

**C.C.E. Central Dispatch Authority
Technical Advisory Committee
Zoom Meeting**

MINUTES

April 8, 2021

MEMBERS PRESENT

Tim Drenth
Chief Gerard Doan
Rob Scholey
Sheriff Chuck Vondra
Undersheriff Todd Reeves
Chief Dave Carpenter
Chief Todd Woods
Chief Gordon Temple
Lt. Josh Ginop
Director Randy Weston
Chief Al Welsheimer
Director Matt Breed
Chief Kyle Knight
Sheriff Pete Wallin
Undersheriff Mike Keiser
Lt. Carl Rothenberger
Lt. Michael Bush

REPRESENTING

Charlevoix County Firefighters
Charlevoix County Police
Charlevoix County Police (Alternate)
Charlevoix County Sheriff's Office
Charlevoix County Sheriff's Office (Alternate)
Cheboygan County Firefighters Assoc. (Alternate)
Cheboygan County Police
Cheboygan County Police (Alternate)
Cheboygan County Sheriff's Office (Alternate)
Emmet County EMS
Emmet County Firefighters Assoc.
Emmet County Police
Emmet County Police (Alternate)
Emmet County Sheriff's Office
Emmet County Sheriff's Office (Alternate)
Michigan State Police
Michigan State Police (Alternate)

MEMBERS ABSENT

Robert Farrell
Megan Meyer
Jon Nelson
Dallas Hyde
Mike English
Sheriff Dale Clarmont
Chris Krupa
Chief Jeff Cobe

REPRESENTING

Charlevoix County EMS
Charlevoix County EMS (Alternate)
Cheboygan County Firefighters Assoc.
Cheboygan County EMS
Cheboygan County EMS (Alternate)
Cheboygan County Sheriff's Office
Emmet County EMS (Alternate)
LTBB Police Dept.

OTHERS PRESENT

Harold Stegman
Jason Lee
Carl Dougovito
Jeff Jacobs
Toni Drier
David White
Marcia Rocheleau
Michael Cain
Michael Reaves
Derek Sonksen
Pam Woodbury

REPRESENTING

Pro Comm Inc.
Pro Comm Inc.
Emmet County Sheriff's Dept.
Intellitech
911 BOD Member
911 BOD Member
911 BOD Member
911 BOD Chairman
Emmet County Administrator
Motorola
CCE Central Dispatch

CALL TO ORDER

Chief Welsheimer called the meeting to order at 9:30 AM.

ATTENDANCE – Zoom Approved Rollcall

Rollcall Present:

Drenth in East Jordan, Michigan
Doan in City of Charlevoix, Michigan
Scholey in City of Charlevoix, Michigan
Reeves in Charlevoix, Michigan
Carpenter in Cheboygan County, Michigan
Woods in Mackinaw City, Michigan
Temple in Indian River, Michigan
Ginop in Cheboygan County, Michigan
Weston in Petoskey, Michigan
Welsheimer in Bear Creek Township, Michigan
Breed in Petoskey, Michigan
Knight in Harbor Springs, Michigan
Wallin in Petoskey, Michigan
Keiser in Bliss Township, Michigan
Rothenberger in Emmet County, Michigan
Bush in Charlevoix, Michigan

PUBLIC COMMENTS - None

CORRESPONDENCE – None

AGENDA #5: Approval of TAC Minutes – Action Item

Approval of Minutes for March 11, 2021

Motion made by Mr. Wallin, with Support from Mr. Breed to approve the TAC Meeting Minutes for March 11, 2021, with the corrections noted.

Motion carried by unanimous Voice Vote.

AGENDA #6: Public Safety Software System Project Update – John Jacobs

Director Woodbury contacted John Jacobs, the owner of Intellitech and she expressed our frustrations to him. He is on the call today to talk to us about some updates. John Jacobs introduced himself, presented a list of discussion topics, and reviewed them with the committee.

- CAD Conversion is 100% complete and accepted by CCE.
- RMS Data Conversion – next pass is 100% complete. Mark is hosting a working session with RMS at 11am Thursday to review and new findings, we will determine next steps after these results are confirmed. Pam Woodbury added the target date was April 15, and everything will be functioning, minus the few fields mentioned. John Jacobs said none of those items should be detrimental to training.
- JMS – 90% complete- down to the last 4 tables, we see no issues completing prior to training.

- MICRS and the Crash Report are complete.
- Interfaces – completed texty and HealthEMS, Stellar is also completed and used at Cheboygan and Charlevoix
- Swanson changed their interface – if Swansons is needed post – go live, we will provide an SOW for this interface.
- Out of 32 Interfaces 28 are complete, working on the remaining 4.
- Mapping – completed – the system should be available in time for training.
- Completed Approximately 11 Working Sessions for Jail, RMS, and others for Administration/Table building. Attendance is dropping off – we are assuming this is due to completion of tasks.
- Training Plan – Intellitech is reviewing for completeness and viability of execution and location (Onsite vs. Remote) for each requested session. Targeting 4/8 for completion.
- Successfully updating the CCE Software Alert Suite to the latest version, the release enhancements to our user interface, system administration, property management, and many others.

John Jacobs said the 2020 year has been the most challenging year he has ever experienced. Sheriff Wallin reviewed his list with the board. He asked about equipment installation for desktops, patrol vehicles, tablets, tablet citation printers, live scanners and evidence label printers. He went on to say they still have multiple issues with the latest data conversion including reports from outside agencies that do not pull over, traffic forms that are missing information, and other forms such as domestic violence forms, MSP Lab forms, forfeiture forms, and a few others that cannot deviate from the State mandated form. He has no idea how that will work with this system. He mentioned user manuals and UD-10 reports and more. In his opinion, we should not schedule training until these items are discussed and sorted out. Sheriff Vondra summarized the consensus of the board by saying they need a 100% commitment for training to proceed, as Sheriff Wallin also said. Chief Knight expressed his concern that he will need more than a week to schedule training for his department. Director Woodbury said the tentative date for LEARMS is April 26. Lt. Ginop has the same concerns as Sheriff Vondra and Sheriff Wallin.

AGENDA #7: 800 MHz Radio System Project Update

Director Woodbury said Topinabee Tower and Charlevoix Tower are both live and working well. The Beaver Island Tower is scheduled for turn up on April 12. We are targeting the 26th for re-templating, along with handing out the pagers, according to Harold Stegman from ProComm. Director Woodbury emailed the schedule for testing the pagers and wants pager feedback before the 21st; this is strictly for the purpose of having pagers programmed correctly for your agencies. Jason Lee from ProComm found that you can program multiple department talk groups within the pager. They can be set to go off based on priority. The only issue is if someone works in two different counties, because of the way the profile was built out by MPSCS. Jason said they will try to test that moving forward. Chief Welsheimer asked about the paging process. Director Woodbury said it is a test page, CCE will send out a test page for each department, just to verify the page came through appropriately. If it is correct, the shops can get them programmed and dispersed. Sheriff Vondra asked for an update on the encryption. Derek Sonksen from Motorola said the week of the 19th he tentatively plans to install the encryption at CCE. The enhanced encryption for the drug radios was just waiting on the re-templating when they were ready to move forward with that. Director Woodbury asked if there was a particular order requested or can the shops just start scheduling the best possible order? Chief Welsheimer said the best way they can get it done and the quickest. Harold Stegman from ProComm said thank you. The 800 Guidelines were reviewed together with the board.

AGENDA #8: TAC Minutes – Discussion

Director Woodbury asked if the TAC minutes were being written up appropriately for the committee. Sheriff Wallin said it would be nice to get them sooner than the night before the meeting. Chief Welsheimer said he

would say the same thing, and wanted to mention that the 911 BOD used to get the TAC minutes and they should still get them. Director Woodbury said that is correct, we will be including the TAC minutes in our BOD packet moving forward.

ROUNDTABLE

Drenth – Tim asked about arrival on scene, what channel should they be using? Al said the Fire Ground channel.

Doan – Nothing

Scholey – Nothing

Vondra – Chuck would still like to see a TAC member on the 911 Board of Directors.

Reeves – Nothing

Carpenter – Nothing

Woods- Nothing

Temple - Nothing

Ginop – Josh would also like to see a TAC member on the 911 Board, and asked when the ticket printers and scanners would be delivered? Pam said we could probably begin delivering next week.

Weston – Nothing

Welsheimer – Al mentioned a call yesterday and how the call was handled by dispatch. Communication within Cheboygan County that did not get relayed to Pellston 44 Fire in regards to the person being only waist deep in water and we need to work on improving how the information is passed on to the other departments. We need to fine-tune that type of call in dispatch. Pam said she would look into that call and touch base with Al.

Breed – Nothing

Knight – Kyle thanked Pam and Al for getting John Jacobs on the meeting this month, so he could hear the board's frustrations.

Wallin – Nothing

Keiser - Nothing

Rothenberger – Carl would also like to see a TAC member on the 911 Board.

Bush - Nothing

Woodbury – Pam said next week all installs should be done, so by the 13th we can start moving forward with communication guidelines.

Jerman - Nothing

ADJOURMENT

Meeting adjourned at 10:49 AM.

Respectfully submitted Candace Pierce