

**MINUTES**  
**OTTAWA COUNTY CENTRAL DISPATCH**  
**POLICY BOARD**  
**OCCDA Training Room**  
**Thursday, August 18, 2022 9:00 a.m.**

**PRESENT:** Adam Elenbaas, Tim Klunder, Randy Meppelink, Mike Stephens representing Matt Williams, John Shay, Ashley Latsch

**ABSENT:** Keith Van Beek, Gordon Gallagher

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

<b>GUESTS:</b>	Emily Greene	Finance Director, City of Grand Haven
	Amanda Burnett	HR Manager, City of Grand Haven
	Missy Stafford	FOIA Coordinator, OCCDA
	Roger Swets	Dickinson Wright PLLC

**SUBJECT: PUBLIC COMMENT**

Judge Knoll – Expressed concern over OCCDA’s policy change for GPS monitoring devices. Requested a follow up from the Executive Director or the Policy Board.

Elenbaas – The Executive Director will speak to the matter during the Director’s Report.

**AGENDA CORRECTION:** None

**SUBJECT: MINUTES**

MOTION CD22-2257 To approve the amended June 23, 2022 Minutes of the Policy Board.

Moved by: Meppelink

Supported by: Klunder

Elenbaas – Correction for Matt Williams introduction, strike am in the first sentence.

Carried

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

MOTION CD22-2258 To receive the Budget Performance, Revenues, Balance Sheet and Check Register Reports as presented.

Moved by: Shay

Supported by: Meppelink

Carried

McWatters – The overtime budget is over and will continue to be until the end of the year. We are under budget in the rest of the line items.

**SUBJECT: 2022 OFFICER AND EMPLOYEE DELEGATE CERTIFICATION**

MOTION CD22-2259 To appoint Peter McWatters as Officer Delegate and Austynn Sprague as Employee Delegate to the 2022 MERS Annual Conference.

Moved by: Klunder

Supported by: Stephens

Carried

McWatters – MERS requires that the Board to approves the delegates who represent OCCDA. There was a secret ballot and Austynn was elected by the staff.

**SUBJECT: MOTOROLA REFINANCE**

MOTION CD22-2260      To approve the equipment lease purchase agreement and resolution to authorize the execution and delivery of an equipment lease purchase agreement.

Moved by: Klunder

Carried

Supported by: Meppelink

McWatters – It was suggested by the Board that we explore appropriate ways to spend down our fund balance. This is a way to take off five years of payments on the end of our current Motorola lease. In the end, we are saving \$700,000 - \$800,000 and we will be debt free in 2025 instead of 2030. Emily and Attorney Roger Swets have done a lot of work on the refinance. The Motorola lease covers our 800 MHz radio system.

Swets – Under the existing lease, you can make a full payment once a year. Technically, you are purchasing the equipment back from Motorola, then you are assigning the interest and the equipment to Huntington capital. Then, having a new lease that will go for three years. You need to give notice to Motorola by September 1, then we will close in 30 days.

Greene - Our plan is to close September 26 or 27 and make the payment to Motorola.

**DIRECTOR'S REPORT**

**MSP Commercial Vehicle CAD Access**

MSP will soon be in our CAD system for the commercial vehicles in Ottawa County.

**New Allegan Agreement**

Since 1995, we have been in agreement with Allegan where they reimburse us for the part of Allegan County that is in Holland City based on landlines. The appendix had a sample formula that showed landlines but the document stated all fees. Allegan's landlines went down; therefore, our funding went down. There has now been a new agreement put into place based on population and is covered by statute.

**Staffing Update**

Staffing is one of our biggest struggles. Two employees left to start new careers in the last month. Currently, there are three people in training who are doing very well. Four additional people are starting a week from Monday. We have a plan in place and are committed to becoming fully staffed.

**GIS Partnership**

We have been partnering with Shane Pavlak and Rob Royce with the County. GIS is becoming a more integral part of what we do with CAD. CAD relies on GIS and the interface between us is growing, therefore, we have a standing meeting every two weeks. There is a statewide project that requires CAD 911 GIS data in a repository in Lansing. It requires extra work to convert the data because it is in a different format. They have been very helpful to us and we appreciate it.

**Prepared Live 911 Video**

Prepared Live is a startup company that developed to allow dispatchers access to 911 callers camera if they agree to share the picture or video. It is in the pilot phase and has been very user friendly. We are not using it for violent type calls. It will be used for calls such as car accidents, fires, or missing persons.

**Towing Services**

Our part time Towing Coordinator has been doing a good job for us but towing continues to be an issue for OCCDA. We are taking a step back and reevaluating the Towing Policy.

**BDA / Addressing Authority Ordinance**

Bi-Directional Amplifier is an in building RADIO amplifier that ensures there is a radio signal in the building for police and fire. It is in the fire codes but has not been enforced. Attorney Doug Van Essen has been working on an ordinance.

Currently, the townships have different ways of doing addressing. This results in streets with the same name and out of sequence addresses. Rob Royce with GIS will push back on some issues but he does not have the authority to make them change it. Recently, Doug Van Essen combined the BDA and Addressing ordinance into one that may have to go under our 911 Plan. Before we move forward, there will need to be more conversations.

Shay – I understand the big picture but I would like to hear feedback from local units.

Elenbaas – My concern is that if a township does it a particular way and that method changes, we will have two different numbering systems within the same municipality. We need to make sure that the road commission is included.

McWatters – That is what we are trying to avoid.

Shay – Could this result in someone who has an address needing to change it?

Pete – There is potential but I do not know what would be decided.

Koetje – Not every township/municipality has adopted the newest fire code. One fire code uses the verbiage of signal quality and one fire code uses signal level.

McWatters – If there is a way to enforce it with the current fire code, we would be in favor of it.

#### **2022 APCO Conference**

I attended the APCO Conference with one of our supervisors last week. It was an excellent conference and I learned a lot. I was in a room with 30 other directors from medium size center and the main issue is staffing. Technology is another issue because you want to move forward but not overwhelm the dispatchers. There was an expert witness with a three-page checklist of things that all dispatch centers should be doing and I am happy that we are doing all of them to some degree.

#### **MCT Purchase for 2023**

The countywide patrol car computers are end of life. We are still looking at the Dell product.

#### **2023 Budget Preview**

The budget approval is at the next meeting. We will request funds for Emergency Fire Dispatch. This helps our staff to navigate through fire calls, much like our medical calls. We believe that it will help our performance and it gives dispatchers vetted out instructions as to what to do in certain situations. It has been discussed with Fire Chiefs, Fire SOP, and looked at by dispatchers who are all on board.

#### **GPS Monitoring**

This is not a new issue but we will schedule a meeting with probation and come to a mutual understanding. I will update the Board after the meeting.

#### **SUBJECT: RESCHEDULING THE OCTOBER 20<sup>TH</sup> MEETING**

There are some scheduling conflicts for the October 20<sup>th</sup> meeting. October 13 is the proposed updated meeting date. Andrea will send out an email to the Policy Board members to ensure that there will be a quorum.

#### **SUBJECT: ADJOURNMENT**

Meeting adjourned at 10:08 a.m.

Next Meeting: Thursday, October 13, 2022 9:00 a.m. at Central Dispatch