

**MINUTES  
OTTAWA COUNTY CENTRAL DISPATCH  
POLICY BOARD  
OCCDA Training Room  
Friday, December 2, 2022 9:00 a.m.**

**PRESENT:** Keith Van Beek, Adam Elenbaas, Tim Klunder, John Shay, Matt Williams

**ABSENT:** Ashley Latsch, Randy Meppelink Gordon Gallagher

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

**GUESTS:** Emily Greene City of Grand Haven Finance Director  
Amanda Burnett City of Grand Haven Human Resource Manager  
Missy Stafford FOIA Coordinator OCCDA

**PUBLIC COMMENT:** None

**AGENDA CORRECTION:** None

**SUBJECT: MINUTES**

MOTION CD22-2272 To approve the October 13, 2022 Meeting Minutes of the Policy Board.

Moved by: Shay

Supported by: Elenbaas

Carried

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

MOTION CD22-2273 To receive the Budget Performance, Revenues, Balance Sheet and Check Register Reports as presented.

Moved by: Klunder

Supported by: Shay

Carried

McWatters – Service contracts is over budget but it shows a pre-pay for next year that will be charged to the 2023 budget. We are under budget in other areas including personnel.

**SUBJECT: 2023 OCCDA STAFF COMPENSATION RECOMMENDATIONS**

MOTION CD21-2274 To approve the 2023 OCCDA staff employee compensation recommendations as presented.

Moved by: Elenbaas

Supported by: Klunder

Roll Call Vote:		<u>Yes</u>	<u>No</u>
	Keith Van Beek	Yes	
	Adam Elenbaas	Yes	
	Tim Klunder	Yes	
	Gordon Gallagher	Absent	
	Randy Meppelink	Absent	
	John Shay	Yes	
	Matt Williams	Yes	
	Ashley Latsch	Absent	

Five Yes, Three Absent

McWatters – I propose a 4.5% wage increase because of the current economy, our struggle to retain people, and inflation. We did the Pontifex wage study that included a benefit comparison. Comparable holidays for groups similar to ours is 12 holidays. Currently, we have 9.5 holidays. I am proposing that we add MLK Day allowing us to have the same holiday as our administrative partner, the City of Grand Haven. Supervisors currently earn a \$2,200.00 lump sum holiday payment in December. They would like to change this to regular holiday pay. It appears to be cost neutral since supervisors could choose between taking the holiday in pay or comp time. We are not making any changes from our existing medical options. One change that we did not have control over is the IRS ruling the maximum out of pocket for the HSA program for singles went from \$3,000 to \$4,500

and family went from \$6,000 to \$9,000, which is a substantial increase. We are looking at pooling with other agencies in the future. Amanda will be looking into it more next year. We would like to increase our HSA contribution to \$1,000.00 for single coverage and \$2,000.00 for family paid in two lump sum payments in January and July.

Van Beek – There is potential for a pool.

Klunder – We are in the Western Michigan health insurance pool and it was a good move for the City of Zeeland.

McWatters – There was discussion about a retention bonus but it was not included in the Compensation Recommendation. If you wanted to do an inflationary impact bonus of \$1,000.00, we could do that with money that was budgeted because we are under budget in employee costs. These numbers have been decreased because we would be \$73,000.00 under budget. It would be prorated for employees who worked part of the year.

Elenbaas- I think that you have a fair proposal with the 4.5%. This number will compound for the employee over time.

Van Beek – I am not aware of many organizations who have done both a wage increase and retention bonus. I think that the base increase is more appropriate.

Shay – The County is not doing both, we are sticking with one or the other.

Van Beek – We adopted a budget that was based upon a 3.5% salary increase. If we adopt the 4.5% increase, would you recommend an immediate budget adjustment?

Greene – I do not believe that there is a need for a budget adjustment because the budget reflects full staffing and OCCDA is not at full staff. We are using vacancy savings to cover the extra 1%.

Van Beek – When we vote on this, we will understand that at this time, there is no need for a budget adjustment. We will monitor it throughout the year and do one if necessary.

Van Beek – We appreciate the staff, their dedication and ongoing professionalism.

#### **SUBJECT: CARPET REPLACEMENT**

MOTION CD22-2275                      To approve the estimate from Commercial Flooring & Installation to replace the carpet in the administrative area in the amount of \$29,363.00.

Moved by: Shay

Supported by: Elenbaas

Carried

McWatters – This was in the budget that was approved during the last meeting to replace the carpet in the administrative wing hallway, offices, and kitchen. The original carpet is worn and out of date. We received two similar bids. The company that I recommend we go is out of Holland and they will hire a third party company to move the furniture out of the offices. It would be after the first of the year.

Shay – There is carpet on here for two storage rooms but not the installation.

McWatters - We have two storage rooms that are full. We will have the carpet on hand so it matches but it would not be installed at this time.

#### **DIRECTOR'S REPORT**

##### **Randy Meppelink**

Thank you to Randy Meppelink for his service to the Policy Board. We have appreciated his support over the years.

##### **Staffing Update**

A long term employee left after 16 years. There are several people currently in training. Two are on the floor and doing well at this time. Four are in classroom training. We are committed to pushing things along. The last several separations have been due to the schedule.

##### **Policy/Procedure Update**

We will have the Policy and Procedures presented at the next meeting because Amanda wants to work on some additions.

##### **Contract Negotiations**

The POLC contract expires December 31, 2023. We will start working on it mid-year.

#### **APCO Retains**

APCO is one of our professional organizations. I learned about the APCO Retains program at the APCO National Conference this summer. APCO Retains is a program where you put in all of your data and it provides a report that offers suggestions for where you should be for staffing. We currently have 26 staffing positions, it recommended that we have 28. We may need to look at our operational structure by separating duties amongst the staff because of how busy we have become. We have moved from being considered a small dispatch center to a medium dispatch center. Supervisor Katie Coenen has done a lot of work on this for us.

Smith – An evaluation of the responsibilities may be necessary to make some adjustments to even out the workload for our staff.

#### **Remote Call Taking**

Last year we purchased two remote Viper phones. Last Saturday night, Tammy took one home and answered 911 calls. We most likely will use it to supplement during busy times. This project is in its infancy.

Smith – There is national guidance and we are making sure that we are compliant.

#### **Towing Policy Elimination**

We are waiting to hear from each department to see how they will proceed after the Towing Policy is eliminated.

#### **LED Conversion for Allendale/Fillmore**

The LED conversion on the Allendale and Fillmore Towers have been completed. This will save us money on the painting of the tower and electrical costs.

#### **2023 Projects (MCTs, EFD, Carpet)**

Our 2023 projects are under way. At this time, we may save money by using a MCT conversion kit instead of new docking stations.

Smith – Emergency fire Dispatch is underway. Over the next two weeks, we are meeting with various committees, Fire Chiefs and other stakeholders. Then, we will hit the ground running after the first of the year.

The carpet installation will also occur after the first of the year.

#### **2023 Strategic Plan**

Last year, I talked about bringing in some of our fire and police partners to meet with us and give input on what direction they think that we should be going. We hope to have the Strategic Plan finalized for our February meeting.

#### **Push to Talk**

The Push to Talk equipment was received yesterday, giving police and fire leadership access to our radio channels on their phones. It needs some tweaking but it is working. This will be a big advantage for the police leadership and fire chiefs.

#### **Interactive Video Board**

The interactive video board in the lobby is working and will incorporate our award boards.

Van Beek – Is there anything on the horizon for tech?

Koetje – I think that 800 MHz fire paging is inevitable.

McWatters – At this point, our stance is that it should be driven by the fire departments requesting to go that direction. Our current system is working well. There are advantages going to 800 MHz fire paging but it is a big expense.

#### **SUBJECT: 2023 MEETING DATES**

MOTION CD22-2276                      To approve the 2023 meeting dates as presented.

Moved by: Shay

Supported by: Klunder

Carried

Meeting adjourned at 10:06 a.m.

Next Meeting: Thursday, February 9, 2023 9:00 a.m. at Central Dispatch