

GRAND TRAVERSE COUNTY 911 BOARD OF DIRECTORS

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

Commission Chambers Governmental Center

PRESENT:

Brad Jewett  
Chris Clark  
Jeff O'Brien  
Chief Andy Down  
Gregg Bird  
Jason Torrey  
Ryan Tabaczka  
Tim Newton

AGENCY:

G.T County Board of Commissioners  
G.T. County Sheriff's Department  
Traverse City Police Department  
Grand Traverse Township Fire Services  
G.T. County Emergency Management  
GT 911/Central Dispatch  
Michigan State Police  
North Flight EMS

ABSENT:

Chief Jim Tuller  
Chief Pat Parker

Traverse City Fire Department  
G.T. Metro Fire Department

OTHERS IN ATTENDANCE:

Leah Hornacek  
Bill Parker  
Joseph Miller  
Steve Meek  
Fred Gilstorff  
Rob Hentschel  
Nick Carpenter  
Brandon Flynn

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  
GT 911/Central Dispatch  
Whitewater Twp. Fire Department

**Call to order**

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

**Approval of Agenda**

Motion by Down to approve the agenda as submitted, supported by Torrey. Motion passed.

## **Approval of Minutes**

Motion by Torrey to approve the minutes as submitted, supported by Newton. Motion Passed.

## **Directors Report:**

Director Jason Torrey provided the following report:

- Central Dispatch continues to operate at full staffing.
- We are now 1 month into the new CAD and running into problems. There are issues with GIS, addressing, response plans, and configuration settings. The settings are reverting back to before adjustments were made to correct the problems. Torrey has opened tickets on these problems for correction. Keep filtering issues to Torrey or Hornacek so that they can work with customer service representative to get them resolved.
- B. Parker did state that the dispatchers that worked the garage fire did a great job in recognizing that the response plan was incorrect and coordinating with him to get the correct apparatus dispatched to the scene.
- Crew force – Most functionality is working. The biggest issue is the system crashing at times when going from WIFI to cell network. This item is a known issue and is on the list working towards a resolution.
- Web CAD Monitor – All departments should now have access. It is a view only application. If you do not have access, then please reach out to Torrey or Hornacek so they can set up a pass code to get you into the system. The Web CAD Monitor has been extremely useful.
- DSS Analytics Training – Torrey and Hornacek attended the training as well as personnel from GTSO, Records, and TCPD. The class was designed to teach users how to use the system to analyze information and reports more efficiently.
- Radio Templates – Torrey is working on this and is starting to turn them into the state for retemplating and is hoping for a quick turnaround. Target date to have them completed is Memorial Day.
- Meek and Carpenter are attending the Interop conference.
- Radio Training – Next scheduled training is March 6, 2019 from 9am-5pm at Station 12. If you have personnel that need training, please RSVP ASAP.
- Tactical Dispatch – Torrey is requesting recommendations from the group to outfit the tactical dispatch group with a tactical vest. Dispatch participated in the ERT training last Monday. All went through the new software. There is an Active Assailant class in April that personnel will attend.
- Torrey and Tinker have been working on Kalkaska directly dispatching Fife Lake Twp. Fire Department into Springfield Twp. This is due to the time delay and breakdown of the process.
- Further discussion on Torrey's report.

## **SUBCOMMITTEE REPORTS:**

### **Technical Subcommittee**

No report.

### **Law Enforcement Subcommittee**

No report.

### **Fire and EMS Subcommittee**

No report.

### **Old Business**

- TTA Request 2% Grant – The application was denied by the Tribe. Torrey will reapply or search for an alternate avenue for funding. Recently the TTA was activated on the Bugai tower and Benzie County activated one on their tower near Interlochen.  
Meek discussed Micro sites which receives signal from tower to a small site and rebroadcasts to a 1 – 1 ½ mile radius saturating the area with RF for better coverage. This solution would not work countywide but would assist in specific areas. Down brought up the topic of Tower tops stating it have been proven to improve connection. Discussion. Torrey will continue pursuing the grand opportunity and cost sharing with surrounding counties. Further discussion on getting the grant approved.

### **New Business:**

- Assignment of Incident #'s for Law Enforcement Calls – Brenda Miller-Gokey with Central Records advised the Board that the New CAD has an option for incident numbers to be assigned to calls when officers enter quick calls. Torrey further advised this meant that every quick call would automatically assign a new incident number. This would increase call stats and would have a significant impact on Records and incident numbers. Miller-Gokey also advises that the officers would have to correctly enter in the address of their incident so that the incident can be found. There is no workaround at this time and if turned on in the system it would be for both GTSO and TCPD. Currently it is turned off. Discussion.  
Miller-Gokey, O'Brien, and Torrey all agree to leave it off at this time.
- Equipment Surplus – VHF – Torrey advises that we can actively pursue the decommissioning of the VHF equipment. Discussion. B. Parker advised that his departments use it with Wexford. Torrey advised him that this is through Wexford County's equipment and our decommissioning would not affect it. TCAPS currently uses an application that converts their VHF to 800 MHz for Central Dispatch to converse with them. Torrey advises that if decommissioned, we would have the equipment removed from the towers. Newton advised the Board that in order to comply with the State, he needed alternate VTAC communications ability. If decommissioned, Central Dispatch would still have the ability to speak with Road Commission, Coast Guard, etc. Bird advised that RACES is always looking for donations of equipment. Further discussion. The Board approved the decommissioning of the VHF equipment.

- Needs Assessment/Surcharge Renewal – Torrey advised before he starts laying a foundation for surcharge renewal he wanted approval from the Board. Central Dispatch has some specific needs such as expanding from 6 positions to 8 positions. Torrey would need something to take to the Board of Commissioners. The earliest surcharge renewal request would be November 2020 but Torrey would like something in place well beforehand so that it can be properly promoted for ensured success. Clark questioned reaching out to other agencies to see what their needs were. Torrey would like feedback from the department heads to get a list of their perceived needs for the future. Needs need to be specific for approval through the surcharge. Discussion. Board approved for Torrey to come back to the Board with a starting foundation, from there possibly forming a subcommittee if need be. Further discussion.

**Round Table:**

None.

**Meeting adjourned at 10:48 AM**

DRAFT