



## **MEETING MINUTES for**

# **Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE March 17, 2020 – Regular Meeting**

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### **ITEM 1 – CALL TO ORDER**

The SPECIAL Meeting of the Technical Advisory Committee was called to order by Chief Karianne Thomas at 11:00 a.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on March 17, 2020.

### **ITEM 2 – ROLL CALL**

Members Present: Karianne Thomas (KDPS), Bryan Ergang (KTPD), Angel Ouwinga (MSP), Nicholas Arnold (PDPS), Rick Fuller (KCSO), Scott Merlo (WMUPD), Craig Dieringer (KCMCA), Chip Everett (KCFCA)

Others Present: Scott Boling, Chris Franks, Daniel Mills, Steve Stryd, Chad Tackett, Jeff Christensen, Jamie Edwards, Scott Sanderson, Matt Beauchamp, Jeff Troyer, Sarah Clark, Chris McComb

### **ITEM 3 – CITIZEN’S TIME**

There was none.

### **ITEM 5 – FOR CONSIDERATION**

#### **A. New Business**

##### **1. KCCDA Continuity of Operations Plan – Service Changes in Levels 3 and 4**

Mr. Troyer stated he asked for this meeting to discuss the Continuity of Operations Plan (COOP) and the service changes KCCDA will have at Levels 3 and 4. If we get to those levels, we will have to make service changes and/or reductions. We are currently at level 1 and have been since Monday, 3/16. Our Levels 1 and 2 are more internal changes for the center and don't affect service. Most municipal entities are currently at Level 2 and we will be going to that level following this meeting. There is an Executive Order from the Governor expected this week regarding changes to the Open Meetings Act so we can continue to have monthly meetings via electronic means (conference/video call). Our lobby will be open mainly because we need to receive deliveries. At Level 3, we will have a local outbreak and/or 15% loss of staff. We will eliminate part-time staff 30-hour restrictions. We will adjust the operations schedule as necessary and begin discussions with our part-timer's full-time employers to see if we can use them in a larger capacity. Administration will begin a rotational schedule to maintain at least the Executive Director or the Deputy Director and one IT staff on site during business hours. One primary change will be a restriction of LEIN services to field personnel only mission critical functions. This will have to be fluid because things are constantly changing.

WMU and the Sheriff's Office offered to have their staff enter conditional bonds, PPO, and A & E orders.

Tow company private property impounds will be stopped.

When the dedicated LEIN position is eliminated, mission critical LEIN functions will be performed by the fire dispatchers.

Law enforcement personnel was asked to limit radio traffic during officer-initiated tasks when officer safety is not a concern.

At Level 4 field personnel are to use direct dial numbers only for mission critical info.

There will be a consolidation of dispatch positions if there is a loss of staff to the point where we can no longer staff all three primary law positions. This will consist of Kalamazoo Township PD and WMU Public Safety switching to 39P911 as their primary talk group and KCCDA will patch Portage PD's VHF system to 39P911. This was tested yesterday and it will work even with encryption because KCCDA now has direct access into Portage PD's VHF system.

Ms. Thomas noted that all other agencies in the county has COOP levels that are opposite what is presented in KCCDA's COOP.

Mr. Troyer stated he would reverse the numbering system to match the other agencies to avoid confusion and align with other county agencies.

Mr. Troyer stated that when dispatch changes levels there is a dissemination process outlined in the plan that will be followed which is consistent with the process utilized for disseminating Weather Warnings. The information will also be sent out in chat rooms and by email.

#### B. Other Items

##### 1. Member Comments

There was none.

##### 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 12:05.