

**MINUTES
OTTAWA COUNTY CENTRAL DISPATCH
JOINT POLICY BOARD &
TECHNICAL ADVISORY COMMITTEE**

**Commissioners Board Room
12101 Fillmore, Ottawa County
April 21, 2016, 9:00 a.m.**

POLICY BOARD PRESENT: Patrick McGinnis, Ryan Cotton, Toby Van Ess, Steven Patrick, Al Vanderberg, Stu Visser, Chris McIntire

ABSENT: Jerry Felix

TECHNICAL ADVISORY COMMITTEE PRESENT:

Matt Messer, Bill Olney, Steve Kempker for Gary Rosema, Chip Wright for Jeff Hawke, Jim Kohsel, Kevin Walk, Chris McIntire, Mike Keefe for Kurt Gernaat, Brian Sipe, Tom Gerencer for Gary Dreyer

ABSENT: Beth Thomas-Baas

GUESTS: Jim Bonamy – Grand Haven Finance

STAFF: Tim Smith, Tom Valdez, Laura DeGoede

POLICY BOARD

PUBLIC COMMENT – None

AGENDA ADDITIONS OR CORRECTIONS

Tim Smith added under the Financial Report – Mobile Computer Maintenance

SUBJECT: MINUTES

CD16-2029 To approve the February 18, 2016 Minutes of the Policy Board.

Moved by: Van Ess

Supported by: Patrick

Carried

HOLLAND SENTINEL FOIA APPEAL

Tim stated we received an appeal because we denied recording tapes to the Holland Sentinel. This is the first appeal we have ever had. Doug Van Essen wrote up the policy and we worked with all entities that were involved. The resolution was that we did provide the phone calls but redacted information and names. The Sentinel stated that was all they needed.

SUBJECT: BUDGET PERFORMANCE, REVENUES, and CHECK REGISTER REPORTS

Tim stated our revenue stream comes in monthly.

We are in the hiring process.

The Check Register – Tele-Rad sends a monthly billing that shows the word “arrears” and Tele-Rad is going to work on changing the terminology because we pay our bills on time.

The Mobile Computer Terminal Maintenance – these were purchased five years ago. The extended warranty is up. Motorola will give us the same price on monthly and annual maintenance on what we were paying in 2010. Tim suggested that Central continues to pay that maintenance for the next two years and then we can revisit the issue. The cost is \$37 per unit, per month.

A) CD16-2030 To receive the Budget Performance, Revenues & Balance Sheet Reports as presented.

Moved by: Visser

Carried

Supported by: McIntire

B) CD16-2031 To approve for Central Dispatch to extend the cost of warranties for local units computer terminals for two years and then revisit.

Moved by: Vanderberg

Carried

Supported by: Visser

2015 OCCDA FINANCIAL AUDIT

Jim Bonamy stated that there is a Motorola transaction which is not completed yet. There will be a notice on that item. That is one item that was not fully ready for auditors when they came in.

OCCDA DIRECTOR’S REPORT

A. CAD UPDATE

Currently Central is having the employees training with the New CAD System and it is going well. New World will address the glitches that were discovered.

B. 911 PHONE SYSTEM

Tim stated that we need to upgrade the phone system and look at our options going forward. This will cover our dispatch and admin phones. We do have them looking at the admin phones because we do have overflow from dispatch to some of the admin phones.

We have held off accepting texting to 911. We do have outbound 911 texting which has been successful.

There is an option to bring in the 4 carriers. Some centers have a separate laptop for inbound texting. This could be put at our tactical station. We are looking into this.

C. OCCDA 25th ANNIVERSARY

On Saturday May 21, from 11 a.m. to 2 p.m. Central will have an Open House here at Dispatch to celebrate being on the air for 25 years. This is open to the public and there will be antique MSP vehicles, the Coast Guard, the Red Cross, everyone in public safety including Daniela Garcia and Rep. Huizenga. Sara Lee has donated some of the food and we will have the grill going. Everyone is invited.

SUBJECT: 911 PLAN UPDATE

Tim worked with Doug Van Essen who was with us when Central Dispatch first started. The current plan was for 25 years and it allows for us to refresh the plan. We can put in phone ordinances at a local level if we want, accommodate changes in our equipment and technology through administrative attachments in the future so we don't have to do a full blown plan opening. When we built the new Central Dispatch we built a 3100 square foot dispatch floor with the availability to expand the dispatch floor to 8,000 square foot if regional dispatching ever happens in Michigan. This would also put in place a mechanism to make sure Ottawa County is the lead on that.

This will be brought back to the Board for approval and then it will go to the County for final approval.

CD16-2032 To approve updating the Ottawa County 911 Plan as presented not to exceed the amount of \$5,000.00.

Moved by: Patrick

Supported by: McIntire

Carried

SUBJECT: 2017 TAX LEVY RESOLUTION

The aim has been to fund the public safety communications and not have it fall back on the local agencies and Tim feels we should asses the full amount. Al Vanderberg agreed with Tim because of all of the projects Dispatch has in the works.

CD16-2033 To approve the 2017 Tax Resolution at the maximum allowable mils at .4400 mils as presented and forward to the County Board of Commissioners.

Moved by: McIntire

Supported by: Visser

Roll Call Vote:

	<u>Yes</u>	<u>No</u>
Patrick McGinnis	Yes	_____
Ryan Cotton	Yes	_____
Toby Van Ess	Yes	_____
Jerry Felix	absent	_____
Steven Patrick	Yes	_____
Stuart Visser	Yes	_____
Alan Vanderberg	Yes	_____
Chris McIntire	Yes	_____

Seven Yes Votes, One Absent

TECHNICAL ADVISORY COMMITTEE

SUBJECT: MINUTES

CD16-338 To approve the February 9, 2016 Minutes of the Technical Advisory Committee.

Moved by: Kohsel

Supported by: McIntire

Carried

COMMITTEE REPORTS

- A. Emergency Management** – No one present to give report.
- B. Fire S.O.P.** – Meeting postponed
- C. Law Enforcement S.O.P.** – Meeting postponed
- D. Radio**

Tim stated that Central has gone to Project Status with weekly calls with Motorola and MPSCS and staff regarding the radio project. Some milestones have been completed, some are still being worked on. One issue is getting the microwave link completed from 68th and Warner to here at the Fillmore tower, at that time we can bring in radio dispatch consoles in the center.

We have been working with some of the municipalities with the eleven sites. We have legal work to do with all of the municipalities but we have done the site assessments, the generator testing, structural reviews have been done, the only issue with the structural review is a tower which is not a surprise, will revisit on Tuesday. From the municipal level, we have been moving the equipment from the power plant to their site on Port Sheldon. Tom went to the township board and that was well received. Currently there is not a generator there and we will be installing a generator.

Jamestown Township is procuring the property at 36th and Perry at Station 2. That tower is sized for Ottawa County and there is talk of making it heavier. Allegan and Kent Co are looking at radio projects with regard to this tower for regional opportunities.

Discussions are taking place if we are putting up a tower we need to look into the future plans with Allegan and Kent counties.

The Radio Committee has been focusing on Talk Groups. This month's meeting was cancelled because of our CAD project. The meetings will pick up again in May. MPSCS is involved with this.

Once the system is up and running we will release equipment to be tested, which will occur next year. We have an agreement with Motorola that the system has to be up and running before the warranty starts on the equipment.

At the Motorola level there are hundreds of steps not listed. Our new Motorola representative is Mike Muskovin. He will be attending our weekly meetings with Motorola.

Chris McIntire is on the board with Kent County and he stated that they are looking at a ten site system for their county and their cost is 25 million from Motorola.

Tim will email out the Action Plan to Policy Board and the Technical Advisory Committee each month.

Tim brought some of the radios for everyone to look at today. The radios went around the table and they are dual band and straight 6000 (800MHz).

The longest lead time is the Jamestown tower because we have to go through the historical society and permitting.

ROUND TABLE

Kevin Walk thanked the committee for being allowed to take Warren Billett's place. He has been on LIFE Ambulance for 27 years.

Meeting adjourned 9:32 a.m.

NEXT MEETINGS:

Policy Board: Thursday, September 15, 2016, Central Dispatch 9:00 a.m.

Technical Advisory Committee: Tuesday, September 6, 2016, Central Dispatch 1:30 p.m.