toning with Life and AMR. The goal is to make it a smooth and positive transition for all involved. Ambulance companies will acknowledge en route and on scene on the air.

Staffing

OCCDA is authorized for 26 full time positions and two part time positions. We currently have 21 full time positions and one part time position filled equaling approximately a 20% staffing deficiency. There are three people in training and two starting soon. There is a vacant MSAG Tech position. Pete wants to hire two more people. The budget is tracking 8.75% under for full time employees. We are slightly over the budget on overtime. Hopefully, overtime would be used less once staffing stabilizes. If we hire two additional trainees above our approved positions, it would cost \$90,000 if everyone stayed and made it through probation. It is building in a buffer for retirements and illness. Pete met with almost every employee so far and the forced overtime was the main complaint.

MOTION CD 19-2138 To add the motion to the agenda to authorize the Director to increase staffing by up to two positions while trying to keep the overall head count at the budgeted number recognizing that there are times when OCCDA may be over or under staffed

Moved by: Gallagher

Supported by: Klunder

Carried

Building Maintenance Issues

The parking lot was assessed by Rick from the County. He does not believe the parking lot was done correctly. There is deterioration and many cracks. A contractor looked at the parking lot and had the same assessment. The options would be to re-top it or do a complete replacement during the summer months.

OCCDA exterior base of the building and sidewalk has a thick layer of caulk that has rotted or dried up. It needs to be fixed before the winter because it will cause problems if snow and ice get under the building. The estimate is \$1,600.00. The windows do not need to be done right now but it should be done in the next two years. The estimate for the base of the building and windows is \$5,900.00. There are two lift pumps, one has broken. The dishwasher needs to be replaced and there are problems with the counter tops. The carpet in the dispatch center has a lot of wear.

Pete will put together a list of items that have to be done, bring it to the next Policy Board meeting, and they will discuss if there is a need for a budget amendment.

The Policy Board confirmed that the exterior base of the building can be taken care of now for \$1,600.00.

MOTION CD19-2139 To adjourn the October 17, 2019 meeting of the Policy Board

Moved by: Messer

Supported by: Vanderberg

Next Meeting is Friday, December 6, 2019 at 9:00 a.m.