

**MONTCALM COUNTY  
CENTRAL DISPATCH AUTHORITY**

657 North State Street  
Stanton, Michigan 48888

**Montcalm County Central Dispatch  
Technical Advisory Committee Minutes**

February 14, 2006  
Montcalm County Central Dispatch

The meeting was called to order by Carol Swainston at 9:03 a.m.

**Members Present:** Carol Swainston, Charles Shayler, Janice Jourdan, Bill Barnwell, Clark Newell, Jerry McCoy, and Steve Rains.

**Members Absent:** Bruce Schnepf

**Guests:** Kevin Wheeler, Erica Riches, Joann Pyle, and Amy Thomas

**Jerry McCoy motioned to approve the agenda with changes to New Business by having Animal Control moved up after Public Comments with support from Clark Newell. Motion passed.**

**Motion to approve the December minutes by Charles Shayler with support by Clark Newell. Motion was approved.**

Public comments: Offered, none received

Animal Control: There was discussion regarding the Montcalm County Central Dispatch Authority Policy and Procedure Manual Section 03.01.00 Animal Control. Changes made were:

- Office hours Monday through Friday 0900 to 1700 closed 1200-1300 daily.
- Take the \* off of Animal Control will not respond to strays after 1600 during the week.
- 1. Cat was added to.. 1. Dog/Cat has bitten and is still at large; or the dog/cat has bitten and is confined but the owner is not available.
- Delete – 3. Impoundment and boarding charges will be assessed against pet owner and they should be made aware of this fact.
- Added – 5. Animal Control will not respond to a cat in the roadway complaint.
- After hours was added to – Animal Control will NOT respond after hours to the following situations:
- Added - 2. Dog has bitten and is confined, owner available. Owner should be told to keep totally confined and transferred to Animal Control's voice mail so that they can contact them the following day.
- Delete – 2. We will contact next business day.

Carol Swainston-Director; Ron Retzliff-Commissioner; Phyllis Shilling-Townships; Roger Caris-Commissioner;  
Bill Barnwell-Sheriff; Steve Rains-Michigan State Police; Cal Callison-Fire; George Bosanic-Greenville;  
Bruce Schnepf-Greenville; Patrick Carr-Commissioner

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Carol requested an On call schedule from Kevin Wheeler for Animal Control along with contact numbers.

**Motion by Bill Barnwell to have Carol make the changes to the Policy and give them to Kevin to review. Second by Clark Newell. Motion approved.**

MCFA Representative Report: Jerry McCoy stated that the fire departments are using the 800 mHZ radios and training coming soon. Many of them have been using them to talk back and forth.

Discussion accrued regarding the State Police still using the P9-1-1 vs. 59 com.

Police Chief Report:

Chuck stated concerns regarding the State police Draft. Chuck also stated that as of February 17, 2006 Darin Dode will be the intern chief for Lakeview.

Jan Jourdan stated that Chief Muscott was upset that he wasn't included in the announcement that went out regarding the Private Investigator that was in his area.

**OLD BUSINESS**

Traffic Enforcement Projects: Nothing currently.

Heartland Trail Markers: Jerry hasn't received a response regarding the mile markers to correspond with the information provided.

Mobile Data Computers: Bill Barnwell stated that things are going better. Several computers had bad modems and were locking up CORE. Richard Demellow is working on getting all of them fixed along with getting the computers set up so that they will be able to see what calls are pending. The time out issues have all been corrected. Discussion accrued regarding policy and procedures being created by the Police Chiefs so that dispatch can be made aware of how this will all work.

Jerry McCoy stated that he wants to know who is going to take ownership of the equipment. It was discussed that Jerry will prepare something for each department to sign that will give him the ability to track the equipment in the event they get audited.

SOR Entry: Bill Banwell stated that Kendra is doing the entries. Monica and Dana have been trained as backups. It was decided that this item could be removed from the next agenda.

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MSP Policy: Steve Rains stated that parts of the policy are being implemented but until further notice the State Police would respond to all calls that are given to them. Carol stated that she will not have the dispatchers determine if a call is civil or criminal. This item can be removed from the next agenda.

Bill Barnwell brought up polling of cars. He said if dispatch is going to poll cars there needs to be a standard for each shift. Carol will send out a policy to the ECO's. Bill suggests that they say "Emergency in progress polling all cars." Send someone then get more information from the callers.

Discussion occurred regarding using two tones vs one. The first tone would state that there was something going on. The second tone would state that there is an emergency.

Janice Jourdan asked if a MSP officer is in another county why should Dispatch have to call that County's dispatch center to reach MSP. Steve Rains advised that MSP doesn't monitor nor can they always hear the Montcalm County frequency when they are not in this county. If there is an emergency and you need MSP right away call the other Dispatch Center so that MSP can assist.

Steve, Chuck and Bill all stated that if Dispatch does a poll and one of their officers does not respond they want to know about it so they can find out why.

Jerry McCoy stated that he does not feel that there is an issue regarding how the Rescue and Ambulance's are being dispatched. Quality assurance surveys they receive have not had any complaints.

Other:

## **NEW BUSINESS**

Rebanding 800 mHZ: Discussion occurred regarding the rebanding of the 800 MHz radios. We are in zone 1 and 3. There may be some outages during this. Carol will send out an e-mail to the ECO's, and copy Jerry. Carol will ask Denny if there is a reason why the service is weaker in Howard City.

GDPS:

Discussion occurred regarding two letters that Carol received from GDPS. Clark Newell moved to send a letter stating that if there is someone in the building and someone is in the lobby GDP should try to find an officer and get it taken care of prior to calling dispatch. If dispatch is needed then GDPS should call dispatch and request an

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officer vs. having that person call from their lobby. We recognize that there was an issue and it has been addressed. Also send a copy to Joanne Thomas. Jerry McCoy seconded. Motion approved.

Jerry McCoy left at 11:40 a.m.

Other: Discussion occurred regarding warrant entries. Bill Barnwell stated that his office will enter warrants Monday through Friday because that is what is Administrative staff is for. After hours and time critical entries all cancellations will go through Dispatch such as missing person and run a ways. Chuck stated that he cannot enter his own warrants. Carol will get with the other PSAP's to come up with recommendations regarding warrant entries.

Carol stated that the Bomb Threat policy needs to be reviewed. Steve Rains asked for a copy of all of the Policy and Procedures. Carol will e-mail that to everyone on the board.

Public Comments Joann Pyle stated that she agrees with Chuck regarding the fact that if unless the operation is 24 hours Dispatch should hold the warrants.

Motioned by Steve Rains with support by Clark Newell to adjourn. Motion approved and meeting adjourned 12:27 p.m. Next meeting scheduled for March 14, 2006.