

GRAND TRAVERSE COUNTY 911 BOARD OF DIRECTORS

Meeting Minutes: March 21<sup>st</sup>, 2019

Commission Chambers Governmental Center

PRESENT:

Brad Jewett  
Chief Jim Tuller  
Chief Pat Parker  
Chief Andy Down  
Gregg Bird  
Jason Torrey  
Tim Newton

AGENCY:

G.T County Board of Commissioners  
Traverse City Fire Department  
G.T. Metro Fire Department  
Grand Traverse Township Fire Services  
G.T. County Emergency Management  
GT 911/Central Dispatch  
North Flight EMS

ABSENT:

Chris Clark  
Jeff O'Brien  
Ryan Tabaczka

G.T. County Sheriff's Department  
Traverse City Police Department  
Michigan State Police

OTHERS IN ATTENDANCE:

Leah Hornacek  
Bill Parker  
Joseph Miller  
Steve Meek  
Fred Gilstorff  
Rob Hentschel  
David Cutway  
Brandon Flynn  
Steve Apostel  
Aaron Sogge

GT 911/Central Dispatch  
Blair/Paradise Township Emergency Services  
Central Dispatch  
G.T. Metro Fire Department  
Peninsula Twp. Fire Department  
G.T County Board of Commissioners  
Green Lake Twp. Emergency Services  
Whitewater Twp. Fire Department  
G.T. Metro Fire Department  
North Flight EMS

**Call to order**

Meeting called to order at 10:01 AM. A quorum was present.

**Approval of Agenda**

Motion by P. Parker to approve the agenda as submitted, supported by Jewett. Motion passed.

## **Approval of Minutes**

Motion by Down to approve the minutes as submitted, supported by Jewett. Motion Passed.

## **Directors Report:**

Director Jason Torrey provided the following report:

- Central Dispatch is down 1 employee. Dispatch has recently made an offer and received acceptance from a candidate in Montana. This candidate has experience dispatch experience with a department that is similar to ours.
- 2020 Budget process has begun. Torrey will bring a budget draft to the next meeting.
- Union negotiations have started for both the Supervisor and Dispatch unions.
- Training – Recently 5 dispatchers attended Active Assailant training downstate. Dispatch also participated in RTF hosted by Traverse City Fire Department. 5 employees also attended 911 State Conference/training at Mackinaw Island. Hornacek attended a 1 week Viper training with regional partners, this is training will allow Hornacek to troubleshoot and triage our system locally making us less dependent on West Safety Services on-site support.
- Cherry Fest – Central Dispatch is ready, working out a few technical issues for connectivity of CAD.
- Upgrade – CAD was upgraded to 2018.4 at the end of May. This upgrade corrected a number of problems including proximity dispatch.
- Crew Force is still developing. Invoices were sent out to each department.
- Preplans – Preplans can be built into the Law Enforcement Records Management System and from there can be uploaded into the Crew Force application. Agencies were requested to submit all preplan information to Joe Miller in .pdf format.
- Radio Reprogramming – Only a handful of portables are still in need of reprogramming, this has been an ongoing process for 3 months. Torrey extended his thanks and appreciation to Lt Meek, Deputy Director Hornacek, and Dispatch Supervisor Nick Carpenter. Going forward all fire/EMS dispatches will occur only on 28FE911. Pager reprogramming is next in the list of updates needed on the radio system.

## **SUBCOMMITTEE REPORTS:**

### **Technical Subcommittee**

911 Surcharge – A technical subcommittee meeting was last held in April reference the surcharge renewal. Torrey is still waiting on information to compile an accurate cost analysis to be presented to the board.

TTAs – State is deploying TTAs to all towers. Some of the sites in our area have already been completed. Please send feedback to Director Torrey. The TTAs were done at no cost to us. Sites are taken offline for approximately 1 hour while the update is completed.

## **Law Enforcement Subcommittee**

No report.

## **Fire and EMS Subcommittee**

Fire Dispatch Policy – Director Torrey reported the following. This was discussed at the Chief’s Meeting. Torrey advised he has been going through 2 years of revisions and needs a finalized version in place for the Dispatch Center. Attached in the meeting packet is the finalized version for approval from this board. Motion to accept this Policy as written was proposed by Down, the motion was supported by Chief P. Parker. Motion approved, policy adopted.

Short discussion on 28-MARINE channel and availability to Law Enforcement.

Chief Down inquired on base pager upgrades for the station pagers. Torrey advised the board that he will finish the portable radio upgrades and then start with the pager upgrades.

## **Old Business**

None

## **New Business:**

- Radio Maintenance Agreement – This information was also included in today’s packet. Torrey advised the board that this agreement is to support all the non-warranty items. Active 911 subscription fees were also added to the maintenance items. The totals are reflected in the packet and these totals will be invoiced to each department. Motion by Tuller to accept the agreement, support by Down. Motion Passed. Invoices will be sent out shortly.

## **Round Table:**

Tuller – portable radio batteries are starting to need replacement and was inquiring if we could get a bulk discounted rate for the batteries if a single order is placed involving all departments needs. Torrey is of the opinion that since it is County issued equipment that we should supply the replacement parts needed. He has to take this to Administration. Torrey is also hopeful that this can be built into the budget.

Bird reopened a discussion on possibility of starting an Enterprise Fund to help with replacement costs. Discussion. Torrey is hopeful that the surcharge renewal should take care of these costs in the new budget when it comes out. Torrey will come back to this board at the next meeting with some pricing.

## **Meeting adjourned at 10:30 AM**