

MINUTES
OTTAWA COUNTY CENTRAL DISPATCH
POLICY BOARD
OCCDA Training Room
Thursday, December 1, 2023
9:00 a.m.

PRESENT: Keith Van Beek, Adam Elenbaas, Tim Klunder, Gordon Gallagher, Ashley Latsch, Roger Belknap

ABSENT: Matt Williams, John Gibbs

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

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

PUBLIC COMMENT: None

AGENDA CORRECTION: None

SUBJECT: MINUTES

MOTION CD23-2311 To approve the October 19, 2023 Meeting Minutes of the Policy Board.

Moved by: Gallagher

Carried

Supported by: Elenbaas

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

MOTION CD23-2312 To receive the Budget Performance, Revenues, Balance Sheet and Check Register Reports as presented.

Moved by: Klunder

Carried

Supported by: Latsch

McWatters – There is an end of the year budget amendment proposal along with the other budget documents. There are not any huge adjustments, just zeroing in on where we will be at the end of the year. Our overtime budget is over from where we started but we are under budget for our full time employees.

SUBJECT: 2024 OCCDA GENERAL GROUP COMPENSATION RECOMMENDATIONS

MOTION CD23-2313 To approve the 2024 OCCDA staff employee compensation recommendations as presented.

Moved by: Belknap

Carried

Supported by: Gallagher

McWatters - We did the same 5% increase as the Union. Currently, New Year's Eve is a half day and we are proposing to make it a full day. The Pontifex wage study data shows our comparable are at 12 holidays and we are at 10 ½. The same vacation schedule and retirement as the Union that will start in 2024.

Van Beek – This is what has been discussed and there are not any surprises. Thank you to the staff.

Roll Call Vote:

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

Six Yes, Two Absent

SUBJECT: RADIO REPROGRAMMING

MOTION CD23-2314 To approve the quote from Tele-Rad for reprogramming and firmware updates.

Moved by: Elenbaas

Carried

Supported by: Klunder

McWatters – The money for this project is in the 2024 budget. This specific line is to approve a quote with Tele-Rad to do our reprogramming. There are about 1900 radios that require hands on firmware updates and reprogramming with the new templates. There is a lot of work that goes into the planning and at this point, we have laid the budget and conceptual groundwork.

SUBJECT: RADIO MANAGER

MOTION CD23-2315 To approve the quote from Motorola for Radio Manager Server Installation and Training.

Moved by: Klunder

Carried

Supported by: Belknap

McWatters – Radio Manager is a program offered by Motorola that gives us the ability to manage and reprogram our radios instead of going to the state to reprogram. This payment option from Motorola is two payments made in 2024 and 2025 that covers the program and perpetual licenses. If we get new radios someday, the licenses can be transferred. We have been communicating with Kent County and they confirmed this is a behind the scenes system that makes a reprogramming much easier to manage.

Koetje – After we have the radio manager, will not need to have Tele-Rad involved. The end goal would be to have a handful of laptops that are available at each department, then their own staff can connect them to the radios to apply updates after the next reprogramming.

SUBJECT: APPROVAL FOR UPDATES TO THE OCCDA 2024 PERSONNEL POLICIES AND PROCEDURES

MOTION CD23-2316 To approve the recommended updates to the OCCDA Personnel Policies and Procedures.

Moved by: Gallagher

Carried

Supported by: Latsch

McWatters – We are going to update the Personnel Policies and Procedures annually instead of biennially. We added some updated HR language from Amanda. Other updates were on the civil air patrol, nepotism and the cell phone policy.

Van Beek – Thank you to Amanda and the City of Grand Haven's support.

SUBJECT: MEMBERS REPRESENTING THE SUPPORTING MUNICIPALITIES

MOTION CD23-2317 To approve the three members representing the supporting municipalities as follows:
Gordon Gallagher - one-year term ending in 2024, Tim Klunder – two-year term ending in 2026 and
Adam Elenbaas – three-year term ending in 2027.

Moved by: Gallagher

Carried

Supported by: Belknap

McWatters – The Policy Board Bylaws require the supporting municipalities to be approved for a one-year, two-year and three-year term each. This pertains to Tim Klunder, Adam Elenbaas, and Gordon Gallagher.

DIRECTOR'S REPORT

Staffing Update

There are seven people in training. Three are operating independently. The supervisory rank is fully staffed.

Lawsuit Update

We are still involved in a lawsuit from 2019. Depositions are scheduled for January.

Parking Lot

On October 31, 2023 our plowing contractor blew a hydraulic line covering our parking lot in hydraulic fluid. This is not good for asphalt. They are planning on coming back to put a degreaser on the parking lot.

PFN / Starlink Backup

There were two statewide 911 outages about a year ago. PFN has contracted with an outside entity and they have taken steps to improve their backup plan. They will install an antenna on the roof that goes up to the Starlink where our 911 calls can be transferred if our system goes down.

Van Beek – This is at their cost, correct?

McWatters – Yes

SUBJECT: 2024 MEETING DATES

MOTION CD23-2318 To approve the 2024 meeting dates as presented.

Moved by: Gallagher

Supported by: Elenbaas

Carried

SUBJECT: CLOSED SESSION

A. MOTION CD23-2319 Motion to go into Closed Session to discuss the Executive Director's evaluation and contract.

Moved by: Klunder

Supported by: Elenbaas

Roll Call Vote:

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

Six Yes, Two Absent

B. MOTION CD23-2320 Motion to rise out of Closed Session.

Moved by: Klunder

Supported by: Gallagher

Carried

C. MOTION CD23-2021 To approve the Directors Contract.

Moved by: Elenbaas

Supported by: Klunder

Carried

Van Beek – We appreciate a solid and exemplary performance review. It reflects your performance and the performance of the overall team. We appreciate your leadership.

McWatters – I take pride in the employee’s relationships with the police, fire and other entities.

Gallagher – I appreciate the partnership and service provided by the GH Finance and Human Resources departments.

Van Beek – The recommendation from the Chair and Vice Chair as it relates to the outcome of the director’s evaluation are two adjustments to compensation, the 5% same cost of living adjustment that the union and non-union employees received, then an additional 2% market adjustment for the amount of time that Pete has been the Director and for the approximate range of pay for the role for a total of a 7% adjustment effective January 1, 2024. Congratulations to Pete and the entire staff for the service and work that you do.

SUBJECT: ADJOURNMENT

Meeting adjourned at 9:53 a.m.

Next Meeting: Thursday, February 8, 2024 9:00 a.m. at Central Dispatch.