

**MINUTES**  
**OTTAWA COUNTY CENTRAL DISPATCH**  
**POLICY BOARD**  
**Held via Zoom due to Covid-19**  
**Thursday, February 11, 2021 9:00 a.m.**

**PRESENT:** Patrick McGinnis, Keith Van Beek, Al Vanderberg, Randy Meppelink, Tim Klunder, Adam Elenbaas

**ABSENT:** Gordon Gallagher, Chris McIntire

**STAFF:** Peter McWatters, Tammy Smith, Joe LaLonde, Mike Koetje, Ryan Culver, Josh Mausolf, Katie Coenen, Andrea Kacprzyk

**GUESTS:** Amy Bessinger City of Grand Haven Finance Director

**PUBLIC COMMENT:** None

**AGENDA CORRECTION:** None

**SUBJECT: MINUTES**

MOTION CD21-2197 To approve the December 4, 2020 Meeting Minutes of the Policy Board

Moved by: Meppelink

Supported by: Klunder

Roll Call Vote: Yes No

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

Six Yes, Two Absent

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

MOTION CD21-2198 To receive the Budget Performance, Revenues, Balance Sheet and Check Register Reports as presented

Moved by: Vanderberg

Supported by: Elenbaas

Bessinger – The fiscal year ended December 31, 2020. The audit is in one month. We are working on year end by adjusting entries to make sure that everything is in its place. We are waiting on a couple of payments for the annual revenue sharing. We usually get them by the end of February. There will be a couple of quarters that will post back to the state wireless surcharge. Unfortunately, with property tax payments, we came in under budget at 97% of the collection. I will look at that closely for 2021 to make sure we are on par with what we anticipate for current property taxes. Overall, we collected over \$4.8 million in property taxes.

We came in at 102% of our expenditure budget for year end. We had 27 payrolls that we posted back but had only budgeted for 26 payrolls causing us to come in over budget. We came in under budget for part time and overtime wages. The electricity came in over budget because of an \$22,000.00 electricity bill that OCCDA paid to the City of Grand Haven after a billing error by the electric company. Also, we had an expense come in for a phone project that was originally budgeted under infrastructure maintenance in 2019. The project did not start until 2020 and the money was not rolled over into the 2020 budget. We made the final payment for \$200,000.00 in December putting us over in infrastructure maintenance.

Although we are over in the expenses right now, we have yet to adjust for pre-pays and year end annual review of adjusting expenses to make sure that we have the appropriate year posted. The number will change. Overall, it was a good budgeted year for us. Hopefully, we will have the audit presentation ready for the April 8, 2021 meeting with the final year end numbers.

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

Six Yes, Two Absent

**SUBJECT: 2021 ELECTION OF OFFICERS**

MOTION CD21-2199 To keep all of the current positions and re-nominate Patrick McGinnis to serve as Chair, Keith Van Beek to serve as Vice-Chair and Al Vanderberg to serve as Secretary/Treasurer for 2021 and close nominations with unanimous support

Moved by: Vanderberg

Supported by: Klunder

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

Six Yes, Two Absent

## **DIRECTOR'S REPORT**

### **Covid Issues/Impacts**

I want to praise our staff for following protocols and taking extra precautions to stay healthy. We are classified as 1B and were hoping for the opportunity to be provide vaccinations to the staff members who want one as soon as possible. A big part of my job is worrying about continuity of operations and keeping OCCDA running 24/7/365. I am eager to offer vaccinations to our employees so we are ensured against an agency outbreak.

### **Staffing Update**

Two new employees start February 15, 2021 bringing us just under full staffing. We foresee a continual training and hiring process because of attrition and retirements.

### **Building Update**

The Policy Board approved a lot of work to be completed last year and the building is solid at this time. We had some left over carpet from the dispatch center that we were able to use in two hallways. We only had to pay the labor for instillation. I do not see any major building projects coming up this year at OCCDA.

The 30 year old HVAC Liebert Unit in the backup center is struggling. It would be quite expensive to repair it. We are looking at other options and will report back when we have more answers.

### **Radio System Update/Redundant Connection**

The radio system continues to operate as it should, serving our community and first responders quite well. We are still interesting in completing a redundant connection through the tower site in Holland and the Allegan system. Right now, it lies with the MPSCS and their design of it. Allegan is not an authority so they need to get some MOUs approved.

### **Radio Reprogramming**

Kent County and Muskegon County are coming onto the 800 MHz system. We need to touch every radio in the county to make them compatible and provide us with interoperability between the counties. We need to talk to each agency head, figure out what they want their templates to look like, send it to the state so it can be programmed into their system, then we will have a contractor touch the radios. This is an expense that we are taking on because our reach is county wide with the radios and first responders. We have templates out to the agencies showing them what they have now and asking where they want the new talk groups. The deadline will be mid-March. Once we turn it over to the state, we do not have control on the timeline. We hope to complete the reprogramming this year.

### **Quality Assurance Program**

The Quality Assurance Supervisor is in place. We are going to invest in a software program that will greatly reduce our time searching for calls and organizing. This will help us stay up to date with national standard requirements.

### **Follow up to vacation/PTO discussion from the December Meeting**

At the last meeting, I proposed a different vacation schedule and the board was not comfortable with it. We looked at our current vacation verses other agencies PTO and we would have to reduce our current accrual. We are not comfortable with it at this point. We are due for a five-year job study next year and we will incorporate the vacation time schedule into it also.

### **CAD Update**

The Officer Log project was implemented in December. The Sheriff's Office and Holland Department of Public Safety are starting to use it. Last year, we spent a lot of money updating our CAD infrastructure and software making it solid. We have new hardware and software for CAD, mobile CAD, and Law Enforcement Records.

## **2020 Annual Report**

Tammy, Katie, and Andrea did a majority of work on the Annual Report. We are a self-contained operation and have not have many visitors because of Covid-19. The Annual Report gives insight into our operations, the awards that our staff have received, and stats for police and fire agencies. It will be sent to department heads and posted on OCCDA's website.

Van Beek – The Annual Report was well done. It has a lot of good information and gave us an opportunity to meet the staff.

## **SUBJECT: 2021 STRATEGIC PLAN**

MOTION CD21-2200 To adopt the 2021 Strategic Plan as presented

Moved by: Van Beek

Supported by: Meppelink

McGinnis – The Strategic Plan was condensed and I found it more manageable this year than I have seen in the past. We can keep working on it until it is down to one page. I want to remind everyone to use Smart 911 and share it with your team. I would support budget requests to try to get the word out and get more people in the community signed up.

Smith – During 2020, we had 692 new profiles created. This is good for a pandemic when our public education reach is not as large as years past. We also received 1,200 new facility profiles. Hopefully, we can get back out into the community and expand the reach.

Vanderberg – The Strategic Plan is very succinct. Typically, I would see items prioritized with timelines. Are the items goals for one year or several years?

McWatters – There are some items that are further into the future, such as video feed project. In the future, I will be looking at a different format for the Strategic Plan. I tried to organize it as what we will accomplish this year although there is room for a different format with different projects staggered for future years.

Van Beek – It appeared that you are doing a step one in a multi-year phase of getting the Strategic Plan to the point of where it looks like other Strategic Plans. At the City of Holland, we are still working on our Strategic Plan to get it where we want it to be. Your Strategic Plan is organized better and is easier to understand than prior years.

McWatters – We do a lot of public outreach with fire open houses and in schools that we were not able to do because of Covid-19 in 2020. We invested in a new tent and signs from a local company and they will draw attention when we are at events. We look forward to being out in the public again in the future.

I think that we have good relationships and partnerships with our first responder agencies. I encourage you to talk to your police and fire agencies to make sure that they feel comfortable calling myself or Tammy so we can resolve situations. We will not always agree, but we have a solid working relationship with police, fire, and EMS. I am very proud of the way that Ottawa County operates and appreciate your leadership.

We have a great group of people who do a good job. Joe LaLonde has done a good job preparing us for the future with infrastructure hardware and software. The radio system and our facility are solid.

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

Six Yes, Two Absent

**SUBJECT: ADJOURNMENT**

MOTION CD21-2201 To Adjourn the February 11, 2021 Meeting of the Policy Board

Moved by: Van Beek

Supported by: Vanderberg

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

Six Yes, Two Absent

Next Meeting: Joint meeting with the Technical Advisory Committee Thursday, April 8, 2021