



## **MEETING MINUTES for**

### **Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE April 1, 2020 – Regular Meeting**

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#### **ITEM 1 – CALL TO ORDER**

The Regular Meeting of the Technical Advisory Committee was called to order by Chief Karianne Thomas at 10:00 a.m. electronically via telephonic/video conference in accordance with Michigan’s Executive Order 2020-15 due to COVID-19 on April 1, 2020.

#### **ITEM 2 – ROLL CALL**

Members Present: Karianne Thomas (KDPS), Bryan Ergang (KTPD), Angel Ouwinga (MSP), Nicholas Arnold (PDPS), Jeff Christensen (KCSO), Scott Merlo (WMUPD), Chip Everett (KCFCA)

Others Present: Scott Boling, Chris Franks, Daniel Mills, Jamie Edwards, Scott Sanderson, Ryan McGregor, Bill Irwin, Chris Franks, Jeff Troyer, Jon Moored, Marty Ftacek, Chris McComb

#### **ITEM 3 – APPROVAL OF MEETING MINUTES**

- A. March 4, 2020 – Regular Meeting
- B. March 17, 2020 – Special Meeting

“Motion by Mr. Ergang, second by Mr. Merlo to approve the March 4, 2020 Regular Meeting and March 17, 2020 Special Meeting minutes as presented.”

On a roll call vote, Yes – 7, No – 0. **MOTION CARRIED.**

#### **ITEM 4 - CITIZEN’S TIME**

There was none.

#### **ITEM 5 – FOR CONSIDERATION**

- A. Administration’s Monthly Report

Mr. Troyer presented the monthly report that was included in the packet.

- B. Old Business

- 1. UPDATE – MPSCS Encryption

Mr. Troyer stated he attended the Interoperability Meeting and the moratorium on encryption has been lifted. All projects are back to normal status.

Mr. Ergang stated we are set up better than most counties for encryption.

2. UPDDATE – CAD EMS Agency Buildout

Mr. Troyer stated the EMS call processing was implemented on our side. Life EMS has deployed, PrideCare is working on it and LifeCare will be contacting us. Medical Control is being kept in the loop on the progress. Everything is done on this end and we are waiting on the EMS agencies.

C. New Business

1. UPDATE – COVID-19 Continuity of Operations

Mr. Troyer stated there are no confirmed cases among staff, they are doing well, and we are hopeful that trend continues. We are taking additional precautions such as rotating Administrative and IT staff so one is here, and one is working remotely. Packages are disinfected in the lobby and gloves are used. We are encouraging social distancing in the center.

2. In-Progress or Just Occurred Incident (SOP Revisions)

- a. 05.02 Emergency Incident Dispatch for Incorporated Areas
- b. 05.03 Emergency Incident Dispatch for Unincorporated Areas

Mr. Troyer stated this has been reviewed at the last few TAC meetings and discussed at the Law Comm Ops Workgroup last week. Two revisions were presented and discussed in the Law Comm Ops meeting. There were no changes in the existing SOP, just wording added to address in-progress or just occurred incidents that don't fall into the emergency alert dispatching categories. He is requesting approval so they can be pushed out to staff.

“Motion by Mr. Ergang, second by Mr. Merlo to approve revisions to SOP 05.02 Emergency Dispatch for Incorporate Areas and 05.03 Emergency Incident Dispatch for Unincorporated Areas as presented.”

On a roll call vote, Yes – 7, No – 0. **MOTION CARRIED.**

D. Other Items

1. Member Comments

Mr. Christensen stated the Sheriff's Office put out a hotline for reporting non-compliance of the Stay at Home Order and have been getting calls from all over the state plus Kalamazoo and Portage. He stated they have been calling the other agency reports into dispatch to be put on the daily log. He asked if that was satisfactory for everyone or if they would like direct notification.

It was agreed that the Sheriff's Office would forward non-compliance reports to dispatch and dispatch would continue to provide a daily report of non-compliance calls to all agencies.

Mr. Everett asked if there was a long-term solution or plan to eliminate future VHF outages.

Mr. Troyer stated the network ring equipment malfunctioned. We have not received communication from RoeComm other than the after-action report details that were submitted, but we do have plans to reach out to Roe Comm about plans to resolve the network issues. If a link goes down, it should reroute traffic immediately. We have been working with Roe Comm to see what they are doing because this is not the way the system was designed nor is it working as engineered. We will have more information at next

month's meeting. If the backbone of network goes down, we could have outages but the system still should have minimum capabilities

Mr. Troyer stated he sent an email letting the agencies know we submitted a request to County Administration and public health officials asking them to share addresses of those infected with COVID-19. We are working to develop a process to incorporate the information into CAD mapping to allow alerts to pop up. The specifics are still being worked out. There are different opinions across the state, and some dispatch centers are getting the information while others aren't. He had an initial call this morning with county and public health officials and he will keep everyone updated. This is not as easy as everyone thinks, there are a significant amount of logistical things to be figured out.

Ms. Thomas stated she appreciated Mr. Troyer looking into it and trying to get ahead of the curve.

## 2. Next Meeting

The next Technical Advisory Board meeting is scheduled for Wednesday, April 1, 2020 and will most likely be held via video/conference call.

## 3. Adjournment

The meeting was adjourned at 10:08.