

**MINUTES**  
**OTTAWA COUNTY CENTRAL DISPATCH**  
**POLICY BOARD**  
**Central Dispatch Training Room**  
**January 17, 2013, 9:00 a.m.**

**PRESENT:** Patrick McGinnis, Ryan Cotton, Steven Patrick, Stuart Visser, Al Vanderberg, Chris McIntire, Toby VanEss

**ABSENT:** Jerry Felix

**GUESTS:** Bob Buursma for Matthew Messer, T.A.C Chair

**STAFF:** Tim Smith, Tom Valdez, Joe LaLonde, Mark Jongekrijg, Laura DeGoede

NO ADDITIONS OR CORRECTIONS TO THE AGENDA

**SUBJECT: MINUTES**

MOTION CD13-2019 To approve the December 7, 2012 Meeting Minutes of the Policy Board.

Moved by: VanEss

Supported by: McIntire

Carried

**SUBJECT: 2013 ELECTION OF OFFICERS**

**Chair**

MOTION CD13-2020 To nominate Patrick McGinnis to serve as OCCDA Policy Board Chair and close nominations with unanimous ballots cast.

Moved by: Vanderberg

Supported by: Cotton

Carried

**Vice-Chair**

MOTION CD13-2021 To nominate Ryan Cotton to serve as OCCDA Policy Board Vice-Chair and close nominations with unanimous ballots cast.

Moved by: Vanderberg

Supported by: Patrick

Carried

**Secretary-Treasurer**

MOTION CD13-2022 To nominate Toby VanEss to serve as OCCDA Policy Board Secretary/Treasurer and close nominations with unanimous ballots cast.

Moved by: Vanderberg

Supported by Visser

Carried

**SUBJECT: BUDGET PERFORMANCE, REVENUES, & BALANCE SHEET REPORTS**

Tim stated that the only thing we are waiting on is the fourth quarter payments from the State and from Allegan County expected around mid-February. These will both be placed into the 2012 Budget.

MOTION CD13-2023 To receive the Budget Performance, Revenues, & Balance Sheet Reports as presented.

Moved by: Patrick

Supported by: VanEss

Carried

Tim went over the Budget Capital Project Worksheets stating the these Budget spreadsheets are now correct with the changes that were approved at the last Policy Board meeting in December.

**SUBJECT: CHECK REGISTER**

MOTION CD13-2024 To receive the Check Register as presented.

Moved by: Cotton

Supported by: McIntire

Carried

**OCCDA DIRECTOR'S REPORT**

**Staffing**

Central is in the process of testing applicants for hire. Central will be hiring four full time and one part time dispatcher.

**Narrow Banding**

The Narrow Banding project was completed on time with the December 31<sup>st</sup> deadline. Mark will be continuing to fine tune the narrow banding with vendors over the next few months.

**Active Shooter EMD Card**

After the incident In Connecticut, it was decided for the dispatchers to use the EMD (Emergency Medical Dispatch) Pre-Arrival Active Shooter Card. This gives dispatchers guidance on what to ask callers and how to acquire and coordinate information for law enforcement.

**CLEAR Group Update & Power Point Presentation**

Tim explained how the CLEAR group originated and that it has been meeting since last May. The Governor mentioned in the State of the State address that he is planning to move forward with the Next Generation 911 in the State of Michigan. This means any device, anytime, anyplace will have the means of contacting 911 the same way all over Michigan. Tim gave a Power Point presentation showing the next steps.

**SUBJECT: 2013 STRATEGIC PLAN**

MOTION CD13-2025 To approve the 2013 Proposed Strategic Plan as presented.

Moved by: Vanderberg

Supported by: Patrick

Carried

**SUBJECT: RESOLUTION FOR TIM SMITH**

MOTION CD13-2026 To approve the Resolution for Tim Smith for 2013.

Moved by: Vanderberg

Carried

Supported by: McIntire

**SUBJECT: ADJOURNMENT**

MOTION CD13-2027 To adjourn the January 17, 2013 meeting of the Policy Board.

Moved by: Visser

Carried

Supported by: Vanderberg

Meeting ended 9:45 a.m.

Next Meeting – Joint Meeting with Technical Advisory Committee, April 25, 2013, Central Dispatch, 9:00 a.m.