

MINUTES
OTTAWA COUNTY CENTRAL DISPATCH
JOINT MEETING OF POLICY BOARD
and
TECHNICAL ADVISORY COMMITTEE
OCCDA Training Room
April 18, 2024 1:00 p.m.

PRESENT FOR POLICY BOARD: Keith Van Beek, Ashley Latsch, Adam Elenbaas, Tim Klunder, Gordon Gallagher, Roger Belknap, Jon Anderson

ABSENT: Matt Williams

PRESENT FOR TECHNICAL ADVISORY COMMITTEE: Matt Messer, Steve Kempker, Tim Jungel, Brandon DeHaan, Ryan Enlow, Jim Kohsel, Lou Hunt, Heather Martin, John Stalzer

ABSENT: Kurt Gernaat, Dave Cope, Travis Kroll

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

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

PUBLIC COMMENT – None

TECHNICAL ADVISORY COMMITTEE

SUBJECT: MINUTES

MOTION CD24-429 To approve the February 6, 2024 Minutes of the Technical Advisory Committee.

Moved by: Kohsel

Supported by: Kempker

Carried

SUBJECT: COMMITTEE REPORTS

A. Emergency Management

Hunt – We have received the Mobile Command Unit and are looking forward to utilizing it for the Sheriff Office operations.

Kempker – Lou and Derek did an excellent job putting together the Mobile Command Unit.

Messer – Thank you for all the work on the active shooter tabletop exercise.

Hunt – It was a good experience, and we took back good information for the incident command at the scene.

B. Fire S.O.P.

Smith – We are updating the Policies and Procedures.

C. Law S.O.P.

Smith – We are updating the Policies and Procedures.

D. Radio Committee

Koetje – We have installed and onboarded our Radio Manager that will assist us in the radio reprogramming.

SUBJECT: ROUND TABLE

None

POLICY BOARD

AGENDA ADDITIONS or CORRECTIONS – None

SUBJECT: MINUTES

MOTION CD24-2329 To approve the February 8, 2024 Minutes of the Policy Board.

Moved by: Gallagher

Carried

Supported by: Elenbaas

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

MOTION CD24-2330 To receive the Budget Performance, Revenues, & Balance Sheet and Check Register Reports as presented.

Moved by: Klunder

Carried

Supported by: Latsch

McWatters – It is early in the year and there is not much to report so far.

SUBJECT: 2023 OCCDA FINANCIAL AUDIT

MOTION CD24-2331 To receive the 2023 Financial Audit.

Moved by: Gallagher

Carried

Supported by: Elenbaas

McWatters – Electronic copies of the audit have been sent to the Policy Board members. The audit was mostly handled by Emily and Annie at the City of Grand Haven, and it went smoothly.

Greene – It was a clean audit with no adjusting journal entries this year. The MCT mobile replacement was completed in 2023. We will continue to superfund the MERS pension until it is at 100%.

SUBJECT: LETTER TO APPROVE MILLAGE ASSESSMENT RECOMMENDATION

MOTION CD24-2332 To approve the 2024 Millage Assessment recommendation as presented by the Executive Director.

Moved by: Gallagher

Carried

Supported by: Klunder

McWatters – My recommendation is that we stay at the maximum allowable mills. We are still in debt for the Motorola radios.

Greene – We have not received the fraction reduction report for Ottawa County yet. We should have it in a couple of weeks.

SUBJECT: 2024 TAX LEVY RESOLUTION

MOTION CD24-2333 To approve the 2024 Tax Resolution at the maximum allowable mills and forward to the County Board of Commissioners.

Moved by: Klunder

Supported by: Elenbaas

Roll Call Vote:

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

Seven Yes, One Absent

SUBJECT: POLICY BOARD BY LAW UPDATE

MOTION CD24-2334 To Update the Policy Board Bylaws as Presented.

Moved by: Gallagher

Supported by: Belknap

Carried

McWatters – There are some minor updates to the Bylaws. The MSP representative has been updated to the Grand Rapids Post, the mandatory meetings have been updated, GVSU was added as a TAC representative, and a proxy vote is now allowed for the Policy Board.

SUBJECT: MPSCS INTEGRATION AGREEMENT

MOTION CD24-2335 To Approve Michigan’s Public Safety Communications System Amended and Restated Integration Agreement with OCCDA to be signed by the OCCDA Executive Director or Policy Board Chair.

Moved by: Elenbaas

Supported by: Belknap

Carried

McWatters – We had an existing agreement in place from a year and a half ago, but it did not address cost recovery for our tower system. The state has now updated the agreement with language that allows us to seek cost recovery where they will ask our permission to allow other non-public safety entities onto our system. In order to maintain the towers, we pay about \$250,000 annually for state monitoring, electricity, gas, backhaul, maintenance, landscaping etc. We are still working with our attorney to draft an agreement to present to the different entities.

Van Beek – I am sure that some of us around the room have contacts at the different entities. If you need assistance, please let us know.

SUBJECT: DIRECTOR’S REPORT

Bar Code Readers for Police Vehicles

McWatters – The state has started to remove the mag strips on the drivers licenses. Bar code readers are on the agenda for this year.

Culver – Currently, there are four bar code readers in the field that work 99% of the time.

Radio Reprogramming/Motorola Radio Manager

McWatters – Motorola Radio Manager servers have been installed to allow us to do much of the reprogramming ourselves. It will be an asset for us in the future. One of the primary purposes of the reprogramming is the encryption of Police One and Police Two. The plan is to patch the current one with the new one while we go through the reprogramming. After the reprogramming is complete, the original Police One and Police Two will be turned off. The project is on track, and we hope to have the templates back from the agencies by May 1.

Station Alerting

McWatters – Station Alerting for Holland City Fire and Grand Haven Township is moving forward.

Culver – The server back-end work was completed last week. The next step is for WestNet to come onsite to set up their equipment.

PulsePoint Start Up

PulsePoint Start Up is a project initiated by HeartSafe Holland which allows for automatic notifications to be sent to citizens when there is a cardiac arrest in a public area. It integrates with our CAD so subscribers who have signed up for the free service are able to go help someone in need. There is a robust professional app that fire fighters and paramedics are using as well.

Martin – AMR really likes the app. It has been helpful for the doctors because they were able to give specific times of things that happened to the patients.

Multi Factor Authentication

This is a federally mandated project that applies to dispatchers and police who need dual authentication that is supposed to be in place by October. It provides an additional step for internet security.

McDonell – I have found a vendor who is CJIS compatible.

Staffing Update

We continue to improve in staffing and have several people in various stages of training. Currently, we are in a hiring process and hope to have them start mid-June.

Radio System Cost Recovery Efforts

The integration agreement helps us with cost recovery. The attorney will send a draft contract by the end of the week.

Webview Fire Alerting

Webview is an internet-based display of our CAD system used by some fire departments. There are real time notifications that gives fire departments advanced notification when dispatch is utilizing EMD or EMF. If there is a delay, we recommend that you do not arrive on scene until it is dispatched because we may have scene safety concerns. Also, we do not want fire fighters to get on the air asking about a call being processed. We are thinking about giving it to some departments on a trial basis. If it is done properly, there is value in the time saved by knowing the call is coming.

Stalzer – Currently, we have this is our station on the monitor. There needs to be some education on what is happening on dispatch's end. It is more helpful in a full-time station.

Kohsel – I would set the ground rules very clearly of what must happen operationally in the department.

McWatters – We are happy to provide the information, but it would be on the individual fire departments to adhere to their procedures.

Culver – The Hazmat team has it in one of their pieces of apparatus, Emergency Management has found it useful, and Kalamazoo County is using it with Life Dispatch.

Dispatch Consoles

Over the last two years we have talked about getting new consoles in the future. The lifespan of a dispatch console is 15-20 years. We need to decide if this is something that we are interested in doing as early as next year. The Policy Board may be hearing about reconfiguring the dispatch floor to update our operation model. We would dedicate more specific responsibilities for call taking vs dispatching. It is a large project that would be well received by the dispatchers because it would provide an improved work environment.

National Telecommunicators Week

It is National Telecommunicators Week. Thank you to Katie for all of her hard work on making it special for the dispatchers.

The 2023 Dispatcher of the Year is Emma Berens. Emma was nominated by Katie because she was involved in some high priority incidents, received Life Saver awards and is a Certified Training Officer.

Round Table

Belknap – How many people do you want to hire?

McWatters – We are short six to seven dispatchers and hope to hire three to four people this round.

Messer – Thank you to the dispatchers who worked on our recent high priority calls, we received the information very quickly.

Van Beek – I think this is good process that the Policy Board and Technical Advisory Committee meet at least once a year.

SUBJECT: ADJOURNMENT

Meeting adjourned at 2:00 p.m.

Next Meetings:

Policy Board – Thursday, June 27, 2024 at 9:00 a.m.

Technical Advisory Committee – Tuesday, June 18, 2024 at 1:30 p.m.