

MINUTES
OTTAWA COUNTY CENTRAL DISPATCH
POLICY BOARD
Central Dispatch Training Room
Thursday, August 20, 2020, 9:00 a.m.

PRESENT: Patrick McGinnis, Al Vanderberg, Tim Klunder, Gordon Gallagher, Al Vanderberg,
Keith VanBeek, Randy Meppelink

ABSENT: Chris McIntire

STAFF: Peter McWatters, Andrea Kacprzyk

GUESTS:	Zachary VanOsdol	City of Grand Haven Human Resources Manager
	Amy Bessinger	City of Grand Haven Finance Director
	Allison Del Proposto	City of Grand Haven Human Resources Intern
	Elvita Lewandowski	Ottawa County Central Dispatch Training Supervisor
	Missy Stafford	Ottawa County Central Dispatch Records Supervisor

PUBLIC COMMENT: None

AGENDA CORRECTION: None

SUBJECT: MINUTES

MOTION CD20-2171 To approve the June 25, 2020 Meeting Minutes of the Policy Board

Moved by: Meppelink

Supported by: Klunder

Carried

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

MOTION CD20-2172 To receive the Budget Performance, Revenues, Balance Sheet and Check Register Reports, as presented

Moved by: Klunder

Supported by: Meppelink

Carried

McWatters – We are starting to work on the budget for next year. We review the budget every month and we are comfortable with the numbers.

Bessinger – We will make adjustments to a few things for the budget. Everything else is on track.

SUBJECT: 2019 AUDIT APPROVAL

MOTION CD20-2173 To Approve the 2019 Financial Audit

Moved by: VanBeek

Supported by: Vanderberg

Carried

Bessinger – This is an unmodified, clean opinion from our auditors. The audit went well, we had no issues. We had no adjustments after they came out. The Accounting Supervisor Trina Robinson and Senior Accountant Emily Greene did a great job working with them. The auditors did not have any management recommendations for improvement or changes for internal control.

Last year we ended with a positive net revenue expenditure of \$451,000.00. That was primarily due to the Motorola payment that we anticipated seeing at the end of 2019. The invoice did not come until April 2020.

Tax revenues are anticipated to increase this year. Wages were down last year due to staffing.

SUBJECT: DISCUSSION OF VACANCY ON THE BOARD

McGinnis – Toby VanEss is no longer the supervisor of Tallmadge Township. He has resigned his seat on the Policy Board. All of the seats that the bylaws require are filled. I found a map from county GIS and marked what areas the members of the board represent.

Vanderberg – My suggestion would be the manager or assistant manager of Coopersville in order to keep a good geographic balance. When you look at the land mass, it is a quarter of the county in one district. Also, there was a long of change in other townships with the township supervisor position. Coopersville did not have a change. Lastly, there was a lot of extra work done with the 800 MHz project to have good radio coverage in that area. Toby was a champion for good radio coverage and was not afraid to speak his mind.

VanBeek – I initially thought about the Georgetown, Jamestown, Hudsonville area but when you see it geographically, it makes sense to have someone from that corner of the county.

McGinnis – I would be happy to reach out to Jonathan Seyferth and see if he or Shea Charles has an interest. They may have a board member that they think is appropriate. I will double check the bylaws to make sure that we are following them before the next meeting.

*After reviewing the Bylaws, it was discovered that we need two township representatives. Pat is working on finding someone who fits the criteria.

SUBJECT: ELECTION OF VICE CHAIRPERSON

MOTION CD20-2174 To nominate Keith VanBeek to serve as Vice Chairperson of the OCCDA Policy Board for the remainder of 2020

Moved by: Vanderberg

Supported by: Klunder

Carried

Vanderberg – I suggest Keith VanBeek as the Vice Chairperson because Holland is our next biggest police department.

Klunder – He worked at the county so he has that familiarity also.

SUBJECT: ELECTION OF SECRETARY/TREASURER

MOTION CD20-2175 To nominate Al Vanderberg to serve as Secretary/Treasurer of the OCCDA Policy Board for the remainder of 2020

Moved by: VanBeek

Supported by: Meppelink

Carried

McGinnis – We need to nominate someone to replace Toby Van Ess was our Secretary/Treasurer. It would be ideal for someone who works in the Fillmore Complex since signatures are required for purchase orders.

SUBJECT: CASUAL POSITION ADDITION

McWatters – In previous years, we had a casual employee who does not have set hours. We want to create two positions and fill one position immediately. It would be filled by an experienced employee who no longer wants to work full or part time. Looking forward, this is something that could be used for retirements, maybe someone who wants to work full time but is still a value to the organization who could work as needed. It was somewhat prompted by an employee who wants to step back in her employment due to personal reasons. She would be a valuable employee to us in that role. Moving forward, there will likely be other people who could fall into this role also. It would be at will, no benefits, the pay would be frozen, then subject to the annual pay increases. It is fairly risk free to the organization. It would be a supplement to our staffing. We are under budget with salaries this year because we have not been at fully staffed. In the future, we would have to budget for the positions. The position would not be represented by the Union.

MOTION CD20-2176 To add up to two Communications Specialist/Dispatcher Casual Positions

Moved by: Gallagher

Supported by: Vanderberg

Carried

SUBJECT: DIRECTORS REPORT

SNC Compliance Audit

McWatters – We were audited for the State surcharge and training money. A part of the audit is on site visit which the State is not doing right now due to Covid-19. I received a written document giving us a status report stating that everything looks good so far. Thank you to Amy and the people in the Finance Department for all of their hard work. They took a deep dive into all of the money that we spent on training the last five years. PSAPs are randomly selected to be audited each year. Tim Smith did some work on it for us because he knew that it would be coming at some point.

Radio Update – Exploring Redundant Connection

McWatters – A couple of meetings ago we had connectivity issues with the state. We have been able to take some steps in house and with the state to better address it. Before this happened, we were told that if we were cut off from the state, we would still have communication within the county. Some of our officer's radios started affiliating with Allegan County on the outlying areas. We need to look at a redundant connection back to the state. Right now our primary connection to the state system is a microwave link from the Cascade area in Grand Rapids to OCCDA. The system was not originally designed with a redundant link. We have a short term plan with talk groups. We are working on another microwave link or fiber connection. We found out last week that there is fiber between our Manley site and the Allegan site. It must have the right bandwidth and capacity to take all of our traffic back to Allegan. It could end up being relatively expensive if we have to put in a new microwave link. Hopefully, we find something that is relatively cheap like

the Allegan fiber connection. We have a meeting next with the engineer from Motorola to try and come up with the best solution. Hopefully the redundant link will help with microwave fade in the summer.

EAP Selection

McWatters – We looked at five different EAP providers and selected Encompass EAP out of Grand Rapids. Encompass has a niche in terms of providing services to first responders and dispatch. They have a smaller group of counselors so if one of our people needs to see someone, it will be out of a group of 5-6 counselors. A couple of employees have already used their services and I received an email from someone yesterday saying they had a much better experience with Encompass.

Staffing Update

McWatters – We currently have four newer employees. We hired three one month ago and one who is further along in training. We are optimistic about all of them. We still have one official full time opening. Overall, looking at our overtime numbers from years past, we are doing better in terms of staffing and filling shifts.

Potential Bi-Directional Amplifier Ordinance

McWatters – Doug Van Essen is working on a county wide ordinance. He is putting the information in a format that can be presented to the county board.

Five Mile Hill Tower Electric Issue

McWatters – There was a billing error with the utility company that we pay for in the future.

CARES Act

McWatters – I worked with Amy to apply for first responder hazard pay for the people who work in the center, not administrative staff. We received notice that there was a program put in place where you can put in for advance payment. It may come through August 24, 2020.

CAD Update

McWatters – We are installing CAD version 2020.1 on the test side next week. This includes the officer daily log. Tyler has made a commitment to make it work. Once it is fully tested, it is scheduled to go into production mode October 15, 2020.

Parking Lot

They are finishing the parking lot tomorrow.

CLOSED SESSION

MOTION CD20-2177 To Approve a Closed Session to Discuss Union Agreement Negotiations

Moved by: Meppelink

Supported by: Vanderberg

Roll Call Vote:

Yes

No

Patrick McGinnis	Yes
Al Vanderberg	Yes
Chris McIntire	Absent
Tim Klunder	Yes
Randy Meppelink	Yes
Gordon Gallagher	Yes
Keith VanBeek	Yes

Six Yes, One Absent

MOTION CD20-2178 To Come out of the Closed Session

Moved by: Vanderberg

Supported by: Klunder

Roll Call Vote:

Yes

No

Patrick McGinnis	Yes
Al Vanderberg	Yes
Chris McIntire	Absent
Tim Klunder	Yes
Randy Meppelink	Yes
Gordon Gallagher	Yes
Keith VanBeek	Yes

Six Yes, One Absent

MOTION CD20-2179 To Adjourn the August 20, 2020 Meeting of the Policy Board

Moved by: Gallagher

Supported by: VanBeek

Meeting adjourned at 9:58 am

Next Meeting: Thursday, October 22, 2020 9:00 am at Central Dispatch