

**MINUTES**  
**OTTAWA COUNTY CENTRAL DISPATCH**  
**POLICY BOARD**  
**OCCDA Training Room**  
**Thursday, August 17, 2023**  
**9:30 a.m.**

**PRESENT:** Keith Van Beek, Adam Elenbaas, Tim Klunder, Matt Williams, Ashley Latsch, John Gibbs, Roger Belknap

**ABSENT:** Gordon Gallagher

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

<b>GUESTS:</b>	Emily Greene Amanda Burnett Megan Chapman Missy Stafford	City of Grand Haven Finance Director Human Resources, City of Grand Haven QA Supervisor, OCCDA FOIA Coordinator, OCCDA
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**PUBLIC COMMENT:** None

**AGENDA CORRECTION:** None

**SUBJECT: MINUTES**

MOTION CD23-2298      To approve the June 22, 2023 Meeting Minutes of the Policy Board.

Moved by: Klunder

Carried

Supported by: Elenbaas

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

MOTION CD23-2299      To receive the Budget Performance, Revenues, Balance Sheet and Check Register Reports as presented.

Moved by: Klunder

Carried

Supported by: Belknap

McWatters – Emily, Annie, and I met last week to go through the budget line by line. There are some recommendations for budget amendments.

Greene – We have started using the pre-paid process to give us more solid numbers for the next year.

Van Beek – Thank you for the continued support from Grand Haven for our finances.

**SUBJECT: 2023 OFFICER AND EMPLOYEE DELEGATE CERTIFICATION**

MOTION CD23-2300      To appoint Peter McWatters as Officer Delegate and Nikki Wentworth as Employee Delegate to the 2023 MERS Annual Conference.

Moved by: Elenbaas

Carried

Supported by: Gibbs

**SUBJECT: STATION ALERTING**

MOTION CD23-2301      To approve the expenditure of \$22,317.00 to equip OCCDA with Westnet fire station alerting software and hardware.

Moved by: Belknap

Carried

Supported by: Klunder

McWatters – Recently we were approached by the City of Holland and Grand Haven Twp Fire wanting to integrate station alerting into the new fire stations that are being built. It is a third party integration that alerts the people at the fire station when OCCDA builds a call for service. It can open/close bay doors, turn off stoves, etc. The problem was it does not do anything for OCCDA initially. We spent a lot of time looking at different vendors and came to the conclusion that the two fire departments can choose the vendor. Each fire department will have a cost for equipping their fire stations. I did not feel like OCCDA should pay the entire cost for Station Alerting, although down the road, we can explore automated dispatching and alerting. Therefore, I want to be a good partner and pay one third of the cost. There is also an integration cost with our CAD vendor. Holland City, Grand Haven Township, and OCCDA will each pay one third of the \$22,317.00 cost.

Van Beek – We appreciate the time and effort of your staff. I think that it will be the standard moving forward. The model of paying a third makes a lot of sense. We certainly welcome any communities that want to see it in action to come visit the Holland Fire Station. This model is geared toward manned fire stations; it is not a big advantage for paid on call stations.

#### **SUBJECT: TYLER TECHNOLOGY**

MOTION CD23-2302                      To approve the expenditure of \$7,000.00 for our CAD vendor, Tyler Technologies, to conduct a “Jacket Consolidation” in the LRMS database to address duplicate entries of personal identifiable information.

Moved by: Klunder

Carried

Supported by: Latsch

McWatters – The Sheriff’s Office approached us about an issue with the data from traffic stops and calls creating multiple jackets for the same person if the information entered is not entered the exact same way each time. Currently, there are a little over 1 million jackets. We have talked to Tyler Technologies who has an automated way of cleaning up the data. There will be work for departments on the back end to finalize the consolidation.

Van Beek – Is this something that will require a large amount of man hours from the staff of each police department?

McWatters – A large piece of it is automated. There will be some man hours for specific jackets.

McDonnell – We run a script against our data base, it gives us the results, and we then have an option to apply it or not.

#### **DIRECTOR’S REPORT**

##### **2023 Projects**

There are 25 MCTs left to be finalized for the Sheriff’s Office. A lot of money was saved by using the conversion kit and avoiding the docking station installs.

We are in the process of migrating to Outlook 365.

##### **Bar Code Readers for Police Vehicles**

Police vehicles currently have mag strip readers for drivers licenses. The mag strips will be removed from drivers licenses at the beginning of the year per the State. The value is that it will populate in LEIN and LRMS automatically into the MCT, therefore, we will need to purchase new bar code readers eventually.

##### **Radio Reprogramming**

There has been a push from police departments to go to encrypted talk groups. We are in favor of it at the next radio reprogramming. We will also look into upgrading the firmware and updating the radios which will cost quite a bit of money. This is on the horizon, not happening right now.

##### **Cyber Security – Managed Detection Service**

Our Cyber Security is up to date and I feel good about where we are for our data security.

##### **Primary Police Talk Group Restructuring**

The police talk group restructuring is scheduled to take effect October 9. The workload of Police 2 (P2) vs Police 1 (P1) is 3:1. We will take the SW section of the county and move it to P1. The rest of the county will go to P2. It is the right thing to do because the county dispatcher is overwhelmed. It will help distribute the workload between the two talk groups.

##### **Staffing Update**

Staffing continues to be a struggle for us for various reasons.

##### **Mass Casualty Incident Event Exercise**

McWatters – Last night, we participated in the Emergency Management Mass Casualty Event exercise. There is a lot of work that goes into the choreography and safety of the participants.

Smith – It was held at Windmill Island in Holland and there were over 130 participants. Pete and I joined our five staff members for the event. Police, fire, and ambulance services from all over the county worked together. Historically, it was held in Allendale but we are trying to move it around the county. Overall, it went very well.

**SUBJECT: CLOSED SESSION**

**A. MOTION CD23-2303**

Motion to go into Closed Session to discuss the upcoming OCCDA/POLC contract negotiations.

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	
Matt Williams	Yes	
Ashley Latsch	Yes	
John Gibbs	Yes	
Roger Belknap	Yes	

Seven Yes, One Absent

**B. MOTION CD23-2304**

Motion to come out of Closed Session.

Moved by: Williams

Supported by: Elenbaas

Roll Call Vote:

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

Seven Yes, One Absent

**SUBJECT: ADJOURNMENT**

Meeting adjourned at 10:34 a.m.

Next Meeting: Thursday, October 19, 2023 9:00 a.m. at Central Dispatch.