

MINUTES
OTTAWA COUNTY CENTRAL DISPATCH
JOINT MEETING OF POLICY BOARD and
TECHNICAL ADVISORY COMMITTEE
Central Dispatch Training Room
April 12, 2018, 9:00 a.m.

PRESENT FOR POLICY BOARD:

Don Komejan, Chris McIntire, Patrick McGinnis, Toby Van Ess, Steven Patrick, Mike Haverdink

ABSENT:

Alan Vanderberg, Keith Van Beek

PRESENT FOR TECHNICAL ADVISORY COMMITTEE:

Val Weiss (representing Steve Kempker), Christopher Wright (representing Jeffrey Hawke), Jim Kohsel, Kevin Walk, Chris McIntire, Matthew Messer, Kevin Cisler, Scott Schoolcraft, Brandon DeHaan, Kurt Gernaat, Brian Sipe, Nick Bonstell

ABSENT:

STAFF:

Tim Smith, Tom Valdez, Donna Kempf-Barnes, Joe LaLonde, Mike Koetje, Jennifer Disegna,

GUESTS:

Bonnie Suchecki	Grand Haven Human Resource Manager
Jim Bonamy	Grand Haven Finance Director
Joshua Mausolf	OCCDA Supervisor
Meagan Ross	OCCDA Supervisor
Chris Karish	OCCDA Supervisor
Tammy Smith	OCCDA Supervisor
Jake Allen	Holland Sentinel

PUBLIC COMMENT – None

AGENDA ADDITIONS or CORRECTIONS - Add Fire Services Software in Director's Report

SUBJECT: MINUTES

MOTION CD18-2082 To approve the February 15, 2018 Minutes of the Policy Board.

Moved by: Van Ess

Supported by: McIntire

Carried

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

We are getting the millage distributed to us bi-weekly, evening out our cash flow. There was a double title error on the check register, which was corrected. Jim Bonamy advises that things are running smoothly. We do have a chronic deficit position that will go on for the next couple of years until we look at additional financing sources.

MOTION CD18-2083 To receive the Budget Performance, Revenues, & Balance Sheet and Check Register Reports as presented.

Moved by: Patrick

Supported by: Komejan

Carried

SUBJECT: 2017 FINANCIAL AUDIT

There were no material findings in the audit. We will make the complete report available electronically to the members of the board. Jim Bonamy states that everything went very well and there were no real issues with the audit. There was a request for Improvement for Deficiencies from the State which was responded to by Jim. The audit on page 1 notes the auditors' opinion that we were in accordance with our principles. The key information in the audit document is on page 3, labeled Management's Discussion and Analysis. We are aware of the deficit and will need to be consider funding in the future.

SUBJECT: LETTER TO APPROVE MILLAGE ASSESSMENT RECOMMENDATION

In 2008 we renewed the millage at .4400 for 20 years. The Headlee adjustments are starting to show up and based on the level of services we provide today and moving into the future, we need this funding to move forward. We are asking that we assess the full allowable millage under the law. We have other investments that are necessary and we need to continue to collect what we can. An example of this is the radio project, where we have taken on the responsibility of the lease to avoid the upfront costs to the agencies.

MOTION CD18-2084 To approve the 2019 Millage Assessment at the Maximum Allowable Rate as presented by the Executive Director.

Moved by: McIntire

Supported by: Van Ess

Carried

SUBJECT: 2018 TAX LEVY RESOLUTION

MOTION CD18-2085 To approve the 2019 Tax Resolution at the maximum allowable mils and forward to the County Board of Commissioners.

Moved by: Komejan

Supported by: Haverdink

Roll Call Vote:

Don Komejan	Yes
Alan Vanderberg	Absent
Chris McIntire	Yes
Patrick McGinnis	Yes
Keith Van Beek	Absent
Toby Van Ess	Yes
Steven Patrick	Yes
Mike Haverdink	Yes

Six Yes, 2 Absent

SUBJECT: DISCUSSION OF 2 UPCOMING VACENCIES ON THE BOARD

Don Komejan and Steven Patrick will be leaving the board. We need a representative from small cities to take Steve's position and a representative from townships to take Don's position. Any recommendations should be submitted to Pat McGinnis.

SUBJECT: OCCDA DIRECTOR'S REPORT

A. New World/CAD Update

Joe LaLonde advises that we have worked out the more serious bugs. There won't be any more updates until Fall. The merge process has been fixed. There were no reported issues of the system freezing up yesterday to Joe or Mike. We have discovered that we are not ready to issue fixes on the dailies. After a regroup we discovered that it won't perform how we want it to. We are in discussions with New World to see what we can do to make it more usable. We will get back together with them to determine a time frame. Once the daily issue is resolved we should be in maintenance mode. Joe will be attending the New World Conference. Tim will be waiting to approve payment on the invoice until the major issues are fixed.

B. Radio Project Update

Tim has been putting out monthly updates on the project and encourages those to be distributed to all employees. We have 2 Fire Departments that have not turned in build sheets. Motorola, MPSCS, Tele-Rad and our staff have been working together on the scanning issue. The planned go live will be in mid-August. We should have the system up and running, deployment and training done by then. This time frame could move a little if we are not ready.

C. Legislation

Tim has been involved in the Michigan Next Gen 911 legislation efforts since 2012, but was waiting to move forward with it until it was funded. In March he was invited to the signing ceremony. Now that PFN and Next Gen 911 Network statewide has a stable funding mechanism. Tim along with the Directors of Muskegon and Allegan agree that it is time to move forward. The cost is zero and is approximately a 15-18 month project through PFN. This will be a public safety grade fiber optic statewide network. We will be able to bring in video and pictures. If there was a major event it would allow us to concentrate on the incident and move all other calls and CAD to surrounding centers. There are no objections from the Board allowing Tim to move forward.

D. Strategic Plan

Items highlighted in yellow are new or a higher priority. Tim is asking for approval to move ahead and call this our approved 2018 Strategic Plan.

MOTION CD18-2086 To approve the proposed 2018 Strategic Plan.

Moved by: Patrick

Supported by: Van Ess

Carried

E. Deputy Director Process

Donna Kempf-Barnes has been selected as the new Deputy Director and will be starting April 23rd. We had a series of interviews conducted by a panel consisting of Tim Smith, Jeff Hawke, Brian Sipe and Bonnie Suchecki.

F. Fire Services

There has been discussion for several years on where we are going for Fire Services. Two years ago we initiated an interface from our records into Firehouse software that a majority of departments are using. Brian Sipe advises that the Fire Chiefs put a Committee together to research the New World software when that project started. There were too many glitches with the New World software to proceed with it. The committee started to research other options for software that would accommodate all the Fire Services. Since then, Firehouse has decided not to support the modules needed by the Fire Service. The committee decided to start looking into software that would work better for them. They have evaluated 6 different programs recently and now have a recommendation for a software called Image Trend Elite. This software is very user friendly and the pricing is excellent. For the Spring Lake Fire Department it currently costs \$2700 a year for the service, going to Image Trend the cost is reduced to \$1400 a year. There is huge potential savings for departments across the board based on participation. The costs have increased with the platforms changing to cloud based. The initial roll out pricing of this system is approximately \$27,000 and by year two the pricing for the whole county could potentially be \$20,000. The goal is to provide a benefit to dispatch as well as the Fire Services moving forward. Brian is looking for support from the Policy Board from a funding aspect and is asking for Dispatch to fund the interface with Image Trend. Tim would also like to move forward and believes that it can be a benefit to both parties and the citizens of Ottawa County. When we move to another platform for Fire there will be glitches and we need to work constructively to resolve those issues. There will be one common interface for the services to use. The cost is slightly higher for Dispatch than the interface we are currently using but will save money for the municipalities. There is possibility in the future that all Fire

Departments in the State could be using Image Trend. This could be similar in the way that Smart 911 is funded at a State level. The interface allows data to automatically download into the reports saving time and increasing accuracy. If a department chooses not to use the software, they would not receive the information automatically. Once this is approved by the Chiefs, the system could be up and running by the end of the year. Another benefit with the software is that there could be universal templates created that can be used countywide. The board supports Tim's recommendation supporting the move forward with Image Trend Elite software.

TECHNICAL ADVISORY COMMITTEE MINUTES

SUBJECT: MINUTES

MOTION CD18-356 To approve the February 14, 2018 Minutes of the Technical Advisory Committee.

Moved by: Gernaat

Supported by: Kohsel

Carried

SUBJECT: COMMITTEE REPORTS

A. Emergency Management

One of Nick Bonstell's directives is to get a 100 day plan together in the next month. They will be getting together as a team to form goals around job descriptions. At the end of the 100 day plan, they hope to create a 1-3 year strategic plan for Emergency Management. Tim will be discussing Incident Dispatching with Nick later today. Undersheriff Weiss states that Emergency Management has been busy over the last few months and staff has done well during this time.

B. Fire S.O.P.

The Fire Chiefs have been working with Medical Control to get Cyano-Kits distributed in the four quadrants throughout the county. The Fire Service is working on a new incident command style called Blue Card training. They will be meeting with Dispatch Supervisors to discuss the changes and benefits next week.

C. Law S.O.P.

The committee is working on creating a new wrecker policy.

D. Radio

Updates are distributed monthly.

ROUND TABLE

Tim states that Tom's last day will be June 8. Thank you to Don Komejan and Steven Patrick for their service.

Donna is looking forward to joining the team.

Kurt Gernaat thanks the Board for supporting the Records Management Software.

Chris McIntire with an update on the 800 MHz project. Kent County is progressing well and should be up and running. Muskegon County is trying to get the surcharge proposal on the ballot this year. They are probably still about 3 years out and there will be a stop gap with communications once Ottawa switches over to the 800 system.

Tom Valdez advises that all SOP's were revisited in 2017.

Steve Patrick thanks Tim and the Board for allowing him to be part of the group. The joint meetings show the dedication in serving Ottawa County.

SUBJECT: ADJOURNMENT

Meeting adjourned at 9:51 a.m.

Next Meetings:

Policy Board – Thursday, September 20, 2018 at 9:00 a.m.

Technical Advisory Committee – Tuesday, September 11, 2018 at 1:30 p.m.