



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, January 8, 2013 at 3 p.m.

Law Library Conference Room - Calhoun County Administrative Building

The meeting was called to order by Chairman Frank Peterson at 3:00 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Frank Peterson, Chairperson
Brent Williams, City of Marshall
Sheriff Matt Saxton, Calhoun County Office of the Sheriff
Susan Baldwin, City of Battle Creek
Lt. Jim Coleman, Michigan State Police
Mike Herman, City of Albion
Ken Tuschiyama, City of Battle Creek
Jeff Albaugh, Township Association

Directors Excused: Steve Frisbie, Calhoun County Commissioner

Others Present: Jeff Troyer
Jill Fish
Richard Lindsey

ORGANIZATIONAL MEETING for 2013

Matt Saxton nominated Frank Peterson to serve as the Chairperson for the Calhoun County Consolidated Dispatch Authority and requested a unanimous ballot be cast. The motion was seconded by Brent Williams.

All in favor

Motion approved

A motion was made by Susan Baldwin to nominate Matt Saxton as the Vice Chairperson for the Calhoun County Consolidated Dispatch Authority and requested a unanimous ballot be cast. The motion was seconded by Mike Herman.

All in favor

Motion approved.

AGENDA APPROVAL

A motion was made by Brent Williams to approve the January 8, 2013 CCCDA Governing Board agenda as presented. This motion was seconded by Susan Baldwin.

All in favor

Motion approved

MEETING MINUTES

A motion was made by Mike Herman to accept the December 11, 2012 CCCDA Governing Board minutes as presented. The motion was seconded by Susan Baldwin.

All in favor

Motion approved

PUBLIC COMMENT

None

CONSENT AGENDA

The following items were listed on the Board's consent agenda:

1. Excuse Absent Board Members
2. December 2012 Check Register
3. 2012 Year-to-Date Budget Performance Report
4. 2012 Year-to-Date Statistics
5. Quality Assurance Reports
6. Affidavit/Proof of Publication – 2013 Budget Hearing (place on file)

A motion was made by Ken Tuschiyama to approve the January 2013 Consent Agenda as presented. The motion was seconded by Matt Saxton.

All in favor.

Motion approved

REPORTS

Technical Advisory Committee

Two confirmed Conflict Resolution forms were submitted since the December CCCDA board meeting. Both were founded complaints, and were addressed with corrective actions. There were three Conflict Resolution forms received from Battle Creek Police Department officers regarding the 800 MHz system going down during the last week of November 2012. Jeff indicated that there was nothing we can do about this kind of an issue other than calling NCC in Lansing to report the problem. CCCDA does not control the MPSCS 800 MHz radio system. Jeff is going to be suggesting an end user

policy change for agencies using the 800 MHz system so that they will know what to do when the 800 MHz system goes into multi-site trunking.

Mike Herman asked if the TAC committee had received any complaints from Albion DPS staff. Jeff stated that Scott Kipp attends most of the TAC meetings and that Scott doesn't wait for a TAC meeting if he has an issue, complaint or problem. Mike indicated that there was some talk at Albion DPS about radio reception. Jeff indicated that this is a known issue and will be resolved as part of the VHF system improvements this year.

Executive Director's Report

Richard Feole was selected as the new Deputy Director for CCCDA. Rich will be starting on January 28, 2013. There were a number of great candidates who applied for the Deputy Director position. Phyllis Fuller, Director for Barry County Central Dispatch, Kim Grafton, CCCDA Dispatch Supervisor, and Frank Peterson participated on the oral interview panel. Jeff noted that Richard has been the Director of the Mason-Oceana Central Dispatch Center for seven and a half years.

On December 12, 2012 oral panel for dispatch hiring took place. Out of those interviews, four individuals were selected to move forward to conduct observations sessions. Three individuals from the four candidates have been offered tentative employment offers. Two of the individuals have a start date of January 22, 2013 and the third person will be starting on January 28, 2013.

Jeff noted that he'd received an e-mail complaint on December 26, 2012 from Mickey Kingsley who advised that when she called 9-1-1 she received a recording three times in a row. Jeff contacted Ms. Kingsley to advise her that she should not receive a recording from our dispatch center when she calls 9-1-1. In doing some further investigation with Ms. Kingsley, Jeff found that she received the auto-attendant for the administrative phone number. Ms. Kingsley's service provider is Starlight Communications who are, evidently, sending their customers 9-1-1 calls to administrative telephone numbers instead of routing them via 9-1-1 trunk lines. The State of Michigan has no record of this company serving as a CLEC. Ms. Kingsley understands that her service provider should not be routing her 9-1-1 call to our administrative telephone lines. Jeff has asked Ms. Kingsley for a copy of her Starlight Communications bill and will continue to work with the MPSC and the State 911 Office in an attempt to resolve this with the provider.

Jill and Jeff are scheduled to meet with the County Clerk regarding warrant entries and Jeff will report back to the CCCDA board on the meeting results.

Jeff has submitted a grant request to the Firekeepers Local Revenue Sharing Board (FLRSB) for \$69,771. This would pay for the hardware portion of the new CAD & MCT Software that we're working to procure. The FLRSB will be meeting on Friday January 11, 2013.

Jeff advised that after the Sandy Hook Elementary School mass shooting, he asked Richard Lindsey to contact the Calhoun County Intermediate School District's legal counsel to get an update on school

camera surveillance agreement. Richard did reach out to the ISD's attorney but CCCDA has not heard back.

Jeff sent a memorandum to all CCCDA public safety end users on December 18, 2012 about CAD Incident Numbers versus CAD Report Numbers and it was discussed at the TAC meeting on December 19th. As of January 1, 2013, CCCDA will be activating the CAD Report Numbering System to be used for all end user agencies. Some agencies currently use this sequential numbering system but some use the CAD Incident Numbering System as well. This change was implemented to better account for CCCDA statistics without impacting the local agency reporting. Jeff advised that Tina worked diligently with Steve Angus at the Battle Creek Police Department to assure that data going through the City's AS400 system would reflect CAD Report Numbers. All agencies were advised, in the memorandum, that their individual RMS vendors should be contacted prior to the January 1, 2013 start date to assure that their RMS systems will be able to identify the CAD Report Number instead of the CAD Incident Numbers.

OLD BUSINESS

Public Safety System Update

Jeff noted that he's meeting every couple weeks with Battle Creek City and Calhoun County Officials with regards to the Public Safety System. The City and County infrastructures are currently being investigated by their consultant to determine where the RMS end will be hosted.

NEW BUSINESS

TAC Recommendation to Install, Record, and Monitor D&C

Jeff received a request from the City of Battle Creek's Emergency Services Manager, Mike McKenzie, with regards to the activation of the Battle Creek siren system. When CCCDA narrowbanded the VHF system, a single Siren activation frequency was implemented county-wide and CCCDA eliminated D&C from the communications plan because it did not serve a primary dispatch purpose. Jeff advised Mike that activation of the Battle Creek area sirens could still be activated by CCCDA if the City so chooses but CCCDA would use their own Siren Activation Frequency to do so. Jeff invited Mike to the December TAC meeting but Mike was not in attendance to discuss this issue. Larry Hausman made a request at the TAC meeting that D&C be installed into the CCCDA radio system. Chief Hausman stated that he would like to have the D&C frequency recorded and monitored by CCCDA dispatch staff. Larry stated that the Battle Creek sirens could be activated on D&C and that Larry would also use the D&C frequency as a backup frequency for the Battle Creek Fire Department. Brent indicated that Larry's request would change the entire picture for the county wide VHF improvement plan that Jeff and him have been working on. This year \$300,000.00 was authorized by the board to begin implementing the VHF improvement plan but even that plan doesn't include D&C. Jeff stated that this issue came to the forefront at the TAC and he believes that the issue with the Battle Creek siren system needs to be addressed separately from Larry Hausman's request for D&C be installed, monitored and recorded at CCCDA. Frank recommended that TAC discuss and evaluate sectional

activation of emergency warning sirens. Jeff noted that if TAC recommends sectional activation, there will be some reprogramming costs for CCCDA to consider but they will be minimal.

Brent discussed the current VHF radio system in Calhoun County. Brent advised that the National Fire Protection Association (NFPA) recommends that when firefighters are on the scene of a fire that those firefighters switch to a simplex radio system to assure that all firefighters at the fire scene can communicate from portable radio to portable radio. Susan asked if other counties in Michigan follow the NFPA best practices of using simplex radio frequencies at fire scenes. Brent advised that the majority of the dispatch centers require FD's to use simplex/tactical frequencies at fire scenes. Jeff advised he contacted surrounding dispatch centers (Hillsdale, Eaton, Barry, Kalamazoo Integrated Dispatch, and St. Joseph Central Dispatch) to conduct a survey as to what they were doing. All centers have tactical channels and most of the FD's use them for on-scene communications; some dispatch centers require it. There are a few FD's (at various centers) that remain on a duplex or repeated channel but the dispatch centers are not responsible for monitoring on-scene fire traffic. Jeff stated that once a fire department arrives on scene, initially they stay on the primary channel to provide all incoming units a size up (or update) and until incident command is established. Once command is established, on scene communications switches to a tactical frequency. Brent noted that as part of the narrowband conversion, CCCDA licensed four simplex (tactical) VHF frequencies at the request of the FD's. However, after these channels were implemented, most FD's refuse to use them because they are not monitored or recorded. Ken Tsuchiyama advised that he would like to see the siren activation system be addressed by the TAC committee before any discussion takes place regarding using D&C for a backup fire frequency. Jeff advised Ken that Battle Creek has the choice whether or not they want CCCDA to activate their sirens. There are other municipalities that have sirens that CCCDA does not activate. This is not CCCDA's fault but rather a choice by the municipality. CCCDA has met our obligation as an early warning activation point by implementing a frequency and tone set by which we will activate Emergency Warning Sirens. These specifications have been released to all municipalities/agencies on multiple occasions in the form of Emergency Warning Siren Activation memorandums.

Frank asked if anyone wanted to make a motion to send the D&C and Siren issue back to the TAC for further review. Jeff Albaugh made a motion to table these issues and send them back to the TAC to evaluate, discuss, and recommend operational and financial obligations before sending it back to CCCDA. Matt Saxton seconded this motion.

All in favor

Motion approved

Lifecare Ambulance – Request for copy of GIS Dataset

Jeff Troyer advised that LifeCare ambulance has requested to get a copy of our GIS data set and to waive any fees associated with copying this data. Jeff indicated that this was the first request that CCCDA has received of this nature. A discussion was had by board members about what's included in the data set.

Ken Tsuchiyama made a motion that CCCDA Board supports LifeCare request to receive GIS data set from CCCDA, and that any fees for receiving this data would be waived. Matt Saxton seconded this motion.

All in favor
Motion approved

Audit Requirements for 911 Surcharge Monies

Troyer advised that the State 9-1-1 Office was audited by the State Auditor General. The Auditor General's Office reported that the State 9-1-1 Office did an insufficient job of making sure local PSAPs were spending 9-1-1 surcharge funds appropriately. A set of guidelines was sent out by the State 9-1-1 office via email. These guidelines state that auditors must sign off on all 9-1-1 surcharge fund expenditures at each PSAP. Jeff received a call from Dave Fisher at Rehmann Robson advising of the new audit requirements. Dave stated that the guidelines from the State 9-1-1 office would cost CCCDA an additional \$1,000 if our auditor does an extra sampling of CCCDA surcharge dollar expenditures. Brent indicated that the State was pushing this issue down to the individual PSAPs so that the State auditors don't have to come to the individual PSAPs to audit the additional samplings. If the CCCDA board chooses not to pay the additional \$1,000, there is nothing in the State statute that would lead to surcharge dollars being withheld from our PSAP. Mike Herman asked what the additional \$1,000 charge would cover. Was the auditor going to do additional sampling or was it simply for them to sign off on the additional certification? The board recommended Jeff contact Rehmann Robson and attempt to negotiate a lesser cost for the additional audit requirements.

Jeff Albaugh made a motion to table this issue. Mike Herman seconded the motion.
All in favor
Motion approved.

PUBLIC COMMENT

None

Mike Herman noted that he will not be at the February or March 2013 CCCDA board meetings

Chairperson Peterson adjourned the meeting at 4:08 p.m.