

MINUTES
OTTAWA COUNTY CENTRAL DISPATCH
POLICY BOARD
Fillmore Complex/Conference Room F
January 15, 2009
9:00 a.m.

PRESENT: Patrick McGinnis, Gordon Schrotenboer, Stuart Visser, Alan Vanderberg, Dave Roesler, Jim Miedema

ABSENT: Soren Wolff, Steven Patrick

STAFF: Tim Smith, Mark Jongekrijg, Joe LaLonde, Bonnie Postma

AGENDA ADDITIONS OR CORRECTIONS

Tim added the Netclock Synchronization for after the Meeting Dates agenda item – 9a

PUBLIC COMMENT – None

SUBJECT: ELECTION OF OFFICERS

A. Chair

MOTION CD09-938 To nominate Gordon Schrotenboer to serve as Chair of the OCCDA Policy Board for 2009.

Moved by: Vanderberg

Supported by: Roesler

MOTION CD09-939 To close nominations with unanimous vote.

Moved by: McGinnis

Supported by: Miedema

Gordon Schrotenboer voted as Policy Board Chair

B. Vice-Chair

MOTION CD09-940 To nominate Soren Wolff to serve as Vice-Chair of the OCCDA Policy Board for 2009.

Moved by: McGinnis

Supported by: Roesler

MOTION CD09-941 To close nominations with unanimous vote.

Moved by: McGinnis

Supported by: Vanderberg

Soren Wolf voted as Policy Board Vice-Chair

C. Secretary/Treasurer

MOTION CD09-942 To nominate Patrick McGinnis to serve as Secretary/Treasurer of the OCCDA Policy Board for 2009.

Moved by: Vanderberg

Supported by: Visser

MOTION CD09-943 To close nominations with unanimous vote.

Moved by: Vanderberg

Supported by: Roesler

Patrick McGinnis voted as Policy Board Secretary/Treasurer

SUBJECT: MINUTES

MOTION CD09-944 To approve the December 18, 2008 minutes of the Policy Board.

Moved by: Visser

Supported by: McGinnis

Carried

SUBJECT: BUDGET PERFORMANCE, REVENUES, & BALANCE SHEET REPORTS

Tim stated that within the next 60 days 911 would receive the 4th quarterly payment from the Michigan 911 surcharge, formally known as State Wireless Surcharge. Tim explained the legislation regarding the Michigan 911 surcharge. This surcharge involves all devices contacting 911, not just cell phones.

As the 2010 budget is developed, Tim will be looking for funds to be placed for the 2012 radio project.

MOTION CD09-945 To receive the Budget Performance, Revenues, and Balance Sheet Reports as information.

Moved by: Visser

Supported by: Vanderberg

Carried

SUBJECT: CHECK REGISTER REPORT

MOTION CD09-946 To receive the Check Register Report as information.

Moved by: Visser

Supported by: Roesler

Carried

OCCDA DIRECTOR'S REPORT

A. Facility Update

Tim passed out Facility Financial spreadsheets. The dispatch furniture is starting to be installed. Central will start expending technology funds. Do not want to short change the technology as there will be testing and running equipment parallel at both Grand Haven and at the new facility. Mark has arranged employee

training on the new phone system and radio consoles. Mark will train employees at the new facility while testing parallel at both facilities rather than doing it classroom style . Hoping to be moved in and fully functional about mid-May.

B. FOIA Requests

Bonnie Postma handles all of Central’s FOIA requests. In 2008 Bonnie handled 302 FOIA requests. The fee has changed from a flat \$25 to actual time worked.

SUBJECT: 2009 MEETING DATES

MOTION CD09-947 To approve the dates of March 26, May 28, August 27, October 22, and December 10 for OCCDA meeting dates for 2009.

Moved by: McGinnis

Supported by: Vanderberg

Carried

SUBJECT: NET CLOCK TIME SYNCHRONIZATION (new facility)

Discussion about whether this is a sole source or preferred vendor. This is a preferred vendor. Tele-Rad was chosen because Tele-Rad has access to all of Central’s systems and has the knowledge to handle the compatibility issues between systems.

MOTION 09-948 To approve to procure the preferred vendor of Tele-Rad for the installation of the Net Clock Time Synchronization system in the amount of \$14,974.36.

Moved by: Visser

Supported by: Vanderberg

Roll Call Vote:	<u>Yes</u>	<u>No</u>
Patrick McGinnis	yes	
Gordon Schrotenboer	yes	
Soren Wolff	Absent	
Stuart Visser	yes	
Alan Vanderberg	yes	
Dave Roesler	yes	
Jim Miedema	yes	
Steven Patrick	Absent	

6 yes votes, carried

SUBJECT: CLOSED SESSION – UNION NEGOTIATIONS

MOTION CD09-949 To move to go into Closed Session to discuss Union Negotiations.

Moved by: McGinnis

Supported by: Vanderberg

Roll Call Vote:	<u>Yes</u>	<u>No</u>
Patrick McGinnis	yes	
Gordon Schrotenboer	yes	
Soren Wolff	Absent	
Stuart Visser	yes	
Alan Vanderberg	yes	
Dave Roesler	yes	
Jim Miedema	yes	
Steven Patrick	Absent	

MOTION CD09-950 To move to come out of Closed Session.

Moved by: McGinnis

Supported by: Vanderberg

Carried

SUBJECT: OCCDA DIRECTOR’S REVIEW

Tim requested the Policy Board to go into Closed Session to go over his annual review.

MOTION CD09-951 To move to go into Closed Session to discuss the Director’s Review and Contract.

Moved by: McGinnis

Supported by: Vanderberg

Roll Call Vote:	<u>Yes</u>	<u>No</u>
Patrick McGinnis	yes	
Gordon Schrotenboer	yes	
Soren Wolff	Absent	
Stuart Visser	yes	
Alan Vanderberg	yes	
Dave Roesler	yes	
Jim Miedema	yes	
Steven Patrick	Absent	

MOTION CD09-952 To move to come out of Closed Session.

Moved by: McGinnis

Supported by: Vanderberg

MOTION CD09-953 To approve the resolution for the OCCDA Director's contract for 2009, to adjust the Director's compensation and termination clauses, and adjust the vehicle allowance.

Moved by: McGinnis

Supported by: Miedema

Carried

Gord Schrotenboer thanked Al Vanderberg, Soren Wolff, Pat McGinnis for all of their hard work putting together the back ground information for this review.

SUBJECT: ADJOURNMENT

MOTION CD09-954 To adjourn the January 15, 2009 meeting of the Policy Board.

Moved by: Vanderberg

Supported by: McGinnis

Carried

Meeting adjourned at 10:45 a.m.

Next Meeting March 26, 2009, 9:00 a.m., location to be announced.