

**MINUTES**  
**OTTAWA COUNTY CENTRAL DISPATCH**  
**POLICY BOARD**  
**Central Dispatch Training Room**  
**December 3, 2009**  
**9:00 a.m.**

**PRESENT:** Patrick McGinnis, Gordon Schrotenboer, Soren Wolff, Alan Vanderberg, Dave Roesler, Jim Miedema

**ABSENT:** Jerry Felix, Steven Patrick

**GUESTS:** Warren Billett for Bill Smith – T.A.C. Representative

**STAFF:** Tim Smith, Joe LaLonde, Mike Muskovin, Laura DeGoede

**SUBJECT: REVISED AGENDA**

Tim passed out a revised agenda, different from what had been emailed to the Board.

MOTION CD09-988 To accept the revised agenda.

Moved by: Vanderberg

Carried

Supported by: Roesler

**PUBLIC COMMENT**

None.

**SUBJECT: MINUTES**

MOTION CD09-989 To approve the October 29, 2009 Minutes of the Policy Board meeting.

Moved by: Miedema

Carried

Supported by: Vanderberg

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

**A.**

MOTION CD09-990 To approve the 2009 Budget Amendments as highlighted in the Budget Performance Report.

Moved by: McGinnis

Carried

Supported by: Roesler

**B.**

MOTION CD09-991 To receive the Budget Performance, Revenues, and Balance Sheet Reports as information.

Moved by: Vanderberg

Carried

Supported by: Roesler

**SUBJECT: CHECK REGISTER REPORT**

MOTION CD09-992 To receive the Check Register Report as information.

Moved by: Miedema

Carried

Supported by: Vanderberg

**OCCDA DIRECTOR'S REPORT**

**A. MCT Update**

Mike Muskovin gave an MCT update. The MCTs are being tested by the Ottawa County Sheriff Department and Holland Police. At present, there is one more rotation of MCTs. The RFP will go out on December 14 and received back by January 11, 2010 for the Radio Committee to go over. Recommendation will be given to T.A.C. and then to Policy Board for approval.

**B. 2010 Strategic Plan**

Tim stated that the adjustments were entered into the 2010 Strategic Plan – have included what is measurable – In-Services, QA's, and answering 911 calls within 10 seconds. There are not any national standards for dispatch centers. There is a recommendation from NENA, APCO, the State 911 Committee to set minimum standards for dispatchers.

Future Projects:

- Recommendation from TAC to explore Fire House software.
- Evaluating one site for the entire county for Silent Observer.
- Working with the Courts and Law Enforcement regarding panic alarms in the courtrooms. Courts include Hudsonville, Holland, and Grand Haven. Will be set up similar to pier alarms.

**C. OCCDA Awards**

Awards Ceremony Monday, December 21, 2009 4:00 p.m.

Coffee and cake reception will include those honored at the APCO Awards.

2009 OCCDA Dispatcher of the Year Award – Jennifer VanderStelt

Length of Service Awards – 10 Years of Service

Sheila Hyde – Supervisor

Jennifer Rasch – Supervisor

Peter Quick – Part Time Dispatcher

Mark Jongekrijg – Deputy Director

Joseph LaLonde – IT Manager

There will be a Family Open House for employees and their families December 21 & 23, 2009.

There will also be an Open House in January to invite county officials.

**SUBJECT: 2010 MEETING DATES**

MOTION CD09-993 To approve the 2010 Meeting Dates for Policy Board.

Moved by: Roesler

Supported by: Miedema

Carried

**SUBJECT: T.A.C. RE-APPOINTMENTS**

MOTION CD09-994 To approve T.A.C. re-appointments approved at the December 1, 2009 T.A.C. meeting:

To approve the two-year re-appointment of Roger DeYoung for small cities police, as recommended by the Ottawa County Law Enforcement Executive Committee.

To approve the two-year re-appointment of Rick Nuvill and Gary Dreyer for fire north agencies, as recommended by the Ottawa County Fire Chief's Association.

To approve the two-year re-appointment of Gordon VanHaitsma and Jim Kohsel for the fire south agencies, as recommended by the Fire Chief's Association.

To approve the two-year re-appointment of Warren Billett for ambulance agencies, as recommended by LIFE, AMR, and NOCH Ambulance Companies.

Moved by: McGinnis

Supported by: Wolff

Carried

**SUBJECT: RECOMMENDATION FOR GENERAL GROUP EMPLOYEES FOR 2010**

Effective December 27, 2009, (date is set with payroll dates) 2010 changes for the General Group Employees include:

2% Salary Increase.

Employee medical contribution increased from 9% to 9.5%.

- Employees who do not participate in or are not eligible for the Physical Fitness program will pay 20% plus 9.5% of the medical contribution.

Place incumbent IT Manager at Grade 5, Step 7.

- Future IT Managers will be placed in Grade 5.

Much discussion between Board members about government entities in Ottawa County not having any raises in wages. Soren Wolff stated that he felt we have tough times ahead. Many reductions in property values.

MOTION CD09-995 To approve the recommendation for the General Group Employees regarding compensation and wages for 2010.

Moved by: Vanderberg

Supported by: Miedema

Roll Call Vote

Yes

No



Roll Call Vote	<u>Yes</u>	<u>No</u>
Jerry Felix	Absent	
Steven Patrick	Absent	
Patrick McGinnis	Yes	
Gordon Schrotenboer	Yes	
Soren Wolff	Yes	
Alan Vanderberg	Yes	
Dave Roesler	Yes	
Jim Miedema	Yes	

6 Yes Votes, 2 Absent, Carried

Meeting adjourned 10:07 a.m.

Next Policy Board meeting January 28, 2010, 9:00 a.m., Central Dispatch