



# MANITOWOC COUNTY

## JOINT DISPATCH BOARD

### Meeting Notice

**DATE:** Thursday, January 3rd, 2019  
**TIME:** 9:00 a.m.  
**PLACE:** Communications and Technology Building  
Room 111/112  
1024 South 9<sup>th</sup> Street  
Manitowoc, Wis.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to Order
2. Roll Call / Introductions
3. Approve Minutes of the October Meeting
4. Public Comment
5. Update on Emergency Services Division
  - a. Radio System Policy & Interoperability
  - b. JDC Updates
    - i. Staffing
    - ii. Comprehensive Task Sheet Review
    - iii. Guidance to Dispatchers on Fire/EMS to Accidents
    - iv. EMD Meetings
  - c. MABAS
  - d. Other Updates
6. Update on Communications Equipment
  - a. Update on Microwave Redundancy Project
  - b. Planned Upgrade of Backhaul Conversion at Radio Towers
  - c. Other Updates
7. Update on Information Systems Related to the Joint Dispatch Center
  - a. Message Switch
  - b. CAD Implementation Status
  - c. Cellcom Squad Car Cell Card Support
  - d. Introduction of New Systems Administrator Nicholas O'Connor (*Matt Fricke's Replacement*)
  - e. Other Updates
8. Propose New Date for April 2019 Meeting

Date: December 26<sup>th</sup>, 2018

Theresa Becker, Chairperson  
Prepared by: Travis Waack  
Emergency Services Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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**JOINT DISPATCH BOARD**  
**Communications & Technology Building**  
**1024 S. 9<sup>th</sup> St., Manitowoc, Wis.**  
**January 3rd, 2019**

Attendance: Manitowoc County Emergency Medical Services Association Chairperson Theresa Becker, Manitowoc County Sheriff Rob Hermann, Valders Fire/Ambulance Chief Chris Dallas, Two Rivers Fire/Rescue Assistant Chief Dave Murack, Manitowoc Police Department Deputy Chief Rob Barbier, Manitowoc County Sheriff Elect Dan Hartwig, Manitowoc Fire/Rescue Chief Todd Blaser, Manitowoc County Communications Engineer Bill Jones, Manitowoc County DPW Director Gerry Neuser, Manitowoc County Information System Manager Kody Burg, Manitowoc County Aegis Systems Administrator Scott Blumreich, Manitowoc County Aegis Systems Administrator Nick O'Connor, Two Rivers Police Chief Joe Collins, Kiel Police Chief Dave Funkhouser, Mishicot Police Chief Paul Granger, Manitowoc County Supervisor Randy Vogel, Manitowoc County JDC Supervisor Angela Obry, and Manitowoc County Emergency Services Director Travis Waack.

Call to Order: The meeting was called to order by Chairperson Theresa Becker at 9:00 a.m. and Sheriff Elect Dan Hartwig was introduced.

Current Agenda and Minutes of Prior Meeting: A motion was made and seconded to approve the agenda and minutes of the October meeting. The motion passed unanimously.

Public Comment: No one present wished to speak, therefore public input was closed at 9:01 a.m.

Radio System Policy & Interoperability: Manitowoc County Emergency Services Director Travis Waack shared the JDC's WISCOM radio is still scheduled to be programmed to include talk groups for communicating with hospitals, State radiological field teams, and the State MABAS center, but they are currently waiting on the vendor to complete the work. Waack shared they are also waiting on the vendor to complete an evaluation on how the current system can be programmed to include VHF interoperability frequencies that would be needed in a larger incident.

Waack shared that he is considering re-allocating the current emergency management repeated VHF channel for use as a second repeated VHF working channel for fire / EMS use. This would help alleviate radio system congestion when there are two incidents ongoing simultaneously in the county that require on-scene coordination over a wider area than what the fireground channels can provide. Input will be solicited from the fire / EMS community on this change as it could require radio re-programming.

Waack also shared that he is working to develop a method for evaluating and approving requests for usage of the county radio system through the Emergency Services Division.

### JDC Updates

Manitowoc County Emergency Services Director Travis Waack shared that the dispatch center is fully staffed with the newest dispatcher, Amanda, starting in early December to replace Ann who is retiring February 1<sup>st</sup>. Also, as of January 1<sup>st</sup>, all dispatchers are full-time in the center, which will help provide additional coverage during busy times.

Waack also reported that a comprehensive review of the task sheets used in the center has been completed and the task sheets are now being signed off on by staff in batches. This review was conducted by collaboration between the dispatch staff, supervisors, and the director and will be an annual process going forward for continued improvement.

Waack also reported that an effort is being made to more proactively dispatch fire and EMS to vehicle accidents where injuries are unknown. Dispatch staff have been encouraged to use judgement in assuming there may be injuries on high velocity or high mechanism crashes, even if callers are unsure of injuries. Staff have also been encouraged to make every effort to use the Emergency Medical Dispatch (EMD) protocol for vehicle accidents where bystanders could potentially identify injuries and render aid. Fire departments will also be dispatched along with EMS to ensure proper resources are on-scene for vehicle accidents with injury or a high likelihood of injury.

Waack also reported that the EMD meeting was held immediately prior to the Joint Dispatch Board meeting and will continue to be held on that schedule. The purpose of the EMD meeting is to review calls that may require changes to policy.

Finally, Waack reported that a water rescue jurisdiction map will be created so that the most appropriate fire/rescue department can be dispatched for water rescue calls.

Update on MABAS: Manitowoc County Emergency Services Director Travis Waack shared that four tabletop MABAS drills have been planned for fire departments in Manitowoc County to help increase proficiency with MABAS protocols. The drills will also include a classroom component with refreshers on radio system usage and incident command system protocols. This is taking place in coordination with efforts to increase MABAS proficiency in the dispatch center.

Update on Communications Equipment: Manitowoc County Communications System Engineer Bill Jones shared that the project to add redundant microwave links has been delayed by the vendor, but that once completed it will increase the resiliency of the radio system.

Jones also shared that the backhaul conversion from a T1 based system to IP based system has been approved and is being scheduled with the vendor. This will help reduce the recovery time if there are momentary failures of the microwave links, such as during intense thunderstorms. The work should be completed prior to the spring storm season.

Finally, Jones shared that work is being done to allow use of the emergency button feature on portable radios on the Manitowoc County Fire Service Main frequency. This feature is not currently enabled. Departments will be notified when this feature is operational. Chris Dallas thanked Bill for his work towards enabling this feature.

Information Systems Updates Related to the Joint Dispatch Center: Manitowoc County Aegis Systems Administrator Scott Blumreich reported that progress is being made to replace the message switch as the end of service life on the current switch is this January. Replacement of the switch will require some brief downtime of CAD, but this will be coordinated with the agencies. Agencies that financially partnered to replace the switch were thanked for their cooperation.

Blumreich also reported that there are still a few issues with the CAD system that was implemented in March. These are being actively worked on with the vendor.

Blumreich also reported that the Cellcom data cards used in the squads are nearing their end of life and agencies will need to make a decision on what cards will be used in the future.

The new Manitowoc County Information Systems Manager, Kody Burg, introduced himself and the new Aegis Systems Administrator, Nick O'Conner. Nick replaced Matt Fricke who recently left his position.

Proposed New Date for April 2019 Meeting: Chairperson Theresa Becker entertained a discussion regarding the date of the April meeting since Manitowoc County Emergency Services Director Travis Waack will be out of town at a conference. A new date of April 18<sup>th</sup>, 2019, was selected and agreed upon by the group.

Adjournment: A motion was made and seconded to adjourn. The motion passed unanimously and the meeting was adjourned at 9:30 a.m.

Respectfully submitted,



Travis Waack  
Director  
Manitowoc County Emergency Services Division



# MANITOWOC COUNTY

## JOINT DISPATCH BOARD

### Meeting Notice

**DATE:** Thursday, April 18th, 2019  
**TIME:** 9:00 a.m.  
**PLACE:** Communications and Technology Building  
Room 111/112  
1024 South 9<sup>th</sup> Street  
Manitowoc, Wis.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to Order
2. Roll Call / Introductions
3. Approve Minutes of the January Meeting
4. Public Comment
5. Presentation on Emergency Services Department Duties, Mission & Composition of Joint Dispatch Board, and Possible Action
  - a. Board Mission & Name to Align with Emergency Services Departmental Duties
  - b. Equal Membership from Police & Fire/EMS
6. Update from Emergency Services Department
  - a. Radio System Policy & Interoperability
    - i. Emergency Alarm on MCFS Main
    - ii. Use of MCFS Main vs IFERN
  - b. JDC Updates
    - i. Staffing
    - ii. Public Safety Telecommunicators Week
    - iii. Supervisors Office Move
  - c. MABAS
  - d. Other Updates
7. Update on Communications Equipment
  - a. Update on Microwave Redundancy Project
  - b. Planned Upgrade of Backhaul Conversion at Radio Towers
  - c. Other Updates
8. Update on Information Systems Related to the Joint Dispatch Center
  - a. CAD Updates
  - b. Other Updates
9. Propose New Date for July 2019 Meeting (Conflicts with 4<sup>th</sup> of July Holiday)

Date: April 9<sup>th</sup>, 2019

Theresa Becker, Chairperson  
Prepared by: Travis Waack  
Emergency Services Director

Any person wishing to attend the meeting who requires special accommodation because of a disability should contact the County Clerk's office at 920-683-4003 at least 24 hours before the meeting begins so that appropriate accommodations can be made.

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JOINT DISPATCH BOARD  
Communications & Technology Building  
1024 S. 9<sup>th</sup> St., Manitowoc, Wis.  
April 18th, 2019

Attendance: Manitowoc County Emergency Medical Services Association Chairperson Theresa Becker, Manitowoc Police Department Deputy Chief Rob Barbier, Two Rivers Police Chief Joe Collins, Valders Fire/Ambulance Chief Chris Dallas, Kiel Police Chief Dave Funkhouser, Manitowoc County Supervisor Randy Vogel, Two Rivers Fire/Rescue Chief Steve Denzien, Kiel Ambulance Todd Olig, Two Rivers Fire/Rescue Assistant Chief Dave Murack, Manitowoc Fire/Rescue Chief Todd Blaser, Manitowoc County Information System Manager Kody Burg, Manitowoc County Aegis Systems Administrator Scott Blumreich, Manitowoc County Aegis Systems Administrator Nick O'Connor, Manitowoc Sheriff's Office Maj Jason Orth, Manitowoc Sheriff's Office Maj Larry Ledvina, Two Rivers Police Andrew Raatz, Manitowoc County Communications Engineer Bill Jones, Manitowoc County JDC Supervisor Angela Obry, and Manitowoc County Emergency Services Director Travis Waack.

Call to Order: The meeting was called to order by Chairperson Theresa Becker at 9:02am.

Current Agenda and Minutes of Prior Meeting: A motion was made by Chief Funkhouser and seconded by Chief Collins to approve the agenda and minutes of the January meeting. The motion passed unanimously.

Public Comment: No one present wished to speak, therefore public input was closed at 9:02am.

Presentation on Emergency Services Department Duties, Mission & Composition of Joint Dispatch Board, and Possible Action: Emergency Services Director Travis Waack presented on the recent clarifications made to the duties of the Emergency Services Department in County Code 2 under resolution 2018/2019-79. Waack proposed modifications of the current Joint Dispatch Board to assist his department in carrying out these responsibilities with stakeholders from police, fire, and EMS. The proposed changes would include modifying the membership to ensure equal representation of police and fire on the committee, changing the name to the "Emergency Services Coordination Committee," and expanding on the mission from simply advising on Joint Dispatch Center issues to advising and creating policies on inter-agency coordination, emergency planning relating to police, fire, and EMS, oversight of user and encryption authorization on the County radio system, and communications interoperability. Chief Funkhouser and Chief Collins expressed concerns that the Joint Dispatch Board had not been asked about the revisions made in resolution 2018/2019-79. Waack explained that the current Joint Dispatch Agreements with the City of Manitowoc, City of Two Rivers, and City of Kiel would need to be modified in order to implement the presented changes. Chief Funkhouser made a motion, seconded by Chief Collins, to table any vote on this proposal until the chiefs can talk with officials in their communities. The motion carried unanimously.

Radio System Policy & Interoperability: Waack shared that the emergency alarm feature is now active on Manitowoc County Fire Main and that he will be working with the vendor to determine a numbering scheme for radios that will identify radios using this feature to dispatch when their alarm is activated.

Waack also shared that fire/EMS units have been directed to go en-route on Manitowoc County Fire Main and then immediately switch to IFERN. This will ensure that personnel that only carry pagers will be able to copy when their units have left the station, but will still allow the County to be interoperable with neighboring counties.

JDC Updates:

Waack shared that they had one resignation in the Joint Dispatch Center since the last meeting with Andrew accepting a position with the Highway Department.

Waack also shared that it's Public Safety Telecommunicators Week, thanked his staff, and thanked all of the departments who have sent treats up to the JDC over the past few days.

Finally, Waack shared that the JDC Supervisors have been moved out of their old office space to a console on the main dispatch floor. This is being done so that they can better participate in the day to day operations of the center and assist staff when it gets busy. The old office space will be turned into a small Emergency Operations Center that can be used for smaller incidents where direct coordination with dispatch is necessary.

Update on MABAS: No updates.

Update on Communications Equipment: Jones noted that there was a recent radio system outage that resulted from a simultaneous failure of two pieces of equipment. The issue was quickly fixed and the system returned to normal within a few hours. Waack noted that dispatch staff have been trained to quickly switch to backup radios and the towers went into site trunk mode, which ensured that there was no loss of communications with responders.

Jones also shared that the backhaul conversion from a T1 based system to IP based system was delayed by the vendor, but is scheduled for the week of June 3<sup>rd</sup>.

Information Systems Updates Related to the Joint Dispatch Center: Blumreich reported that progress is being made to replace the message switch which is now scheduled for the week of June 3<sup>rd</sup>.

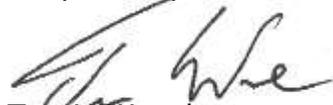
Blumreich also reported on the Rocket Devices that are used by Manitowoc and Two Rivers.

Finally, Blumreich reported that the computers in the County Emergency Operations Center have all been successfully placed on the county network.

Proposed New Date for July 2019 Meeting: Chairperson Theresa Becker entertained a discussion regarding the date of the July meeting since it falls on a holiday. Waack suggested having the meeting earlier to discuss the tabled action on the proposed change to the Joint Dispatch Board. The group chose June 6<sup>th</sup> at 9:00am.

Adjournment: A motion was made by Chief Dallas and seconded by Chief Funkhouser to adjourn. The motion passed unanimously and the meeting was adjourned at 10:08am.

Respectfully submitted,



Travis Waack

Director  
Manitowoc County Emergency Services Division



# **MANITOWOC COUNTY**

## **JOINT DISPATCH BOARD**

### **Meeting Notice**

**DATE:** Thursday, June 6th, 2019  
**TIME:** 9:00 a.m.  
**PLACE:** Communications and Technology Building  
Room 111/112  
1024 South 9<sup>th</sup> Street  
Manitowoc, Wis.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to Order
2. Roll Call / Introductions
3. Approve Minutes of the April 18th Meeting
4. Public Comment
5. Possible Action on Support for an Amendment to the Joint Dispatch Agreement
6. Announce New Date of the July 2019 Meeting (Conflicts with 4<sup>th</sup> of July Holiday)

Date: May 28th, 2019

Theresa Becker, Chairperson  
Prepared by: Travis Waack  
Emergency Services Director

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**JOINT DISPATCH BOARD**  
**Communications & Technology Building**  
**1024 S. 9<sup>th</sup> St., Manitowoc, Wis.**  
**June 6th, 2019**

Attendance: Manitowoc County Executive Bob Ziegelbauer, Manitowoc County Corporation Counsel Peter Conrad, Manitowoc Police Department Deputy Chief Rob Barbier, Two Rivers Police Chief Joe Collins, Valders Fire/Ambulance Chief Chris Dallas, Kiel Police Chief Dave Funkhouser, Two Rivers Fire/Rescue Chief Steve Denzien, Kiel Ambulance Todd Olig, Manitowoc Sheriff's Office Maj Jason Orth, Manitowoc Sheriff's Office Sheriff Dan Hartwig, Mishicot Police Chief Paul Granger, Manitowoc County Communications Engineer Bill Jones, Manitowoc Public Works Director Gerry Neuser, Dispatcher Nicole Behrmann, Dispatcher Cindy Rish, Manitowoc County JDC Supervisor Angela Obry, Manitowoc County JDC Supervisor Connie Bashaw, and Manitowoc County Emergency Services Director Travis Waack.

Call to Order: The meeting was called to order by Chief Funkhouser at 9:03 am. Chairperson Becker was not present at the meeting and the group elected to have Chief Funkhouser chair the meeting since there is no vice chair.

Current Agenda and Minutes of Prior Meeting: A motion was made by Sheriff Hartwig and seconded by Chief Dallas to approve the agenda and minutes of the April meeting. The motion passed unanimously.

Public Comment: No one present wished to speak, therefore public input was closed at 9:05 am.

Possible Action on Support for an Amendment to the Joint Dispatch Agreement: A motion was made by Chief Collins and seconded by Sheriff Hartwig to deny support for proposed changes to the Joint Dispatch Agreement. Discussion on the motion followed.

Director Waack re-iterated that the purpose of his proposed changes are to increase the scope of the Joint Dispatch Board, allowing it provide additional input on issues beyond the Joint Dispatch Center, including the County radio system, and inter-agency coordination. Waack also re-iterated that the proposed changes in no way further limit the voice of the Board or limit its ability to provide input on the Joint Dispatch Center. Finally, Waack provided support for changing the membership structure to ensure that police and fire/EMS are equally represented.

Chief Funkhouser read a letter from the City of Manitowoc, City of Two Rivers, City of Kiel and Sheriff's Office that proposes keeping the current Joint Dispatch Board structure, more than an advisory role for the Joint Dispatch Board, and proposes keeping agencies fully in charge of their talk groups on the County radio system rather than oversight from a County position.

County Executive Ziegelbauer reminded the Board that although they have the power to deny support for the proposed changes, the Emergency Services Department has accountability and responsibility for the operation of the Joint Dispatch Center and County radio system and will have to determine the best alternatives for collaboration on these responsibilities if the motion to deny support passes.

Additional discussions were entertained regarding the desire of the board to have more than an advisory role and concerns over vesting power with one department.

A vote was held and the motion to deny support for the proposed changes was passed unanimously.

Announce New Date: The regularly scheduled July meeting will be held on July 25<sup>th</sup> at 9:00 am due to the holiday on the normal meeting date.

Adjournment: A motion was made by Sheriff Hartwig and seconded by Chief Dallas to adjourn. The motion passed unanimously and the meeting was adjourned at 9:54 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Travis Waack', written in a cursive style.

Travis Waack  
Director  
Manitowoc County Emergency Services Division



# **MANITOWOC COUNTY**

## **JOINT DISPATCH BOARD**

### **Meeting Notice**

**DATE:** Thursday, July 25, 2019  
**TIME:** 9:00 a.m.  
**PLACE:** Communications and Technology Building  
Room 111/112  
1024 South 9<sup>th</sup> Street  
Manitowoc, Wis.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to Order
2. Roll Call / Introductions
3. Approve Minutes of the June Meeting
4. Public Comment
5. Election of Vice Chair
6. Update from Emergency Services Department
7. Update from Public Works Department
8. Adjourn
  - a. Next Meeting Date: October 3<sup>rd</sup> at 9:00 AM.

Date: July 16th, 2019

Theresa Becker, Chairperson  
Prepared by: Travis Waack  
Emergency Services Director

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**JOINT DISPATCH BOARD**  
**Communications & Technology Building**  
**1024 S. 9<sup>th</sup> St., Manitowoc, Wis.**  
**July 25th, 2019**

Attendance: Chairperson Becker, Kiel Police Department Captain Jeanty, Valders Fire/Ambulance Chief Chris Dallas, Two Rivers Fire/Rescue Chief Steve Denzien, Manitowoc County Communications Engineer Bill Jones, Manitowoc Public Works Director Gerry Neuser, IS Manager Kody Burg, Systems Administrator Scott Blumreich, Systems Administrator Ashely Smits, Manitowoc Police Department Captain Freiboth, Manitowoc Sheriff's Department Major Orth, Mishicot Police Chief Paul Granger, Manitowoc County JDC Supervisor Angela Obry, and Manitowoc County Emergency Services Director Travis Waack.

Call to Order: The meeting was called to order by Chairperson Becker at 9:00 am.

Current Agenda and Minutes of Prior Meeting: A motion was made by Chief Granger and seconded by Chief Dallas to approve the agenda and minutes of the June meeting. The motion passed unanimously.

Public Comment: No one present wished to speak, therefore public input was closed at 9:01 am.

Election of Vice Chair: A motion was made by Chief Granger and seconded by Major Orth to nominate Chief Dallas as Vice Chair. The motion passed unanimously. Congratulations Chief Dallas.

Update from Emergency Services Department: Director Waack gave an update on JDC staffing, stating that one new dispatcher is currently in training and another is scheduled to start in early August. An eligibility list was also formed after the last round of interviews.

Waack also reported that the three Supervisors will each be completing a one month training program over the next three months designed to increase their speed and muscle memory on the dispatch floor. The Supervisors have been an incredible asset on the dispatch floor and this training is designed to further increase their comfort level.

Waack also reported that the old Supervisor's office is being re-designed to serve as a small operations center adjacent to the dispatch floor that could be used by chiefs and department heads during MABAS calls or smaller incidents, such as the recent storms. Work is ongoing and the room will be ready soon.

Waack also reported that a new quality assurance program has started, with the Supervisors reviewing two Emergency Medical Dispatch (EMD) calls and two non-EMD calls for each dispatcher every month. Previously, only EMD calls were reviewed monthly.

Waack also reported that he is in the processes of developing a partnership with the domestic violence center to promote text to 911 for individuals who may not be able to talk because of domestic violence situations.

Finally, Waack reported that he is in the process of developing a Radio Advisory Committee since the proposal presented in June to include radio system oversight in the JD Board mission was voted down. Waack encouraged anyone with input on that potential new committee to contact him.

Update from the Public Works Department: Manager Burg reported that the message switch was completed successfully on June 5<sup>th</sup> with no issues.

Engineer Jones reported that the ethernet conversion on the radio system was completed. Jones also reported that the redundant microwave links performed very well during the recent storms and these improvements together kept the system 100% online during the recent severe weather. Director Waack expressed that this is a dramatic improvement over last year and that these improvements have made a big difference. Finally, Jones reported that Motorola upgrades are now underway to update the radio system from 7.15 to 7.17 as Motorola will not allow the County to be more than two revisions behind.

Adjournment: A motion was made by Chief Dallas and seconded by Major Orth to adjourn. The motion passed unanimously and the meeting was adjourned at 9:17 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Travis Waack', written in a cursive style.

Travis Waack  
Director  
Manitowoc County Emergency Services Department



# MANITOWOC COUNTY

## JOINT DISPATCH BOARD

### Meeting Notice

**DATE:** Thursday, October 3rd, 2019  
**TIME:** 9:00 a.m.  
**PLACE:** Communications and Technology Building  
Room 111/112  
1024 South 9<sup>th</sup> Street  
Manitowoc, Wis.

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the committee may convene in closed session. The following matters may be considered at the meeting:

1. Call to Order
2. Roll Call / Introductions
3. Approve Minutes of the July Meeting
4. Public Comment
5. Update from Emergency Services Department
6. Update from Public Works Department
7. Select Next Meeting Date (1<sup>st</sup> Wednesday/Thursday of January 2020 is a Holiday)
8. Adjourn

Date: September 23<sup>rd</sup>, 2019

Theresa Becker, Chairperson  
Prepared by: Travis Waack  
Emergency Services Director

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**JOINT DISPATCH BOARD**  
**Communications & Technology Building**  
**1024 S. 9<sup>th</sup> St., Manitowoc, Wis.**  
**October 3<sup>rd</sup>, 2019**

Attendance: Manitowoc County Emergency Medical Services Association Chairperson Theresa Becker, Kiel Police Chief Dave Funkhouser, Kiel Ambulance Todd Olig, Manitowoc County Fire Association Chief Chris Dallas, Manitowoc County Communications Engineer Bill Jones, Manitowoc County DPW Director Gerry Neuser, Manitowoc County Information System Manager Kody Burg, Manitowoc County Aegis Systems Administrator Scott Blumreich, Manitowoc County Aegis Systems Administrator Ashley Smits, Manitowoc County Supervisor Randy Vogel, Manitowoc County Sheriff Dan Hartwig, and Manitowoc County Emergency Services Director Travis Waack.

Call to Order: The meeting was called to order by Chairperson Theresa Becker at 9:00 a.m.

Current Agenda and Minutes of Prior Meeting: A motion was made by Chief Funkhouser and seconded by Sheriff Hartwig to approve the agenda and minutes of the July meeting. The motion passed unanimously.

Public Comment: No one present wished to speak, therefore public input was closed at 9:01 a.m.

Update from Emergency Services Department: Director Waack shared an update on JDC staffing, stating that they currently have two new Dispatchers in training and another starting next week following the resignation of one dispatcher since the last meeting. Waack also shared Emergency Management Specialist, Amanda Fox, recently announced she accepted a position with a police department in Texas. Her last day will be October 23<sup>rd</sup>.

Waack also reported that training of the Supervisors on the dispatch floor is going well, with two having completed the one month training and another set to begin once the number of new dispatchers in training drops below three at the beginning of November.

Waack also reported on the progress of the operations center being equipped adjacent to the JDC. The operations center is intended to give representatives of police, fire, highway, EMS, MABAS, etc. a place to coordinate during events such as severe weather or major winter storms with easy access to the JDC. Waack reported that some wiring is still being done to equip the operations center with radio equipment.

Waack also reported that quarterly in-person trainings are being conducted with all JDC staff to cover topics relating to the JDC and by guest presenters. The first training was conducted in September and featured Bill Manis with a demo of the Mass Casualty Trailer.

Finally, Waack shared a new task sheet for call management during severe weather. The task sheet outlines methods to triage weather related calls during times of extremely high call volume. Waack also mentioned that if 911 lines are at risk of not being answered, the staff may need to declare emergency radio traffic. A discussion followed about the response to the July storms and the hundreds of calls that resulted.

Update from Public Works Department: Communications Engineer Jones shared that Motorola is on site this week completing the software upgrade on our system from 7.15 to 7.17 and replacing the console radio computers.

IS Manager Burg shared that they have been meeting with PD's to determine which devices will be used for mobile data in their squad cars. Sheriff Hartwig also reported that they have purchased mobile data devices.

Burg also shared that IS has provide quotes to the Manitowoc Fire Department and the Two Rivers Fire Department for mobile CAD. A discussion regarding mobile data and CAD followed. Chief Dallas and Chair Becker requested contact from IS regarding mobile CAD as well.

Select Next Meeting Date: A discussion was held on the next meeting date as January 2<sup>nd</sup> is immediately following a holiday. The majority of members present indicated they would be available so group decided to hold the next meeting on January 2<sup>nd</sup>.

Adjournment: A motion was made by Sheriff Hartwig and seconded by Chief Dallas to adjourn. The motion passed unanimously and the meeting was adjourned at 9:30 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Travis Waack', written in a cursive style.

Travis Waack  
Director  
Manitowoc County Emergency Services Department