

MINUTES
OTTAWA COUNTY CENTRAL DISPATCH
POLICY BOARD
OCCDA Training Room
Friday, December 3, 2021 9:00 a.m.

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

ABSENT: Tim Klunder, Adam Elenbaas, John Shay

STAFF: Peter McWatters, Tammy Smith, Joe LaLonde, Mike Koetje, Ryan Culver, Brad McDonell, Andrea Kacprzyk

GUESTS:	Zac VanOsdol	City of Grand Haven Human Resource Manager
	Katie Coenen	Ottawa County Central Dispatch LEIN/TAC Supervisor

PUBLIC COMMENT: None

AGENDA CORRECTION: None

SUBJECT: MINUTES

MOTION CD21-2224 To approve the October 21, 2021 Meeting Minutes of the Policy Board

Moved by: Van Beek

Supported by: Gallagher

Carried

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

MOTION CD21-2225	To receive the Budget Performance, Revenues, Balance Sheet and Check Register Reports as presented
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Moved by: Gallagher

Supported by: McIntire

Carried

McWatters – We just went over in overtime which is not surprising. We are under in other areas, including full time employees. Overall, we are tracking under budget mainly due to not being fully staffed.

SUBJECT: TYLER AGREEMENT SHIELDFORCE/CREWFORCE

MOTION CD21-2226	To approve the Tyler Technologies ShieldForce/CrewForce software agreement for 100 Licenses in the amount of \$36,995.00 for the first year, then \$12,975.00 annually thereafter
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Moved by: McIntire

Supported by: Meppelink

Carried

McWatters – This is a product from Tyler Technologies, our CAD provider, that provides mobile access through a smart phone or tablet for police and fire. We are in a trial period for police command, fire command, and fire apparatus. Currently, there are 35 users that have provided positive feedback for police. Fire is a little different because they will use it in their fire apparatus. We are postponing any payment until March and we will make sure that any bugs are worked out. We think that it provides a lot of value to the fire side because a majority of them do not have CAD access in the apparatus. We believe that this will be highly successful and cost effective.

Van Beek – I have received feedback from the police command that this is a fantastic added piece of support. They are able to stay connected, even on the weekends.

SUBJECT: PEOPLE DRIVEN TECHNOLOGY

MOTION CD21-2227 To approve a contract with People Driven Technology for replacement of the video security system in the amount of \$24,445.94

Moved by: Meppelink

Supported by: Van Beek

Carried

McWatters - Our current system is out of date. We have had five bids and are very happy with People Driven Technology. This is an Avigilon system at a good price.

SUBJECT: EQUATURE

MOTION CD21-2228 To approve a five-year contract with Equature for phone and radio recording, hardware, software, and maintenance in the amount of \$46,403.46

Moved by: Gallagher

Supported by: McIntire

Carried

McWatters – Equature is hardware and software that records our phone lines and radio traffic. We currently have NICE but there have been some issues with it recently. Equature is a more up to date product, reliable, and is easy to use. Lastly, it is more cost effective.

SUBJECT: PERSONNEL POLICIES AND PROCEDURES MANUAL

MOTION CD21-2229 To approve the updated OCCDA Personnel Policies and Procedures Manual

Moved by: Gallagher

Supported by: Meppelink

Carried

McWatters – We will most likely continue to update the Personnel Policies and Procedures annually. Records security and security screening has been updated after consulting the LEIN auditor. Also, we revamped our travel policy to state that meals will be reimbursed at the IRS federal rate.

Gallagher – I appreciated all of the information. It made the agenda items straight forward.

Van Beek – It was nice having some information first, then with the agenda.

SUBJECT: 2022 STAFF COMPENSATION RECOMMENDATIONS

MOTION CD21-2230 To approve the 2022 OCCDA Staff Employee Compensation Recommendations as presented

Moved by: McIntire

Supported by: Van Beek

Carried

McWatters – There was a stand-alone tuition reimbursement program document that has been added to the General Group document. We proposed moving Good Friday to a full holiday instead of half day holiday to match the dispatchers. The pay recommendation is 3.5% based on current market trends. We want to make this an attractive place to work and stay.

Van Beek – Have we looked at how this will impact the budget in the future?

McWatters – I spoke to Amy and we do not need believe that a budget amendment is necessary.

McGinnis – I would like to see an update to the Educational Reimbursement stating that request shall be submitted one semester in advanced. This is a good benefit to add to the policy.

Roll Call Vote:

	<u>Yes</u>	<u>No</u>
Patrick McGinnis	Yes	
Keith Van Beek	Yes	
Tim Klunder	Absent	
Chris McIntire	Yes	
Randy Meppelink	Yes	
Gordon Gallagher	Yes	
Adam Elenbaas	Absent	
John Shay	Absent	

Five Yes, Three Absent

DIRECTOR'S REPORT

Joe LaLonde's Retirement

Joe has been with OCCDA since 1999 and this is his last meeting. Joe put us in a position where we are set for several years with our current technology. Joe's contributions to the center have been immeasurable and he will be missed.

Radio Reprogramming

Mc Watters - We have been working on this project for about a year and so far, it is going well.

Koetje – It is right on schedule. The Sheriff's Office is 50% complete. Ryan takes care of managing the modem installations. At the same time, Telerad is onsite and doing the portable radios so we do not need to take the cars out of service unnecessarily. Zeeland PD has been complete. Seven out of the 21 fire departments are done. We have three scheduled for next week. So far, it has been positive.

FirstNet / Data Modems

Culver – We currently have 106 cellular modems in the field. There are about 50 more to go for the Sherriff's Office. Holland DPS, Zeeland PD, Grand Valley DPS, and Grand Haven DPS are done. Grand Haven and Holland changed cell providers and we received good reviews.

LEIN Audit Compliance

We bought software that checks for irregular attempts for log ins. We have received the letter stating that we are in compliance.

Developing a Recommendation on Sick Time Balance Incentive

Currently, our sick time balance maxes out at 160 for administration and 144 for dispatchers. We have been discussing a sick time balance incentive. If you retire, you lose your sick time, which encourages people to burn sick time. Then, we are paying them for being out sick and paying someone 12 hours of overtime. If we can develop a credit for sick time at the end of the year or retirement to put that money into a 457, it would save us money and benefit the employee.

Gallagher – I would be supportive of 50 percent.

McWatters – We will work with Zac and come up with options.

Fund Balance Discussion

I was challenged to come up with some ideas on how to address the fund balance target. Next year, we will be spending money on the tower microwaves and \$500,000.00 on MCTs . We do have about \$6.8 million dollars in debt for the radio system. There is a payoff option but you have to do it when the payment is due in October. You cannot pay a portion of the balance according to our Motorola finance contract. Our current interest rate is 3.3 percent. Next October, we could put \$2 million toward the balance, then refinance the difference.

McGinnis – We would likely be able to refinance at a lower rate, which would save us more money. I would be in support of this.

McWatters – At this time, the rates are 1.7 percent for three years and two percent for five years. The other option is to put the money away to be paid in full early.

Van Beek – If we can figure out a way to save the money in interest, I think it is the better choice.

McWatters – I will work with Amy to look at interest rates at the first of the year.

SUBJECT: 2022 MEETING DATES

MOTION CD21-2231 To approve the 2022 Meeting Dates

Moved by: Van Beek

Supported by: Gallagher

Carried

SUBJECT: CLOSED SESSION

A. MOTION CD21-2232 Motion to go into Closed Session to discuss the Executive Director's Contract

Moved by: Gallagher

Supported by: Meppelink

Roll Call Vote:

	<u>Yes</u>	<u>No</u>
Patrick McGinnis	Yes	
Keith Van Beek	Yes	
Tim Klunder	Absent	
Chris McIntire	Yes	
Randy Meppelink	Yes	
Gordon Gallagher	Yes	
Adam Elenbaas	Absent	
John Shay	Absent	

Five Yes, Three Absent

B. MOTION CD21-2233 Motion to come out of Closed Session

Moved by: Van Beek

Supported by: Meppelink

Carried

C. MOTION CD21-2234 To approve the adjustments to the Director's Contract

Moved by: Van Beek

Supported by: McIntire

Carried

SUBJECT: ADJOURNMENT

Meeting adjourned at 10:03 a.m.

Next Meeting: Thursday, February 10, 2022 9:00 a.m. at Central Dispatch