

MINUTES
OTTAWA COUNTY CENTRAL DISPATCH
POLICY BOARD
Central Dispatch Training Room
January 20, 2011, 9:00 a.m.

PRESENT: Soren Wolff, Patrick McGinnis, Alan Vanderberg, Jim Miedema, Jerry Felix, Stuart Visser

ABSENT: Cam Henke, Steven Patrick

GUESTS: Bill Smith – Retiring Chair of T.A.C.
Matthew Messer – Chair of T.A.C.

STAFF: Tim Smith, Mark Jongekrijg, Joe LaLonde, Mike Muskovin, Laura DeGoede

Welcome back to Stu Visser as a member of Policy Board.

No Additions or Corrections to the Agenda.

SUBJECT: MINUTES

MOTION CD11-1042 To approve the December 3, 2010 Minutes of the Policy Board.

Moved by: Visser

Supported by: Felix

Carried

2011 ELECTION OF OFFICERS

CHAIR

MOTION CD11-1043 To nominate Patrick McGinnis to serve as Chair of the OCCDA Policy Board for 2011 and to close nominations with unanimous vote.

Moved by: Wolff

Supported by: Felix

Patrick McGinnis voted as Chair

VICE-CHAIR

MOTION CD11-1044 To nominate Soren Wolff to serve as Vice-Chair of the OCCDA Policy Board for 2011 and to close nominations with unanimous vote.

Moved by: Vanderberg

Supported by: Felix

Soren Wolff voted as Vice-Chair

SECRETARY/TREASURER

MOTION CD11-1045 To nominate Jim Miedema to serve as Secretary/Treasurer of the OCCDA Policy Board and to close nominations with unanimous vote.

Moved by: Vanderberg

Supported by: Felix

Jim Miedema voted as Secretary/Treasurer

SUBJECT: BUDGET PERFORMANCE, REVENUES, & BALANCE SHEET REPORTS

MOTION CD11-1046 To receive the Budget Performance, Revenues, & Balance Reports as presented.

Moved by: Felix

Supported by: Wolff

Carried

SUBJECT: CHECK REGISTER

MOTION CD11-1047 To receive the Check Register Report as presented.

Moved by: Wolff

Supported by: Miedema

Carried

OCCDA DIRECTOR'S REPORT

A. Audit

Board Members received an audit questionnaire with the agenda packet. 911 will be working with Grand Haven on the audit and the auditor is asking for input from Board Members.

B. Retirement Plan Discussion

Tim put together information on where employees are at with their retirement contributions.

C. Conferences

Tim stated that Mike Muskovin is representing the Michigan Chapter of NENA and is attending the NENA Technical Conference in Nashville in February. For OCCDA this will be a year in research.

D. Strategic Plan

1) With changes to the phone system, dispatchers will be able to sign on with the phone system, and from there Central will be able to get individual stats to use with the Quality Assurance program.

2) The State 911 Committee has developed minimum training standards for dispatchers. Presently this bill is hung up with Michigan Public Service Commission. Once the standards are in place, Central will coordinate the standards with the OCCDA training program.

3) Central will continue to do research for continuation of upgrading the 911 system. Mike Muskovin made note of the Narrowband Educational Sessions in three different categories, Narrowband Overview for Community Leaders, Narrowband Overview for Department Heads, Narrowband topics for License Holders. These sessions will be held in February.

4) Joe LaLonde stated that Central has another year and a half of maintenance on the mobile data system. Technical Staff will spend this year researching what Central would like do with the mobile network. The current mobile data system had been in place since 2001 and has worked well. Tim stated that between the radio, the narrow banding, and the mobile data network, Central may spend up to five million in the next two years. Recommendations will come to the Policy Board for approval.

5) a. There have been several web based enhancements for the fire agencies. Fire agencies have ability to receive run information by pager or cell phone. It is called Rip and Run which gets the information to the first responder and sends the information through the agency.

5) b. Central will not purchase the Fire House software for the fire agencies. Through a legal opinion, this is not an allowable expense with millage funds for Central Dispatch.

5) c. On OCCDA's web page, there is a tab for fire chiefs to obtain incident information throughout the county.

6) Central will be doing tower inspections as usual but also are doing a structural inspection of the Sand Dune tower to make sure it is sound.

7) Central will be looking at Health Care cost this year. The current provider will be increasing by 40%. Central will be looking at all options including a health savings account.

Al Vanderberg asked for the Strategic Plan to be not just output measures, but to include input measures providing feedback as well. Policy Board discussed this at length. Policy Board asked for a follow up report to include narrow banding chart and time lines.

SUBJECT: 2011 STRATEGIC PLAN

MOTION CD11-1048 To approve the 2011 Strategic Plan as discussed and presented.

Moved by: Miedema

Supported by: Felix

Carried

SUBJECT: MESSAGE SWITCH SERVER

MOTION CD11-1049 To approve the replacement of the Message Switch Server to be purchased through Mainline Information Systems, not to exceed \$17,576.00.

Moved by: Vanderberg

Supported by: Visser

Carried

APRIL MEETING DATE CHANGE

The Board agreed to meet Thursday, April 21, 2011 at 9:00 a.m. for the joint meeting with T.A.C. Laura will contact T.A.C. with this meeting change.

Bill Smith Retirement

Board members took turns congratulating Bill Smith on his retirement and thanking him for all of his years of hard work.

Meeting adjourned 10:06 a.m.

Next Meeting is the Joint Meeting with Technical Advisory Committee on April 21, 2011, 9:00 a.m. at Central Dispatch.