

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

**MINUTES**

**July 9, 2020**

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**MEMBERS PRESENT**

Tim Drenth  
Chief Gerard Doan  
Asst Chief Scott Hankins  
Sheriff Chuck Vondra  
Undersheriff Todd Reeves  
Chief Dave Carpenter  
Jon Nelson  
Lt. Todd Ross  
Director Matt Breed  
Chief Kyle Knight  
Sheriff Pete Wallin  
Lt. Carl Rothenberger

**REPRESENTING**

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

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**MEMBERS ABSENT**

Jay Peck  
Robert Farrell  
Chief Shawn Bauman  
Dallas Hyde  
Mike English  
Chief Todd Woods  
Chief Gordon Temple  
Sheriff Dale Clarmont  
Director Randy Weston  
Chris Krupa  
Chief Al Welsheimer  
Undersheriff Mike Keiser  
Chief Jeff Cobe  
Lt. Michael Bush

**REPRESENTING**

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

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**OTHERS PRESENT**

Patrick Holt  
Eric Yott  
Harold Stegman  
Derek Sonksen  
Lavonne  
Eric Seelye  
Pam Woodbury  
Rob Jerman  
Candace Pierce

**REPRESENTING**

Cheboygan County  
Pro Comm Inc.  
Pro Comm Inc.  
Motorola  
Tele-rad  
Empiric Solutions  
CCE Central Dispatch  
CCE Central Dispatch  
CCE Central Dispatch

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## **CALL TO ORDER**

Lt. Todd Ross called the meeting to order at 9:30AM.

**ATTENDANCE** – See rollcall above

**PUBLIC COMMENTS** - None

**CORRESPONDENCE** – None

## **AGENDA #5: Approval of TAC Minutes – Action Item**

*Approval of Minutes for June 24, 2020*

*Motion made by Mr. Carpenter, with Support from Mr. Breed to approve the TAC Meeting Minutes for June 24, 2020.*

*Motion carried by unanimous Voice Vote.*

## **AGENDA #6: 800 MHz Radio System Project Update**

MPSCS is finishing templates on the test radios. The Fire & EMS templates will be complete by the end of this week and the Law templates will be finished mid next week. Everyone needs to understand what they are looking at and what they need to test, so Ms. Woodbury would like to do a working session with the Radio Sub-committee on July 16 at 2pm. She wants to go over the templates together and then come back and discuss the results. This is not testing for coverage but simply for vetting the radios and templates. Part of the time crunch is because MPSCS is going on a data freeze in August, so we are trying to get everything done before then. So the working session on July 16<sup>th</sup> at 2pm and then come back on July 23<sup>rd</sup> to discuss any tweaks or changes so we can take those to the state to be done.

Mr. Carpenter asked how many radios they'll have for testing, Ms. Woodbury said they'll have 12 demo radios, 1 for Fire per county, 1 for EMS per county, 1 for Local Law per county and 1 for Sheriff's Office per county. Once we get the radio results back and tell state what we want, then those radios will be used for training purposes. Mr. Stegman said it is not necessarily the talk group line up but the button configuration; scan list and functionality. He also mentioned sending over a Customer Software handout to pass along to those testing the radios. Even if it is 24 hours in advance, that he sends it, that way they can look at the buttons and format before they get the actual radio.

Tower work is still being done, with Topinabee and Beaver Island expected to be done by the end of August. For the Subscriber equipment, the talk groups were created; the radio ID bank has been assigned by MPSCS, and the demo radios are coming and will try to get those completed in next 2 weeks. Mr. Jerman wanted everyone to be aware that the emergency button on the radio will be disable during testing.

## **AGENDA #7: Public Safety Software System Project Update**

Ms. Woodbury said a working session was done yesterday to discuss the whole training situation. We have secured NCMC, Cheboygan HS, and Charlevoix Sheriff's Office. The college is doing social distancing but the computer labs are large and we have the last 3 weeks in August before college classes start. RMS training is four, 8 hour classes, and broken down into smaller specific groups. Monday through Thursday training and some departments are sending a couple people to be super users to train their staff. CAD is scheduled for the last 2 weeks, four days of 8 - 10 hour days. Because COVID is starting back up and we don't know what the governor will do, we will do remote training through their ring central training. If we can have someone in person, bonus, but we are not planning on it and still need to get training done regardless. She is meeting with college later today and with IT people to go over specific details. Mr. Jerman said we are looking at doing potentially 70 people at the college, over a 3 week period so we can do smaller groups. She should be able to finalize the times tomorrow and get those back to everyone. Mr. Vondra asked who they should send to CAD training, and Ms. Woodbury said all our dispatchers and the tribal dispatchers, as well as Pam, Rob and Randy Weston are doing training. She said it would be helpful to sign in during specific sections so she will get those details figured out.

## **AGENDA #9: TAC Monthly Report**

She reviewed about 90% of the report information already. She said we do have a dispatcher retiring December 31<sup>st</sup>, so we are looking to hire another dispatcher soon. Mr. Ross asked what the staffing level was, Ms. Woodbury said we have 16 full time dispatchers and have board approval for a 17<sup>th</sup> full time staffer, but with COVID its been delayed. We also brought on Rev. Dave Behling to assist with the debriefing process and he will come once a month and be available for our dispatchers going forward. She is happy to say he will be available now to assist our pear support team.

## **ROUNDTABLE**

**Reeves** – Nothing

**Nelson** – Nothing

**Carpenter** - Nothing

**Drenth** – Nothing

**Vondra** – Nothing

**Ross** – Nothing

**Doan** – Nothing

**Hankins** - Nothing

**Knight** - Nothing

**Breed** - Nothing

**Wallin** – Nothing

**Jerman** – Nothing

**Woodbury** - Nothing

## **ADJOURNMENT**

Mr. Carpenter made a motion to adjourn the meeting with support from Mr. Breed at 10:03AM.

Respectfully submitted Candace Pierce