



## 9-1-1 ADVISORY COMMITTEE AGENDA

Thursday, January 15, 2015 at 3:00pm  
Conference Room D/E of the Human Services Building  
5303 S. Cedar Street, Lansing, MI 48911

Call to Order

Approval of the December 18, 2014 Minutes (Attachment 1)

Additions to the Agenda

Limited Public Comment

1. Annual Organizational Meeting/Election of Officers
  - a. Chairperson for 2015-16 Term
  - b. Vice-Chairperson for 2015-16 Term
  - c. Update Roster of 911 Advisory Members and Staff
2. Ingham County Deputy Controller's Report – John Neilsen
  - a. Update on BOC Action
  - b. Other
3. 9-1-1 Director's Report – Lance Langdon
  - a. Report on Ingham County 9-1-1 Central Dispatch Operations
  - b. Radio System Discussion
  - c. CAD Update (Mobile Training February, Go Live April 2015)
  - d. Staffing Update
  - e. Radio Announcements Policy
- 8. Special Radio Announcement Requests**
  - 8.1 Special Radio Announcement Requests (i.e. retirements, funerals, holiday parties, training, and meetings) will only be honored if received from an agency Chief or Command Officer Designee. Such requests must be approved by the 9-1-1 Supervisor or 9-1-1 Administration prior to dissemination.

Limited Public Comment

Adjournment

\*\*The next meeting is scheduled for Thursday, March 19th at 3pm. The meeting location will remain the same.



## INGHAM COUNTY 9-1-1 ADVISORY COMMITTEE MINUTES

December 18, 2014

**Members/Designees Present:** Bill Priese (for Fred Cowper), David Hall, Greg Harless, Jeff Murphy (for Juli Liebler), Kerry Minshall, Gerald Rodabaugh, Kelly Roudebush, John Stressman, Joseph Thomas, Mike Yankowski.

**Members Absent:** Randall Talifarro.

**Others Present:** Bob Delamaster, Lisa Carr, Mark Garnsey, Jeff Oberg, Toby LePeak, Brian Ball, Tim Whipple, Russ Stowe, Dave Harper, Heidi Williams, Dan Verhougstraete, Ed Hude, Mike Tobin, Mike Thompson, Brent William, Bob Delamarter, Lance Siegwald, Mike Lunebach, Ross Bolton, Walter Doherty, Rob Dale, Allan Spyke, Bryce Alford, Bruce Gaukel, Lance Langdon, John Neilsen.

**Call to Order:** The 9-1-1 Advisory Committee was called to order by David Hall, Committee Chair, at 3:00 p.m. in Conference Room A, Second Floor of the Human Services Building, 5303 South Cedar Street, Lansing.

**Approval of Previous Minutes:** Moved by Hall, supported by Harless, to approve the October 16, 2014 minutes. Motion carried unanimously.

**Additions to the Agenda:** Meridian Fire requested Policy Recommendation be added as Item 3.

**Limited Public Comment:** None.

**1. Ingham County Deputy Controller's Report – John Neilsen**

a. Update on BOC Action

Neilsen announced the BOC approved a contract with the Michigan State University School of Human Resources & Labor Relations in order to conduct a labor analysis of the 9-1-1 Center. The study, which will consist of interviews and surveys, will take place during the first half of 2015 and will evaluate the overtime and other staffing issues the Center has experienced since its consolidation. The data will be used by administrative and labor teams to address and improve the environment at the Center.

b. Other

Neilsen distributed and briefly discussed a document entitled "911 Fund Projections" which included revenues and expenditures for the Center dated 2012-2016. He noted the current millage to fund 911 operations expires in 2016, therefore a renewal request will be placed during the August election of 2016.

**2. 9-1-1 Director's Report – Lance Langdon**

a. Report on Ingham County 9-1-1 Central Dispatch Operations

No discussion.

b. Radio System Discussion

Langdon provided an overview of the information to be discussed during the vendor presentations and briefly reviewed the attachments pertaining to the new radio system options and 2014-15 radio system maintenance billing.

c. CAD Update

Langdon stated Gaukel and three supervisors have been working diligently on setting up configurations. The new CAD program continually proves its superiority over the current system in place and the project remains on schedule to go live April 14, 2015.

Gaukel discussed the mobile orientation police and fire units have received. He noted the Center has received the documentation back which outlines the initial profile and that fire was looking at single profile. Currently Lansing Fire is on mobile data and Gaukel has received word that Meridian, Delhi and East Lansing Fire are preparing to move to mobile as well. All of those agencies participated in the mobile orientation session.

Gaukel went on to mention law enforcement will have sub-agencies which provide freedom in designing screen layout, functionality and building buttons in the mobile client to link to agency intranet, documents, etc. A demonstration of the mobile client will be provided but dates are unknown at this time. Mobile "Train-the-Trainer" sessions will take place February 12-13, 2015 and will include 24 slots for law enforcement and eight for fire. Thursday, February 12<sup>th</sup> will consist of two law enforcement sessions and Friday, February 13<sup>th</sup> will include one fire and one law enforcement session (5 hours each).

d. Staffing Update

Langdon announced that as of December 26, 2014, the Center will have 11 open positions; however, on January 5, 2015, six new dispatchers will commence employment. Oral board interviews are scheduled for seven additional candidates tomorrow and one fully trained former employee of the Center has expressed interest in returning.

Overtime issues were described by Langdon, to include the presence of 16 hour shifts due to low staffing levels. Langdon noted he had proposed moving the dispatchers to 8 hour shifts to alleviate the issue and this solution was discussed but not well-received by employees. The FOP 911 Non-Supervisory unit has agreed to an on-call system in which employees will voluntarily cover 8-4:00pm time slots on their leave days to ensure the longest shift holdover would be two hours, rather than four, eliminating the 16 hour shifts. The on-call system, previously approved by the BOC, should go into effect within the next couple of weeks.

**3. Policy Recommendation – Bill Priese**

Priese expressed concern with unmonitored non-emergency radio traffic such as retirement last tones. He asked that the Center develop a policy requiring such radio traffic requests be directed through the department chiefs in an effort to better regulate such activity. Minshall expressed the desire for broader use of non-emergency radio traffic to include training announcements, meeting reminders, etc. Gaukel and Langdon agreed to consider this request and will attempt to develop a draft policy in

time for the next meeting. Langdon suggested utilizing the Code Red system in lieu of radio for such announcements.

**4. Radio Vendor Presentations**

- a. Harris Corporation presented the committee with options in regards to Ingham County's EDACS radio system end of life.
- b. The State of Michigan and Motorola presented the committee with MPSCS options in regards to Ingham County's EDACS radio system end of life.
- c. Discussion – Gaukel noted the three solutions listed on the radio system spreadsheet are the only available. He pointed out all three options are great and that the decision will come down to cost, logistics and planning. Langdon pointed out MPSCS will now guarantee coverage, whereas in the past they would not. Lifetime of upgraded portable equipment and replacement parts availability was named as a concern. Neilsen pointed out moving to a 700 MHz system would require replacing virtually all equipment. Money being a factor, the County cannot provide all end user replacement equipment as it did in the past.

**Limited Public Comment:** None.

The next meeting is scheduled for Thursday, January 15<sup>th</sup> at 3pm. The meeting location will change to Conference Room D/E of the Human Services Building, 5303 S. Cedar Street, Lansing, MI 48911.

Meeting adjourned at 5:56pm.

Respectfully Submitted,  
Shohn Johnson