



MEETING MINUTES for

Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE January 4, 2021 – Regular Meeting

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Technical Advisory Committee was called to order by Chief Bryan Ergang electronically via telephonic/video conference due to the COVID-19 pandemic at 10:00 a.m. on Wednesday, January 4, 2021.

ITEM 2 –ROLL CALL

Members Present: Matt Huber (KDPS) from the City of Kalamazoo, Bryan Ergang (KTPD) from Kalamazoo Township, Angel Ouwinga (MSP) from Paw Paw, Nick Arnold (PDPS) from Portage, Jeff Christensen (KCSO) from 1500 Lamont, Scott Merlo (WMUPD) from WMU, Chip Everett (KCFCA) from Oshtemo Township

Others Present: Chris Franks, Dan Mills, Steve Stryd, Ryan McGregor, Jeff Heppler, Scott Boling, Scott Ernestes, Gerry Leudeking, Jeff Troyer, Torie Rose, Jon Moored, Marty Ftacek, Chris McComb

ITEM 3 – ORGANIZATIONAL ITEMS

A. Election of Chair and Vice Chair

Mr. Merlo nominated Bryan Ergang for Chair of the KCCDA Technical Advisory Committee for 2021 with a second by Mr. Arnold.

“Motion by Mr. Arnold, second by Mr. Merlo to close the nominations and cast a unanimous ballot.”

On a voice vote, **MOTION CARRIED.**

Mr. Ergang nominated Scott Merlo for Vice Chair of the KCCDA Technical Advisory Committee for 2021 with a second by Mr. Arnold.

“Motion by Mr. Arnold, second by Mr. Huber to close the nominations and cast a unanimous ballot.”

On a voice vote, **MOTION CARRIED.**

ITEM 4 - APPROVAL OF MEETING MINUTES

A. December 2, 2020 – Regular Meeting

“Motion by Mr. Merlo, second by Ms. Ouwinga to approve the December 2, 2020 Regular Meeting minutes as presented.”

On a voice vote, **MOTION CARRIED.**

ITEM 5 - CITIZEN’S TIME

There was none.

ITEM 6 – FOR CONSIDERATION

A. Administrative Monthly Report

Mr. Troyer gave an overview of the Administrative Report, noting the completed report was not included in the packet due to the meeting being so early in the month.

Mr. Troyer stated there was work being done to finalize all four new tower locations for the Motorola project. He stated the Augusta Village Council has authorized Chief Heppler to negotiate terms for the tower site in the village. The WMU BTR2 site has been given the go ahead for the application process in Oshtemo Township. The Portage rest area site has been removed from consideration. The SW side of 131 and Center has been suggested by the City of Portage. Motorola is redoing location studies, but we don't anticipate a significant impact. Portage received a request from FirstNet to put up a tower in that area, so they have requested we work with them to share one tower. We will need a place to put everything we have on Haverhill when that is remodeled so we added those antennas to the information provided to Tower Co. We have submitted everything to the Public Services Director for the City of Kalamazoo regarding the water tower property on 6th Street. Because this is going to be a separate tower, they have additional concerns and we have not been given the go ahead. We have looked for other properties in the area to use or purchase but there is nothing there. The alternative may be going to Oshtemo Township.

B. Old Business

1. Utility Company's request to join MPSCS

Mr. Troyer stated he had gathered the information on the breakdown of charges and sent it to Consumers for their review but has not heard anything back.

2. Tyler (New World) Upgrade from November 30th

Mr. Troyer stated staff have been participating in regular calls on the LERMS project. The last Tyler upgrade broke a lot of functionality in our CAD system which presents implications to the LERMS project. Tyler has had no response or fixes for many of the significant problems. We have discovered a multitude of things going on, CJIS violations and mapping issues in this version. KCCDA is not getting a satisfactory response and its unacceptable for the operation to suffer. Therefore, administration will be submitting a formal notice to Tyler that we are initiating the first step in the formal dispute process.

Mr. Ergang stated multiple agencies working on the LERMS project are also having issues and perhaps all entities should meet with Tyler as a group.

Mr. Troyer stated that was a great idea and he will copy the agencies participating in the LERMS project on the correspondence. He stated that we can't function on this CAD system the way it is functioning today. If Tyler can't solve some of these issues, we will have to start the search for a different CAD.

C. New Business

1. ADMIN ORDER – COVID-19 Screening Question & Priority 9

Mr. Troyer presented a review of COVID questions posed to callers. He stated the administrative order includes a section to allow command staff to report a positive case to the dispatch supervisor which

would prompt a CAD premise alert be entered for the address/location. He proposed implementing the change tomorrow.

Mr. Ergang stated this is the best option at this point since the Health Department information is not providing information to KCCDA.

Mr. Troyer stated the screening will be implemented (if approved) and reviewed from time to time. When a person answers YES to COVID question, the address will not be entered as a premise alert unless a command officer requests it.

“Motion by Mr. Merlo, second by Mr. Everett to approve the ADMIN ORDER – COVID-19 Screening Question & Priority 9 as presented.”

On a voice vote, **MOTION CARRIED.**

2. Rave Alert System:
 - a. System Name
 - b. Deployment Notes & System Administrators

Mr. Troyer stated the administrative team had the first call with RAVE reference the Alert system. He stated the first thing we need to decide is what to call the system. This name will appear on all communications and sub-user's names will appear at the end of the message. We need something along the lines of Kalamazoo County Emergency Alert System. He will draw up best practices. It was agreed everyone will come back with some options at the next meeting. Dispatch IT will be reaching out to coordinate administrators for participating agencies. The individual administrators from each agency will be responsible for their own build out. The goal is to have the build out done by the end of the month.

D. Other Items

1. Member Comments

Ms. Rose stated the Dispatch Chaplain has requested that if there are any dispatchers invited to a CISM, he would like to be invited as well. She found no objection so he will be included in the invitations.

Mr. Troyer stated encryption issues were discussed at the Interoperability meeting early last year. An encryption workgroup has invited dispatch centers to share stories about encryption challenges on Monday, January 25th. Jeff is planning to attend along with Marty Ftacek. The centers will be asking questions and looking for solutions.

Ms. Ouwinga reminded everyone that Mr. Ernestes will be attending meetings from now, as she is retiring at the end of the month. Mr. Ernestes has attended meetings in the past, so he is familiar with the process.

Mr. Ergang thanked Ms. Ouwinga for her service and wished her well in her retirement.

2. Next Meeting

The next Technical Advisory Committee meeting is scheduled for Wednesday, February 3, 2021 at 10:00 a.m. via Zoom.

3. Adjournment

The meeting was adjourned at 10:53 a.m.