

**MINUTES**  
**OTTAWA COUNTY CENTRAL DISPATCH**  
**Joint Meeting of POLICY BOARD & TECHNICAL ADVISORY COMMITTEE**  
**Central Dispatch Training Room**  
**April 25, 2013, 9:00 a.m.**

**PRESENT FOR POLICY BOARD:**

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

**PRESENT FOR TECHNICAL ADVISORY COMMITTEE:**

Matthew Messer, Roger DeYoung, Greg Steigenga for Gary Rosema, Jeffrey Hawke, Jim Kohsel, Warrant Billett, Chris McIntire, Gord VanHaitsma

**ABSENT:**

Gary Dreyer, Fire North Representative (will be replaced at Fire Chief's meeting in May, Rick Nuwill retired)

**STAFF:**

Tim Smith, Tom Valdez, Joe LaLonde, Laura DeGoede

**GUESTS:**

Jim Bonamy – Grand Haven Finance

**POLICY BOARD:**

**NO PUBLIC COMMENT**

**AGENDA ADDITIONS:**

Tim Smith added Ambulance Service Districts before the Director's Report.

**MINUTES**

MOTION CD13-2028 To approve the January 17, 2013 Meeting Minutes of the Policy Board.

Moved by: Van Ess

Supported by: McIntire

Carried

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

Tim mentioned that the Millage came through and is not yet reflected on the Balance Sheet. Also the 19 cent fee on all phone devices will be changed to be collected at the point of sale to help capture state 911 fees.

MOTION CD13-2029 To receive the Budget Performance, Revenues, & Balance Sheet Reports as presented.

Moved by: Vanderberg

Supported by: Visser

Carried

## CHECK REGISTER

Tim mentioned that Central had work done on the Sand Dune tower. We need to keep maintenance current on the Sand Dune tower because it is on a sand dune and most likely we will not be able to build another replacement tower on a sand dune in the future.

MOTION CD13-2030 To receive the Check Register Report as presented.

Moved by: Van Ess

Supported by: Patrick

Carried

## AMBULANCE SERVICE DISTRICTS

Much discussion about municipalities wanting to change their ambulance service. This issue will be given to TAC and come back with a recommendation to Policy Board. Tim will email out the court rulings to everyone for their review.

## AMBULANCE DISTRICT CHANGE

MOTION CD13-2031 To approve the request from Jamestown Township, Hudsonville City, and Georgetown Township for changing from AMR to LIFE ambulance for their districts; to send the ambulance district change process to the Technical Advisory Committee for their review and recommendation back to Policy Board.

Moved by: Vanderberg

Supported by: McIntire

Carried

## OCCDA DIRECTOR REPORT

### A. Staffing

We have two new supervisors, former dispatchers Jen VanderStelt and Deb Malone. One former supervisor retired and another moved down South to be with her family. Dispatcher Sue Clark retired. She had been a dispatcher since 911 opened. Another dispatcher moved to Maine. The new trainees are still in training.

### B. 911 Goes to Washington

Tim was with a group of six other people from Michigan to meet with legislature representatives to give understanding of Next Generation 911. It was very successful.

On a national level 911 is trying to become recognized as a stand-alone profession in order to be eligible for grant money without being affiliated with fire service or law enforcement. This was very well received.

Since the mass shooting in New Town Connecticut, Tom and Tim and supervisors have met with the Sheriff Department to go over what everyone's role would be in an Active Shooter situation. The dispatchers have also attended in-services going over these steps with Sgt. Wise and Lt. Hoeksma.

### C. Communications Issues Identified from the Boston Marathon Bombings

When the bombings went off at the Boston Marathon, the cell phones were turned off so detonation of any more bombs wouldn't work. We are looking at our old mobile data system with 25K as a possible source of a back-up network. If our cell phones were shut down we would lose our ability to use the MCTs, a technical issue that needs to be addressed.

**D. CAD Study Group**

Joe stated that the Steering Committee has met two times. The committee is trying to narrow down possible vendors which have been contacted and have forwarded literature to us. The next step is to meet with the sub committees in May. We are developing a short questionnaire for the individual users and from those responses we will develop essentials of what is desired to keep and what is desired to change for the new system. The committee is planning on having vendor presentations and demonstrations here at Dispatch in June and July, from there discussion of site visits. Hopefully by mid-summer the CAD group will have an idea of what products are best and where they are going. At the next TAC meeting we will be bringing what we have for approval for a recommendation to the Policy Board in December. Central is looking at 1.5 to two million in cost. Tim will be emailing updates as we go along.

**2013 TAX LEVY RESOLUTION**

MOTION CD13-2032 To approve the 2013 Tax Resolution at the maximum allowable mils and forward to the County Board of Commissioners.

Moved by: Patrick

Supported by: Visser

Roll Call Vote:

Yes

No

Patrick McGinnis	Yes
Matt Messer for Ryan Cotton	Yes
Toby Van Ess	Yes
Jerry Felix	Yes
Steven Patrick	Yes
Stuart Visser	Yes
Alan Vanderberg	Yes
Chris McIntire	Yes

**LEIN / NCIC ADVANCED AUTHENTICATION**

Joe explained this mandatory requirement from the State of Michigan where every officer that uses LEIN on their PC will have to give two more passwords in order to use LEIN. This added security will be implemented over the summer and has to be completed by September 13, 2013.

MOTION CD13-2033 To approve the purchase of Talon Authentication Matrix “grid” software and services for CORE Technologies as presented to be compliant with the U.S. Dept. of Justice CJIS and the State of Michigan LEIN.

Moved by: Van Ess

Supported by: McIntire

Carried

**OTTAWA COUNTY CENTRAL DISPATCH PERSONNEL POLICIES**

MOTION CD13-2034 To approve the updated Ottawa County Central Dispatch Personnel Policies as presented.

Moved by: Venderberg

Supported by: Felix

Carried

**TECHNICAL ADVISORY COMMITTEE:**

**MINUTES**

MOTION CDD13-607 To approve the February 14, 2013 Minutes of the Technical Advisory Committee.

Moved: Kohsel

Supported by: DeYoung

Carried

**COMMITTEE REPORTS**

**A. Emergency Management**

Greg Steigenga thanked Dispatch for helping to serve as the connect point for Emergency Management to get sand bags to the fire departments and then to those who needed them.

Warren stated that Emergency Management has also been working with the patrol authority for a large scale exercise which was scheduled for June but has been pushed back at this time.

**B. Fire SOP**

Gord Van Haitisma went over the minutes of the last Fire SOP meeting. Items discussed at the meeting were dive team progress, ten minute incident timer, active shooter, implementing a fire code for emergency to the fire fighter.

Tim Smith stated that there was discussion about MABAS regarding how fire services are to be dispatched on an incident. It needs to be either by station dispatching or unit dispatching but it cannot be both.

**C. Law Enforcement SOP**

Next Meeting 16, 2013

**D. Radio**

Tim mentioned that shelters at the Zeeland and Allendale towers have been replaced. Hopefully everything will be done by next week.

**ROUND TABLE**

**ADJOURNMENT**

MOTION CD 13-608

MOTION CD13-2035 To adjourn the Joint Meeting of the Policy Board and the Technical Advisory Committee.

Moved by: McIntire

Supported by: Visser

Carried

Next Policy Board Meeting: September 26, 2013, Central Dispatch, 9:00 a.mn

Next Technical Advisory Committee Meeting: September 17, 2013, Central Dispatch, 1:30 p.m.