

MINUTES
OTTAWA COUNTY CENTRAL DISPATCH
JOINT MEETING OF POLICY BOARD
and
TECHNICAL ADVISORY COMMITTEE
OCCDA Training Room
April 20, 2023 9:00 a.m.

PRESENT FOR POLICY BOARD: Keith Van Beek, Tim Klunder, Gordon Gallagher, Matt Williams, Roger Belknap

ABSENT: Adam Elenbaas, Ashley Latsch, John Gibbs

PRESENT FOR TECHNICAL ADVISORY COMMITTEE: Matt Messer, Kurt Gernaat, Steve Kempker, Tim Jungel, Brandon DeHaan, Lee Adams representing Ryan Enlow, Ross Tibbetts representing Jim Kohsel

ABSENT: Mike Stephens, Dennis Rosel, Lou Hunt, Chris Holmes

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

GUESTS: Emily Greene	City of Grand Haven Finance Director
Amanda Burnett	Human Resources Manager
Missy Stafford	OCCDA FOIA Coordinator
David Barnosky	Citizen

PUBLIC COMMENT – None

TECHNICAL ADVISORY COMMITTEE

SUBJECT: MINUTES

MOTION CD23-419 To approve the February 7, 2023 Minutes of the Technical Advisory Committee.

Moved by: Gernaat

Supported by: DeHaan

Carried

POTENTIAL P1/P2 RECONFIGURATION

McWatters – We proposed a reconfiguration of the talkgroups at a couple of different meetings. The City of Holland and the SW area of the county would be on one talk group and the rest of the county on another talk group. We found that currently p1 and p2 have a 3:1 call load. We believe that it would be beneficial to go to a more 50/50 split. The Sheriff's Office would be the most effected and we are continuing to work through some issues. The switch has been pushed to the fall. It would be a big shift for some people and believe that there would be benefit to us and the field units.

Kempker – There has been some pushback and concerns from our staff because of the supervision of the split areas. We are working closely with Pete, Tammy, and our executive team by looking at different scenarios. It is obvious that our agency is continuing to grow and understand the strain on dispatch. We will work through it and are looking at it methodically. Our biggest concern is officer safety.

SUBJECT: COMMITTEE REPORTS

A. Emergency Management

Belknap – The County Commission took action to move forward on the purchase of the foam trailers for chemical fires.

Weiss – Our Hazmat Team as a committee is 50% paid by the county and 50% paid by the local jurisdictions. Through these funds, we are moving forward to put in the capital improvements over the next ten years of the life of the chemical foam trailer. We are thankful to the Commissioners and the Fire Chiefs who were able to collaborate on this project. It is a proud moment for Ottawa County.

B. Fire S.O.P.

Smith - We are almost ready to implement our EFD protocols. Fire Chiefs were in agreement and we appreciate the support that they have given us. EFD implementation has been consuming the last couple of months but we are in the home stretch.

C. Law S.O.P.

Smith - Next month we are going to begin updating the policies and procedures. Every two years we review them to ensure that they are up to date.

D. Radio Committee

Koetje – The quote has been completed for the Ottawa County Jail repeater. FirstNet EPPT is the cell phone access to our primary talk groups. If there are any other law or fire command staff who wants to participate in the First Net EPPT, let me know.

SUBJECT: ROUND TABLE

None

POLICY BOARD

AGENDA ADDITIONS or CORRECTIONS – None

SUBJECT: MINUTES

MOTION CD23-2282 To approve the February 9, 2023 Minutes of the Policy Board.

Moved by: Belknap

Carried

Supported by: Williams

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

MOTION CD23-2283 To receive the Budget Performance, Revenues, & Balance Sheet and Check Register Reports as presented.

Moved by: Gallagher

Carried

Supported by: Klunder

McWatters – We are still early in the year but the budget is doing well so far.

SUBJECT: 2022 OCCDA FINANCIAL AUDIT

MOTION CD23-2284 To receive the 2022 Financial Audit.

Moved by: Gallagher

Carried

Supported by: Williams

McWatters – Grand Haven handled the audit. Overall, things are going well and the auditor did not find any conflicts or issues. Annually I receive a questionnaire about different security and fraud steps. This year I was able to answer yes to all of them. Our multi-step process for signing off on checks helped with the fluidness for approvals. This gives some ease to the audit since they were onsite for 3 ½ days instead of the five days that were allocated. Their system is robust in terms of our internal controls.

Annie – The audit went well, the questions and materials that were asked were not unusual. Overall, the net position improved from the prior year. Ending fund balance for 2022 is over \$4 million. The fund balance decreased because of the Motorola refinance. We are in good shape.

Van Beek – An audit is one of the most important things to do annually to make sure that the funds are properly being accounted for and the external review. Thank you to our staff and Grand Haven's staff because it is a lot of work. It speaks to what we have been able to accomplish all together in having a countywide coordinated central dispatch and the advantages that we all experience.

SUBJECT: PURCHASING POLICY

MOTION CD23-2285 To follow the City of Grand Haven's Purchasing Policy Ordinance Update.

Moved by: Belknap

Carried

Supported by: Gallagher

McWatters – Grand Haven handles our financials therefore we would like to follow their financial schedule.

Greene - Our threshold for purchase orders has increased from \$1500.00 to \$3000.00. Thank you for the opportunity to provide the financial services.

SUBJECT: MERS

MOTION CD23-2286 To approve the MERS paperwork to reflect current and past retirement program structure.

Moved by: Klunder

Carried

Supported by: Gallagher

McWatters – We are not making any changes. We did approve some paperwork within the last two years but MERS does not have the paperwork on file. This simply approves for me to sign the paperwork to that reflects what we are currently doing.

Burnett – There is no changes as the structure.

Van Beek – This is not a conflict for me but I am now a member of the MERS board.

SUBJECT: LETTER TO APPROVE MILLAGE ASSESSMENT RECOMMENDATION

MOTION CD23-2287 To approve the 2023 Millage Assessment recommendation as presented by the Executive Director.

Moved by: Gallagher

Carried

Supported by: Williams

McWatters – Annually the Policy Board needs to provide a recommendation to the County Commission to administer the tax on the millage assessment, which is our primary funding mechanism. I recommend that we stay at the highest rate based our substantial debt to Huntington for the Motorola equipment and many other expenses. The prudent thing is to stay where we are currently.

Van Beek – I would agree with you.

Gallagher – I support the approach.

Belknap – I concur, we received good news on the audit so I am in favor as well.

SUBJECT: 2023 TAX LEVY RESOLUTION

MOTION CD23-2288 To approve the 2023 Tax Resolution at the maximum allowable mils and forward to the County Board of Commissioners.

Moved by: Gallagher

Supported by: Belknap

Roll Call Vote:

Yes

No

Keith Van Beek	Yes
Adam Elenbaas	Absent
Tim Klunder	Yes
Gordon Gallagher	Yes
Matt Williams	Yes
Ashley Latsch	Absent
John Gibbs	Absent
Roger Belknap	Yes

Six Yes, Three Absent

SUBJECT: REPURPOSING OF USED MCTS

MOTION CD23-2289 To repurpose MCTs as described in the attached memo from the Executive Director.

Moved by: Gallagher

Carried

Supported by: Williams

McWatters – We are moving forward with the replacement of 165 MCTs. Our MCTs are currently five years old and hold very little value. I propose that we make them available for no cost for user partner agencies that could use them for CAD purposes, statewide agencies that could use them for CAD purposes, sell to OCCDA employees for \$20, and the rest will be donated for recycling.

Van Beek – Before we make them available, will IT make sure that there are not any security concerns?

Koetje – They are completely wiped clean. They could be used for training or an office.

Culver – The MCTs can be used in a test environment for trainees.

SUBJECT: NEW ROADSIDE SIGN

MOTION CD23-2290 To approve the purchase and installation of a new roadside sign.

Moved by: Belknap

Supported by: Gallagher

Carried

McWatters – Often, people come in looking for the County building or jail. Our sign is 15 years old and could use an update. I reached out to Blake Upright with the County and they are going to be updating their signs this fall also. We have some money from the public relations/advertising that we would use. This would be positive for our branding.

Van Beek – Everything we can do to fully recognize the organization that we are and raise our profile helps to attract new employees. I think this is reasonable and the right thing to do.

SUBJECT: DIRECTOR'S REPORT

2023 Projects

MCT Projects – The MCT project came in under budget because we did not have to purchase docking stations or pay for the labor for their installation. All of the police departments are complete. We will start on the Sheriff's Office in the next couple of weeks. The project has gone smoothly.

EFD – I have been impressed with the company who is setting us up for success with training and implementation. Each employee went through 16 hours of training. We are at the final stages of implementation and someone from Priority Dispatch will be onsite for the implementation. It has been a lot of work behind the scenes but it has gone very well.

PTT – We are still waiting on equipment from the state.

Carpet Replacement – The carpet replacement has been completed. Our plan was to turn the Supervisor's Office into a training pod in a few years. During the carpet replacement, we had the desk professionals onsite and after a discussion with them, we decided it made sense to make the transition now. We had to pay some costs for running network wire but we have a nice training pod now. It will serve us well because we will be hiring for the foreseeable future.

Parking Lot – Our parking lot will be resealed this Spring or Summer.

National Telecommunicators Week

Last week was National Telecommunicators Week. This is a way to celebrate our dispatchers. Katie, Elvita, and Crystal organized meals and games.

2022 Dispatcher of the Year – Sal Ambutavicz

Sal Ambutavicz was named OCCDA's Dispatcher of the Year. She has been a dispatcher at two agencies for 27 years. Sal is a good employee and mentor for the staff.

Staffing Update

We are planning to hire four or five employees. Our staffing has stabilized a little bit now. The new people are on the floor and doing well. It is a constant effort to get us to full staffing.

Driver's License Bar Code Readers

The state is getting rid of the mag strip on licenses eventually causing the mag strip readers in the cruisers to not work. If we are going to replace the readers, it would be about \$80,000.00. It will most likely be a committee decision soon.

Station Alerting

The City of Holland is building a new fire station and they are interested in station alerting that would be integrated with our CAD. We are on board with why they want to do it. It is expensive for the fire station and it would be cost anywhere from \$50,000 - \$150,000. Grand Haven Township is also interested in a similar system. From our stand point, it would have to be the same system. There are other agencies who would also be interested. We are hoping that there is benefit to the dispatchers as well. We have a trip scheduled to Macomb County to see their system and we have already visited Portage to look at their system.

Upcoming Contract Negotiations

Our current contract expires at the end of the year and we will be discussing it in closed session.

Round Table

Gallagher – I appreciate the financial reporting from the City of Grand Haven because the layout is easy to understand. Also, to everyone who worked on the refinancing, we appreciate the money saved for the tax payers.

Gernaat – Thank you to the dispatchers, we appreciate all of you. I want to say thank you to the County for the foam trailers, it will be a big benefit the fire departments and Ottawa County.

Van Beek – Thank you for the Telecommunicators Week recognition.

SUBJECT: CLOSED SESSION

A. MOTION CD23-2291 Motion to go into Closed Session to discuss the Executive Director's Evaluation, Contract, and the OCCDA/POLC Labor Agreement.

Roll Call Vote:

	<u>Yes</u>	<u>No</u>
Keith Van Beek	Yes	
Adam Elenbaas	Absent	
Tim Klunder	Yes	
Gordon Gallagher	Yes	
Matt Williams	Yes	
Ashley Latsch	Absent	
John Gibbs	Absent	
Roger Belknap	Yes	

Five Yes, Three Absent

B. MOTION CD23-2292 Motion to come out of Closed Session

Moved by: Klunder

Supported by: Gallagher

Roll Call Vote:

	<u>Yes</u>	<u>No</u>
Keith Van Beek	Yes	
Adam Elenbaas	Absent	
Tim Klunder	Yes	
Gordon Gallagher	Yes	
Matt Williams	Left at 10:25 to attend another meeting	
Ashley Latsch	Absent	
John Gibbs	Absent	
Roger Belknap	Yes	

Six Yes, Two Absent

SUBJECT: ADJOURNMENT

Meeting adjourned at 10:34 a.m.

Next Meetings:

Policy Board – Thursday, June 23, 2022 at 9:00 a.m.

Technical Advisory Committee – Tuesday, June 21, 2022 at 1:30 p.m.