

**MINUTES**  
**OTTAWA COUNTY CENTRAL DISPATCH**  
**JOINT MEETING of POLICY BOARD**  
**and TECHNICAL ADVISORY COMMITTEE**  
**Central Dispatch Training Room**  
**April 24, 2014, 9:00 a.m.**

**PRESENT FOR POLICY BOARD:**

Patrick McGinnis, Steven Patrick, Chris McIntire, Toby Van Ess, Jerry Felix, Matthew Messer for Ryan Cotton

**ABSENT:**

Al Vanderberg, Stuart Visser

**GUESTS:**

Jim Bonamy – Grand Haven Finance

**PRESENT FOR TECHNICAL ADVISORY COMMITTEE:**

Matthew Messer, Chris McIntire, Beth Thomas-Bass, Gord VanHaitsma, Brian Sipe, Gary Dreyer, Greg Steigenga for Gary Rosema, Jeffrey Hawke

**ABSENT:**

Jim Kohsel, Warren Billett, Small Cities Vacant

**STAFF:**

Tim Smith, Tom Valdez, Joe LaLonde, Mark Jongekrijg, Laura DeGoede

**POLICY BOARD**

No Additions or Corrections

No Public Comment

**SUBJECT: MINUTES**

MOTION CD14-2061 To approve the January 16, 2014 Meeting Minutes of the Policy Board.

Moved by: McIntire

Supported by: Van Ess

Carried

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

Tim stated that the budget is on track. Central received the annual transfer from Ottawa County, slightly lower than expected. The Headley Act will probably trigger next year. Allegan County's surcharge is back at 2008 levels.

Jim Bonamy mentioned that the reports are still at the 2013 levels. Once the Policy Board has received the audit report, then the statements will be rolled over to the full current fiscal year.

MOTION CD14-2062 To receive the Budget Performance, Revenues, & Balance Sheet Reports as presented.

Moved by: Van Ess

Supported by: Patrick

Carried

**SUBJECT: CHECK REGISTER**

MOTION CD14-2063 To receive the Check Register Report as presented.

Moved by: Patrick

Supported by: Van Ess

Carried

**OCCDA DIRECTOR'S REPORT**

**A. New World CAD / Records / Mobile Client Project**

Tim stated the project is on track using the project management methodology coordinating with Joe. The servers are here and currently working on GIS and synchronizing that. After the meeting today, the Training Room will be set up as a computer lab until our projected Go-Live date for the fourth quarter of 2014.

**B. SMART 911 Update**

Central had a media kick off for SMART 911. Central receives measurements in 30-day increments by zip codes of how many have signed up. On March 3, 2014 we had about 200, 30 days later we had 1200 plus. Tim and Tom and the partner groups have done 24 community presentations and nine releases which include print, video and television.

In addition Barry County will be starting SMART 911 May 1, 2014. In Lansing between the Sheriff and the State Police – there is a line item built in the budget to help get SMART 911 state wide. The Lieutenant Governor's wife has come up with seed money for this project.

This is truly a piece of Next Generation 911.

**C. Modem Replacement**

The modems will be completed by July. The modems give us the availability not only to have SMART 911 data at the dispatcher's screen but also out in the field.

**D. Texting to 911**

At the federal level the telephone companies and major carriers are under some guidelines to have the availability of texting to 911 functional, sometime in May. There are three test sites in the country. Some of the issues are 1) how do you handle those types of calls, 2) when does the call start and end, 3) how much time does that add to processing a call from our end.

We are working with the the State 911 Office on public education campaigns. National organizations have found in the areas that have open up to texting that there is very low traffic in part because it can

become cumbersome. One decision has been made if this rolls out in Michigan that texting will be on a county wide basis so citizens will have one spot to call.

The time line for the telcos is May and that is an FCC issue. The deployment at the state level will happen sometime this year, but Tim doesn't have a date yet.

**E. School Panic Radio Pilot Program**

Central has been working with the Sheriff Department, the school districts through the superintendents and Motorola to do a pilot program that will be for the schools to have a panic radio. The panic radio will be initially in each school district where they will have one radio with a panic button that will alert us at Dispatch if there is something bad going down. One idea that Central is going to take to the superintendents is to have every teacher sign up for SMART 911 and enter in their classroom and building in case there is an issue. This information will of course go to the first responders as well.

There is also an effort to have the Panic Radio Program be state wide.

**F. Active Shooter Protocol Update**

Technically we don't have an Active Shooter Protocol to date. Tom has been working with law enforcement and the fire group to figure out what our response should be here at Dispatch. We have attended the training provided by law enforcement for Dispatch and for the fire departments. There are several different incident types in our current CAD system, but nothing that says this is an active shooter. We hope to have something in place soon.

**G. Fillmore Radio Tower Discussion**

There was a meeting yesterday about the Fillmore Tower – who actually owns it, who has which equipment on it, who has responsibilities. Central and Ottawa County have looked through every document trying to find an agreement. No agreement is found. Both parties are getting together on creating an establishing agreement for the tower showing the owners, we are part owners.

**H. Swatting Incident**

Tim emailed everyone about the Swatting Incident at Zeeland Police Department. The call came through a non-emergency line at Zeeland Police. While Dispatch was getting information from Chief Olney it was determined that the call was a hoax. This is currently a felony if the person is caught.

**State Parks**

Jerry Felix brought up issues with the State Parks. Tim stated that he will be involved with a meeting to talk about coverage with Central Dispatch staff, medical control representatives, folks from the 800 radio system, the local representative from DNR as well as the Lansing representative from DNR. This issue is from the EMS laws from the state level. There is a meeting the week of May 19<sup>th</sup> and Tim will relay any information to the Policy Board.

**Additional Meeting**

Pat McGinnis suggested having a separate meeting for the Board Members and Tim Smith to meet to go over business strategy of Central Dispatch. Pat will be getting ahold of board members for this meeting.

**2013 FINANCIAL AUDIT**

Tim stated for the future he will have Jim Bonamy send the audit electronically to him and then we will email it out to the Board. Next year we will also put the audit on our website.

Jim Bonamy explained the audit page by page to everyone.

Discussion: about restricted and unrestricted funds. Policy Board decided to put this issue on the agenda of the next meeting.

**2014 TAX LEVY**

MOTION CD14-2064 To approve the 2014 Tax Resolution at the maximum allowable mils and forward to the County Board of Commissioners.

Moved by: Patrick

Supported by: Van Ess

<u>Roll Call Vote:</u>	<u>Yes</u>	<u>No</u>
Matt Messer for		
Patrick McGinnis	Yes	_____
Ryan Cotton	Yes	_____
Steven Patrick	Yes	_____
Stuart Visser	Absent	_____
Alan Vanderberg	Absent	_____
Chris McIntire	Yes	_____
Toby Van Ess	Yes	_____
Jerry Felix	Yes	_____

Six Yes Votes, Two Absent

**TECHNICAL ADVISORY COMMITTEE**

**SUBJECT: MINUTES**

MOTION CD14-316 To approve the Minutes of the February 11, 2014 Meeting of the Technical Advisory Committee.

Moved by: McIntire

Supported by: Van Haitsma

Carried

**COMMITTEE REPORTS**

**A. 1) Emergency Management**

Beth stated that she is working on updating the county emergency plan. One area is how does Emergency Management work with Incident Command. She is working with people from the State who have implemented an interface between the two and to see what this will mean for Ottawa County.

## **2) Technology**

The EOC will be receiving grant funded technology so there will be some changes.

## **3) Notification System**

The EOC has purchased and is being implementing a notification system for the county. This will also include IPAWS which is the government's availability to send alerts to cell phones. Beth confirmed with Matt that this could be used for a missing child and the system would zero in on a specific area to put out messages. Other states have used this for Amber Alerts. Beth will let everyone know the procedures about this system once it is fully implemented.

## **4) Damage Assessment Software**

Beth stated how fortunate Ottawa County was this year with the way the snow melted, we did not have a lot of flooding like last year. The EOC has been working with the GIS department within IT. They have a software program that has the capability to upload damage assessment, data, and photos to map it out within Ottawa County. This way the EOC has documentation to show those who come through to inspect a week or two later.

## **5) PA34 2013**

Beth stated that PA34 2013 passed and there has been 2.3 million appropriated to Michigan State Police Emergency Management Homeland Security Division. MSP can reimburse up to half of the 25% match that will be required of claims submitted last year.

## **6) Ice Storm**

There was a significant ice storm December 22 & 23, 2013. One million dollars has been appropriated to assist in damage and debris removal.

### **B. FIRE SOP**

Fire SOP did not meet April 16. The committee will be rescheduling.

### **C. LAW ENFORCEMENT SOP**

Next Meeting May 16, 2014

### **D. RADIO**

April 8, 2014 meeting cancelled. The committee will be rescheduling.

### **E. AD HOC MEDICAL COMMITTEE**

Tim stated Central has be working with Dr. Heidel from the Health Department regarding body removals. The idea of working with funeral homes did not work. There is approval from the county board for body removals with the crematorium in Muskegon called DJ Transportation starting June 1, 2014, 8:00 a.m. Greg Steigenga stated the agreement specifies professionalism, the equipment used, and response times. If this doesn't work, this issue will be re-visited. Tim will send out contact information as soon as he receives it.

## **ROUND TABLE**

None

**SUBJECT: ADJOURNMENT**  
Meeting Adjourned 10:08 a.m.

MOTION CD14-317 To Adjourn the April 24, 2014 Joint Meeting of the Policy Board and the Technical Advisory Committee.

Moved by: McIntire

Carried

Supported by: Sipe

Next Policy Board Meeting, September 25, 2014, 9:00 a.m. Central Dispatch

Next Technical Advisory Committee Meeting, September 16, 2014, 1:30 p.m. Central Dispatch