

Allegan County

911 Policy & Procedural Board



911 Central Dispatch Center
3271 – 122nd Avenue
Allegan, MI 49010
269-673- 0316 Main Office
269- 686-5211 Main Fax

Dean Kapenga, Chairman
Brandon Weber, Vice Chairman

911 POLICY & PROCEDURE BOARD MEETING - Minutes

Mike Larsen
Under Sheriff
Co. Sheriff's Representative

Dean Kapenga
County Commissioner

Robert J. Sarro
County Administrator

Pam Crandle
Citizen Representative

Jim Pitsch
Salem Township
Co. Twp. Association
Representative

F/LT Keith Disselkoen
Wayland State Police Post
MSP Representative

Vicki Maguire
American Medical Response
EMS Representative

Markie McGowan
Life EMS
Medical Control
Representative

Dennis Wilkins
GLPS Director Tribal
Gun Lake Tribe
Representative

Jay Gibson
Allegan City Police
City Police Chief
Representative

Chief Dave Haverdink
Hamilton Fire Dept.
West Side Fire Services
Representative

Chief Brandon Weber
Otsego Fire Dept.
East Side Fire Services
Representative

Jane Verplank
Elected Gov't
Representative

July 19, 2022 – 10AM

Human Services Building, Zimmerman Room – 3255 122nd Avenue

CALL TO ORDER: 10:03 am by D. Kapenga.

PRESENT: Dean Kapenga, Rob Sarro, Brandon Weber, Mike Larsen, Pam Crandle, Markie McGowan, Keith Disselkoen, Jay Gibson, Dave Haverdink, Vicki Maguire, Dennis Wilkins, Jane Verplank, Jeremy Ludwig, Whitney Wisner, Shannen Chamberlain, and Greg Janik.

APPROVAL OF MINUTES: Motion to approve the minutes made by D. Wilkins. Support by B. Weber. All in favor, motion carried.

ADDITIONAL AGENDA ITEMS: Change of day for siren testing and West Side Collaborative Drone Program added by Director Ludwig. Motion to accept the additional agenda items made by D. Haverdink. Support by D. Wilkins. All in favor Motion carried.

APPROVAL OF THE AGENDA: Motion to approve the agenda with additions made by J. Verplank. Support by V. Maguire. All in favor, motion carried.

COMMUNICATIONS:

PRESENTATIONS:

DIRECTOR REPORT: J. Ludwig shared report with the Board. Motion to have the County Administrator, M. Larsen, B. Weber, and G. Janik schedule a meeting with Emergency Manager S. Corbin for the purpose of discussion and further understanding concerning schools that have radio coverage issues in their buildings by R. Sarro. All in favor. Motion carried.

ACTION ITEMS:

1. EMD Pilot Policy:

SUMMARY: Work has been completed by the 911 Policy & Procedure Board subcommittee established to evaluate the EMD Pilot Policy. The developed policy has been attached.

RECOMMENDATION: Approve newly developed pilot policy based on work completed by the 911 Policy & Procedure Board subcommittee established on April 19, 2022. To be evaluated August 1 – October 18 and brought back to the 911 Policy & Procedure Board for further consideration of permanent adoption as outlined in the attached resolution.

-Motion to approve the EMD pilot policy effective August 1st and to be brought back to the Board for consideration of permanent adoption as outlined in the attached draft EMD Order of Dispatch Resolution on

October 18th, made by D. Haverdink. Support by V. Maguire. Motion carried by roll call vote.

Yeas: 11

Nays: 0

DISCUSSION ITEMS:

1. Quarterly Report:

-Presented for questions by J. Ludwig.

2. Attendance:

- Allegan County 911 Policy & Procedure Board members are expected to attend each quarterly meeting. If a member has two meeting absences during a calendar year, the Board may, at their discretion, recommend the member for removal and replacement by the Allegan County Board of Commissioners. All members shall notify the Chairperson or Vice Chairperson of an intended absence. Message may be left with Director of Central Dispatch if Chairperson/Vice Chairperson are unavailable.

Chairman Kapenga ordered this be moved to the next board meeting for action.

3. Expired Terms:

-The following Board member's terms are expiring at the end of this month. The Dispatch Administrative Assistant reached out to each of the incumbent members informing them of such, and giving them an opportunity to reapply.

- i. Chief Haverdink, West Side Fire Representative
- ii. Chief Weber, East Side Fire Representative
- iii. Jim Pitsch, Co. Twp. Association Representative
- iv. Markie McGowan, Medical Control Representative

**Applications have already been returned by each.

4. Reminder Letter to Local Units:

-Included in this packet is a draft letter intended to be mailed to local units as a reminder of the need to budget and plan for future radio and pager purchases and maintenance. Director Ludwig is seeking feedback from the Board on the letter before finalizing and sending it out.

-Motion to authorize the letter for distribution to the local agencies that signed agreements to receive radio equipment made by R. Sarro. Support by J. Gibson. Motion carried by roll call vote.

Yeas: 11

Nays: 0

5. Change the Day Sirens are Tested:

-It has been recommended that we change the day of the month we test our outdoor warning system to the 1st Friday of the month to align with Ottawa County.

-K. Disselkoen stated ACCD will need to send out public notices, J. Ludwig stated there will be written notices, as well as social media posts to make sure the public is well informed of the change if and before it occurs. Communications still need to occur between Emergency Manager Corbin and the local municipalities.

6. West Side Collaborative Drone Program:

-ACCD Director Ludwig received a copy of the West Side Three (WS3) Collaborative Drone Program agreement.

-J. Ludwig offered to adopt the agreement as an addendum to our Fire Policy #1.

-R. Sarro stated we need more time to look at the policy to determine if it needs to be changed.

-B. Weber stated the Board needs to examine what our current policies are for shared technology and see if we can consolidate if needed.

-Motion to accept the West Side Drone Program's informational update of availability with sincere thanks, and going forward ACCD will identify and evaluate current policies for any changes that may be needed to accommodate by R. Sarro. Support by B. Weber. Motion carried by roll call vote.

Yeas: 10

Nays: 1

PUBLIC PARTICIPATION: None

FUTURE AGENDA ITEMS: Attendance policy for Board members, EMD Pilot Policy, Director to share NENA Staffing Tool with the Board for determining and predicting adequate staffing levels, any changes to policy/procedure required based on the new West Side Collaborative Drone Program.

ROUND TABLE: -J. Gibson stated calls are sometimes not getting cleared off the board. W. Wisner asked anyone who notices that happening to please let Dispatch know so they can clear the call.

-B. Weber stated that What 3 Words was working really well, that it's a great tool.

-D. Haverdink stated he would like to see this Board discuss one Dispatch Policy category each quarter: Operational, Law Enforcement, Fire, and EMS.

-D. Haverdink would like to have an outside consultant come to evaluate ACCD staffing both current and future. J. Ludwig has a tool that he uses from NENA and will share with the Board at the next meeting.

-R. Sarro would like to update "Expiring Members" to state "Expired Terms". Change will be reflected in the minutes.

ADJOURNMENT: Motion to adjourn made by D. Kapenga. Support by J. Gibson. All in favor, motion carried. Adjourned at 12:00 pm.

*Next meeting October 18, 2022. 10 am in the Zimmerman Room