

**MINUTES**  
**OTTAWA COUNTY CENTRAL DISPATCH**  
**POLICY BOARD**  
**OCCDA Training Room**  
**Thursday, June 23, 2022 9:00 a.m.**

**PRESENT:** Patrick McGinnis, Tim Klunder, Matt Williams, Gordon Gallagher, Adam Elenbaas, John Shay

**ABSENT:** Keith Van Beek, Randy Meppelink

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

<b>GUESTS:</b>	Doug Van Essen	Attorney at Silver & Van Essen
	Emily Greene	City of Grand Haven Finance Director
	Ashley Latsch	City of Grand Haven Assistant City Manager
	Megan Chapman	OCCDA QA Supervisor
	Marsha VanderVeen	OCCDA Union President

**SUBJECT: WELCOME F/LT MATT WILLIAMS AS THE NEW REPRESENTATIVE OF THE MICHIGAN STATE POLICE**

Williams – I have taken over as Post Commander for Chris McIntire. I was a trooper all around the state and my most recent position was government relations. We helped pass a number of bills for dispatch center PSAP funding. I am looking forward to learning more about the individual dispatch centers.

**SUBJECT: PAT MCGINNIS' SERVICE TO THE POLICY BOARD**

McWatters – Pat joined the Policy Board August 21, 2003 where you served as the Secretary/Treasurer from Jan 11, 2007 to Jan 20, 2011, then became the board chair until today. Pat is the longest serving board member to date. You have been instrumental in planning and shaping OCCDA. Thank you for your service.

McGinnis – This has been an education and a well-run organization. As a Board, we advocate and support the vision for OCCDA.

**PUBLIC COMMENT:** None

**AGENDA CORRECTION:** None

**SUBJECT: MINUTES**

MOTION CD22-2250 To approve the April 14, 2022 Joint Meeting Minutes of the Policy Board and Technical Advisory Committee

Moved by: Elenbaas

Supported by: Shay

Carried

**SUBJECT: CHAIRPERSON REPLACEMENT**

MOTION CD22-2251 Motion to close nominations with unanimous support to appoint Keith Van Beek to serve as Chair of the OCCDA Policy Board for the remainder of 2022.

Moved by: Gallagher

Supported by: Klunder

MOTION CD22-2252 Motion to close nominations with unanimous support to appoint Adam Elenbaas to serve as Vice Chair of the OCCDA Policy Board for the remainder of 2022.

Moved by: Klunder

Supported by: Gallagher

Carried

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

MOTION CD22-2253 To receive the Budget Performance, Revenues, Balance Sheet and Check Register Reports as presented.

Moved by: Gallagher

Supported by: Shay

Carried

McWatters – Our overtime is tracking over budget. This is not a surprised based on our staffing. Everything else is trending well.

**SUBJECT: JOB STUDY RECOMMENDATION**

MOTION CD22-2254 To receive the Compensation Study completed by Pontifex Consulting Group and approve the recommendations contained in the report with changes effective July 1, 2022.

Moved by: Gallagher

Supported by: Klunder

Carried

McWatters – Our last job study was in 2017. Zac VanOsdol was instrumental in facilitating the RFP process which resulted in choosing Pontifex. We have been working with Pontifex President Peter Ronza for several months. He has come up with a report contained in the packet.

Peter Ronza spoke to the Policy Board about the recommendations via Zoom.

McWatters – We are recommending that the Union and shift supervisors receive a 2% increase beginning 7/1/2022. The individual, non-union positions were looked at separately and based on market analysis. General Group steps six and seven are at my discretion. Increases would be based on performance and would not be immediate.

Klunder – What is the estimated dollar impact?

McWatters - The wage impact would be less than \$8,800.00 from now until the end of the year for all positions because we are not fully staffed. The total compensation difference is less than \$14,500.00. The money would come from the full time employee line item because we are well under budget.

Elenbaas – I have worked with Peter Ronza for five years. The nice thing is that he bases his decision based on job description and not job title.

Gallagher – How often do we conduct a wage study?

McWatters – We do it every five years but they recommend that you look at the wages every two years.

**SUBJECT: OTTAWA / ALLEGAN INTERLOCAL AGREEMENT**

MOTION CD22-2255 To approve the Ottawa County Central Dispatch Authority and Allegan County Interlocal Agreement.

Moved by: Klunder

Supported by: Gallagher

Carried

McWatters – OCCDA dispatches for the part of Holland City that is located in Allegan County. It was brought to our attention that our 1995 agreement with Allegan for reimbursement is based on landlines. They recently did an audit of landlines and reduced our funding by about \$40,000 per year. That area of Holland is growing so they starting working on a new formula. Attorney Doug Van Essen has been involved. We met with Allegan in person several months ago and we agreed to use a population agreement. Allegan County is not set up the same way as we are, they are still working on finalizing their end of the agreement.

Van Essen – There was an all device 911 surcharge that Allegan has been receiving. It is in a statute that if you are a PSAP and serve a portion of a county, independent from the county's regular PSAP, you are supposed to receive that surcharge that is generated. We will continue to work with Allegan to get this finalized.

**SUBJECT: UNION SICK LEAVE INCENTIVE**

MOTION CD22-2256      To approve the attached language to be used in a Sick Leave Incentive MOU with OCCDA POLC members. The language is similar to the Sick Leave Incentive approved for the General Group at the February 10, 2022 Policy Board Meeting.

Moved by: Shay

Supported by: Gallagher

Carried

McWatters – This is the same language that we have for the General Group that the Board approved in February. It is to avoid an incentive to burn sick time and create a disincentive. If employees go over 96 hours of sick time, they lose the hours on January 1 every year. This creates an incentive to burn sick time. It is reasonable in terms of cost to the agency. If we get a sick call, we are almost guaranteed to have to pay another person overtime to cover the shift.

McGinnis – This is consistent with what we are doing for the General Group that we discussed in February.

**DIRECTOR'S REPORT**

**MSP Commercial Vehicle CAD Access**

MSP does not have a large patrol presence in Ottawa County but they have a commercial vehicle that is in our county every day. We have made several steps to integrate them into our CAD system. It will be completed within a month or two.

**9-1-1 Plan Update**

The 9-1-1 Plan was out of date and has been finalized. It now encompasses the new technology that is available to us.

**Building Update**

This week we had to repair a HVAC issue.

**Staffing Update**

We are understaffed and run into problems if there is a sick call. We have always been able to fill our shifts with people coming in for overtime, supervisors, or the deputy director. Currently, we have several trainees and we are in the middle of a hiring process.

**MCT Purchase**

The MCTS in the police cruisers are about five years old and are out of warranty. Next year, we will replace them. It will cost about \$600,000.00. We are looking at the Dell product because there have been few problems and they have a good warranty.

**CrewForce / ShieldForce**

Police have been happy with ShieldForce option that gives them access to CAD data remotely on a phone or tablet. CrewForce is more of an operational program in apparatus that we rolled out slower because there was a lot of work to be done with it. We are making it available to the fire departments who are interested. There have been several agencies who are using it in apparatus for CAD data. We are paying the license but they need to purchase the hardware.

**Emergency Fire Dispatch**

McWatters – This is something new that is similar to our medical dispatch which provides a flow chart for people answering the calls. The only downside is the time and financial commitment. It will most likely be in the budget for next year.

Smith – The Emergency Fire Dispatch protocols are similar to our Emergency Medical Dispatch protocols. They are internationally approved through the Academy. We have met with the Fire Chiefs, Fire SOP Committee, and several of our staff and they all like the product. It helps them enter calls faster and ask the correct questions for citizen and responder safety. It helps with ISO ratings and upholds NFPA requirements. It is a strong option for employees to help make sure that we are entering calls properly and getting the pertinent information to the responders.

### **Potential GIS Professional Services Agreement**

PFN is a company that delivers fiber to PSAPs in the state for Next Gen 911. This allows us to fully utilize pictures and video data. All of our 911 calls come through PFN. When we did that project, we had to make sure that all of our master street address guide (MSAG) landline data was up to date. Since we have transitioned, we have looked at our geographical information system (GIS) data. There is a next gen project at the state level that we are supposed to be downloading all of our GIS data into the state repository. This company looks at data and makes sure that your data is solid. We had them run a fairly inexpensive analysis of our data and they found 6,000 errors. It sounds like a lot but they explained to us that it is not bad. As we transition away from MSAG data to GIS, we realized that we need to have clean GIS data. Right now, townships are responsible for their own addressing. Other counties have an addressing authority where it will not approve an address unless it is vetted. I would be interested in exploring the concept of a countywide addressing authority.

Gallagher – It would be good to push it to someone who is consistent on a county-wide basis. I realize that there is some cost but there is also value.

Elenbaas – We would need to establish the correct way for addressing that is recognized countywide.

### **Prepared Live 911 Video**

We are looking at a new program called Prepared Live that would not cost OCCDA anything. It allows us to gain access to caller's cell phone video in 911 call situations. We are proceeding cautiously but we believe that it does have value. We have some vetting and due diligence to work on before moving forward.

### **Fund Balance / Refinance Discussion**

If we refinance, we will likely be paying a higher interest rate but it would pay down our fund balance. We would still save money on the interest for the years that the fund balance would pay off.

Greene – We cannot lock the rates in until early August. We will need to take action at the August 18<sup>th</sup> meeting.

### **SUBJECT: ADJOURNMENT**

Meeting adjourned at 10:20 a.m.

Next Meeting: Thursday, August 18, 2022 9:00 a.m. at Central Dispatch