

MINUTES
OTTAWA COUNTY CENTRAL DISPATCH
POLICY BOARD
Central Dispatch Training Room
Friday, December 4, 2020, 9:00 a.m.

PRESENT: Patrick McGinnis, Keith Van Beek, Chris McIntire, Gordon Gallagher, Tim Klunder

ABSENT: Al Vanderberg, Randy Meppelink

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

GUESTS: Amy Bessinger City of Grand Haven Finance Director

PUBLIC COMMENT: None

AGENDA CORRECTION: None

SUBJECT: MINUTES

MOTION CD20-2188 To approve the October 22, 2020 Meeting Minutes of the Policy Board

Moved by: McIntire

Supported by: Gallagher

Roll Call Vote:

Yes

No

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

Five Yes, Two Absent

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

MOTION CD20-2189 To receive the Budget Performance, Revenues, Balance Sheet and Check Register Reports as presented

Moved by: Van Beek

Supported by: Gallagher

Bessinger – Things are looking good. Revenues are tracking for year end to be where budgeted. We are a little bit over in a couple of categories. We are a little under in taxes because we have not received December tax payment revenue distribution yet. Expenses are on track. We are under budget in a few categories and wages are about 90% for November. On the balance sheet, you will notice a new Huntington MMAX account. We opened it in hopes of getting a little more interest in earnings.

McWatters – We appreciate Amy’s support with the budget. We work together through out each month to make sure that the budget is on the right track.

Roll Call Vote:	<u>Yes</u>	<u>No</u>
Patrick McGinnis	Yes	
Al Vanderberg	Absent	
Keith Van Beek	Yes	
Chris McIntire	Yes	
Randy Meppelink	Absent	
Gordon Gallagher	Yes	
Tim Klunder	Yes	

Five Yes, Two Absent

DIRECTOR'S REPORT

Covid Issues/Impacts

McWatters – We have tried very hard to keep Covid-19 out of our facility. Thank you to our supervisors and dispatchers who have put a lot of effort into the well-being of our staff. Along with the help from Zac in HR, we are in compliance with Public Act 238. We have been impacted by cases and quarantines which has affected our overtime budget.

Staffing Update

McWatters – We have three dispatcher trainees who are nearing the end of their training. We currently have a hiring process underway and hope to hire two to three people.

Building Update

McWatters – We replaced boiler #2. We found out that the original boilers were manufactured in 2002 and 2004. The installer noted that the old boiler is notorious for having problems. So far, we are happy with the new boiler. After they finished installing the carpet in the dispatch center, there was a fair amount of carpet left over. We plan on doing the back hallway and lobby area at a relatively low expense next year.

Radio System Update/Redundant Connection

McWatters – Overall the radio system continues to function properly and provide great value for us. There are small issues once in a while but we work our way through them. The redundant connection is slowly moving forward. We have secured existing fiber between our tower in Holland and a tower that belongs to Allegan County which are a mile and a half apart. We are waiting on the state and Nokia to hook the two ends up which requires some equipment and programming. This will give us a rather solid backup if we lose our primary connection, everything will route through Allegan County, and there will not be an interruption in service. We do not have a timeline because it is in other people's hands. The cost is rather minimal.

2021 Strategic Plan Input

McWatters – Historically, the Strategic Plan is approved during the first meeting of the year. We have identified a couple of things to address. Currently, we have access to video from Grand Haven, Grand Valley, and MDOT. We want to look at how to coordinate it and make it useful to the dispatch operation.

CAD Update

McWatters – We have a CAD update December 16, 2020. We are trying to get the officer log project finalized and into CAD. It has been in the works for five years. Keith Mulder and Scott Brovont have been doing a lot of work on it in the test environment.

SUBJECT: PERSONELL POLICIES AND PROCEDURES MANUAL

MOTION CD20-2190 To approve the updated OCCDA Personnel Policies and Procedures Manual

Moved by: Van Beek

Supported by: Klunder

McWatters – We worked with Zac to make sure that we are in compliance through human resources. Our EEO statement was changed to include all of the current protected classes, the sexual harassment policy was updated to include all forms of harassment, and the nepotism policy was updated to make sure that a family member was not in charge of another family member. CCHs for visitors will be ran every two years to match the states requirements. The weapons policy was updated. Outside employment was changed to secondary employment and people are required to provide secondary employment updates.

Van Beek – We appreciate the corresponding memo to highlight changes to the manual.

Roll Call Vote:

Yes

No

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

Five Yes, Two Absent

SUBJECT: 2021 OCCDA STAFF COMPENSATION RECOMENDATIONS

MOTION CD20-2191 To adopt the 2021 OCCDA Staff Employee Compensation Recommendations as presented but reserve any changes to the vacation accrual until we have more information at the next meeting

Moved by: Van Beek

Supported by: Klunder

McWatters – Zac, Tammy, and I worked on this together and looked at comparables from other local agencies. The final decision for recommendations was mine. I recommend a salary increase at 2.25%. The Union contract was approved at 2%, however they negotiated an additional holiday, which this packet does not include. The value is half of a percent if you look at it financially. We have been working on cleaning up disincentives for supervisors. Supervisors receive a lump sum instead of receiving holiday pay that we would like to up by \$200.00. If we were to pay them for the holidays, it would cost the agency more money. We are offering employees two different medical plans to choose from. Blue Care Network and a HMO. Open enrollment will end December 11, 2020. The vacation accrual is on a two tier system between people hired before and after 2000. Zac has looked at other contracts from other entities and we felt that we should go back to everyone being on the same schedule. It is cost relatively neutral because if an admin employee goes on vacation, we do not backfill. If a supervisor goes on vacation, we have three supervisors that can cover the shift. This would bring us more in line with what other agencies are doing for vacation.

McGinnis – What is the current Union vacation schedule?

McWatters – It is the same as the General Group. The union has the ability to have comp and most people in the general group do not.

McGinnis – Back in 2000 we made the change and now, more than likely, the Union will be asking for this also, making it a ten year difference in the timeframe to max out. We used to have this in Grand Haven but we switched to a PTO bank, which made it easier. I do not agree that it does not cost money because time is money and they are paid out when they retire. I am not comfortable with what is being proposed.

McWatters – The schedule in terms of accrual is rather low. They will not get the time immediately; it is just accrued faster. If this was passed, it would make us consistent with other agencies. This would affect thirteen employees.

Gallagher – I agree with Pat but I am ready to move ahead and talk about it at a later time.

McGinnis – I would be ok with this if we were going to this schedule but doing away with personal time. I would be interested to see what it would be monetized.

Van Beek – I do not have enough information at this time. Is it possible that we move on the other package compensation recommendations and put a pin in the vacation recommendation? I would appreciate having more factual information before we make a determination. I would like more information before voting on it.

Klunder – I could go along with what Keith suggested. Zeeland City would more mirror the schedule after January 1, 2000. I would be more interested in what other Central Dispatch Authorities in the area do.

Van Beek – Does it create a big issue for OCCDA if we approve the package but holding the vacation schedule at this time. I do not have a formed opinion for the outcome, I would like more time for fact finding, and to reexamine it at the next meeting.

McWatters – No, it does not create an issue for OCCDA. We will maintain on the current schedule and bring additional information in February.

Roll Call Vote:	<u>Yes</u>	<u>No</u>
Patrick McGinnis	Yes	
Al Vanderberg	Absent	
Keith Van Beek	Yes	
Chris McIntire	Yes	
Randy Meppelink	Absent	
Gordon Gallagher	Yes	
Tim Klunder	Yes	

Five Yes, Two Absent

SUBJECT: 2020 MEETING DATES

MOTION CD20-2192 To approve the 2021 Meeting Dates

Moved by: Klunder

Supported by: Gallagher

Roll Call Vote:	Carried	
	<u>Yes</u>	<u>No</u>
Patrick McGinnis	Yes	
Al Vanderberg	Absent	
Keith Van Beek	Yes	
Chris McIntire	Yes	
Randy Meppelink	Absent	
Gordon Gallagher	Yes	
Tim Klunder	Yes	

Five Yes, Two Absent

SUBJECT: CLOSED SESSION

A. MOTION CD20-2193 Motion to go into Closed Session to discuss the Executive Director's Contract

Moved by: Gallagher

Supported by: Klunder

Roll Call Vote:	<u>Yes</u>	<u>No</u>
Patrick McGinnis	Yes	
Al Vanderberg	Absent	
Keith Van Beek	Yes	
Chris McIntire	Yes	
Randy Meppelink	Absent	
Gordon Gallagher	Yes	
Tim Klunder	Yes	

Five Yes, Two Absent

B. MOTION CD20-2194 Motion to come out of Closed Session

Moved by: Van Beek

Supported by: Klunder

Roll Call Vote:	<u>Yes</u>	<u>No</u>
Patrick McGinnis	Yes	
Al Vanderberg	Absent	
Keith Van Beek	Yes	
Chris McIntire	Absent	
Randy Meppelink	Absent	
Gordon Gallagher	Yes	
Tim Klunder	Yes	

Four Yes, Three Absent

C. MOTION CD20-2195 To approve the Director's Contract by adjusting the wage to \$94,000.00 per year, add an additional vacation day, and remove expiration language contained in Section 9

Moved by: Gallagher

Supported by: Van Beek

Roll Call Vote:	<u>Yes</u>	<u>No</u>
Patrick McGinnis	Yes	
Al Vanderberg	Absent	
Keith Van Beek	Yes	
Chris McIntire	Absent	
Randy Meppelink	Absent	
Gordon Gallagher	Yes	
Tim Klunder	Yes	

Four Yes, Three Absent

McGinnis – The board gave a superlative review of Pete’s performance for his first year as Executive Director. We are grateful for his continued enthusiasm and professionalism.

McWatters – Would you like to see a PTO option at the next meeting?

Gallagher – I would be supportive of a PTO approach. We have gone to that system and it has worked very well.

Van Beek – I am supportive of a PTO option also, although it is not a directive.

McGinnis – We went to a PTO and have found that it is easier for employees, the Council, and the public to understand.

MOTION CD20-2196 To Adjourn the December 4, 2020 Meeting of the Policy Board

Moved by: Van Beek

Supported by: Klunder

Roll Call Vote:	<u>Yes</u>	<u>No</u>
Patrick McGinnis	Yes	
Al Vanderberg	Absent	
Keith Van Beek	Yes	
Chris McIntire	Absent	
Randy Meppelink	Absent	
Gordon Gallagher	Yes	
Tim Klunder	Yes	

Four Yes, Three Absent

Next Meeting: Thursday, February 11, 2021 9:00 am at Central Dispatch