

MINUTES
OTTAWA COUNTY CENTRAL DISPATCH
POLICY BOARD
12101 Stanton, West Olive, New Facility
March 26, 2009
9:00 a.m.

PRESENT: Steven Patrick, Patrick McGinnis, Gordon Schrottenboer, Soren Wolff, Stuart Visser,
Alan Vanderberg, Dave Roesler, Jim Miedema

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

PUBLIC COMMENT: None

AGENDA ADDITIONS:

- 1) Add Audit Report for after Budget Performance, etc.
- 2) Add Proclamation for National Telecommunicator's Week for after Director's Report

SUBJECT: MINUTES

MOTION CD09-955 To approve the January 15, 2009 minutes of the Policy Board.

Moved by: Roesler

Supported by: Miedema

Carried

SUBJECT: BUDGET PERFORMANCE, REVENUES, & BALANCE SHEET REPORTS

Issues discussed: Both payments from Allegan County and State 911 Surcharge have been received
Received first reimbursement payment from PSIC grant for radio consoles
Merit Pay
T-Mobile Expense spreadsheet was passed out

MOTION CD09-956 To receive the Budget Performance, Revenues, and Balance Sheet Reports as information.

Moved by: Vanderberg

Supported by: Roesler

Carried

SUBJECT: AUDIT REPORT

The auditor was very happy with the audit. The same issue came up that OCCDA has had for a few years and that is we do not have internal audit staff. Our response is that it is more expensive to comply with this regulation than to have a call out on this item.

MOTION CD09-957 To receive the 2008 Financial Statements (Audit Report) from Vredeveld Haefner as presented.

Moved by: McGinnis

Supported by: Wolff

Carried

SUBJECT: CHECK REGISTER

MOTION CD09-958 To receive the Check Register Report as information.

Moved by McGinnis

Supported by: Patrick

Carried

OCCDA DIRECTOR'S REPORT

New Facility Budget Update

Tim gave an update of the facility construction which is on track, with landscaping to be done, fiber optics are working well, staff is going through the punch-list with Erhardt. Target date is between after Tulip Time Festival and Memorial Day. Working on finishing the radio system, phone system, and data system. Want to be careful not to rush the technology. The technology costs have been very close to the estimates. Also waiting for certification on the roof. When all is in place, dispatchers will be trained on the new consoles.

Staffing

One employee on probation was released.

All new hires have been hired as part-time dispatchers.

Mark has requested to Tim to hire two part-time dispatchers in the near future.

Employees wishing to help train new employees are being CTO certified as trainers.

Business Cell Phones

Discussion of the IRS ruling to compute added income for employees using business cell phones. Many Policy Board members dealing with the same issue.

MERS

As of February 17th the MERS contributions for 2010 will be going down 1%, and for 2011 and 2012 the funding will be flat funding with the current year.

SUBJECT: TELECOMMUNICATOR PROCLAMATION

MOTION CD09-959 To approve the proclamation for National Public Safety Telecommunicator's Week.

Moved by: McGinnis

Supported by: Roesler

Carried

SUBJECT: 2009 TAX LEVY

Robust discussion about whether to ask for the maximum tax levy with today's economy. With the 2012 Radio Project looming in the future with exorbitant cost, it is the feeling of some Policy Board members, even with saving dollars in a capital fund balance, that there will not be enough money by the time 2012 is here. Suggestion made to try to make a guess at the radio project cost with some type of performance of what 911's income will be and possibly what may have to be borrowed for the balance.

Tim stated that at the next meeting which is the joint meeting with T.A.C., Brent Williams has been asked to attend to give an overview of what is happening to the radio system on a national level. Questions can be answered.

Also Tim stated that the 2009 budget was built with the 2012 Radio Project in mind, to put excess funds into a capital fund for the radio project with the possibility of borrowing ten million on top of whatever was saved.

The 911 State Surcharge will also be used for operational uses.

MOTION CD09-960 To approve the 2009 Tax Resolution at **.4400 mils** and forward it to the County Board of Commissioners.

Moved by: Vanderberg

Supported by: Miedema

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

Motion Carried

SUBJECT: 2009 MEETING DATES

MOTION CD09-961 To approve the following meeting dates for the Policy Board for the remaining 2009 year:
May 28 – Joint meeting with T.A.C.
August 27
October 29
December 3

Moved by: Vanderberg

Supported by: Patrick

Carried

SUBJECT: T.A.C. BY-LAWS

MOTION CD09-962 To approve the revisions to the T.A.C. By-Laws as presented.

Moved by: Roesler

Supported by: Patrick

Carried

SUBJECT: AS400

MOTION CD09-963 To approve the purchase the AS400 for the present facility from Arbor Solutions, not to exceed \$82,912 which includes 5% contingency.

Moved by: Vanderberg

Supported by: Roesler

Roll Call Vote: Yes No

Steven Patrick	Yes
Patrick McGinnis	Yes
Gordon Schrotenboer	Yes
Soren Wolff	Yes
Stuart Visser	Yes
Alan Vanderberg	Yes
Dave Roesler	Yes
Jim Miedema	Yes

Motion Carried

SUBJECT: MULTI-SITE CONTROLLER (MSC-2)

MOTION CD09-964 To approve as presented, the Multi-Site Controller (MSC-2) from DataRadio as a sole source vendor, which is a component for the data radio system to coordinate all mobile data traffic for MCT use, not to exceed \$40,740.00 which includes 5% contingency.

Moved by: Miedema

Supported by: Patrick

Roll Call Vote: Yes No

Steven Patrick	Yes
Patrick McGinnis	Yes
Gordon Schrotenboer	Yes
Soren Wolff	Yes
Stuart Visser	Yes
Alan Vanderberg	Yes
Dave Roesler	Yes
Jim Miedema	Yes

Motion Carried

SUBJECT: NEW FACILITY RECORDING SYSTEM

MOTION CD09-965 To approve the NICE Inform Recording System from VanBelkum Companies for the new facility, not to exceed \$60,695.25, which includes 5% contingency.

Moved by: Visser

Supported by: Patrick

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

Motion Carried

SUBJECT: CLOSED SESSION FOR UNION NEGOTIATIONS

MOTION CD09-966 To move to go into Closed Session to discuss Union Negotiations.

Moved by: Vanderberg

Supported by: Wolff

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

MOTION CD09-967 To move to come out of Closed Session.

Moved by: Vanderberg

Supported by: McGinnis

Carried

Meeting adjourned 11:05 a.m.

Tour of New Facility

Next Meeting May 28, 2009, 9:00 a.m.
Joint Meeting with T.A.C.
12101 Stanton, West Olive