



**MANITOWOC COUNTY
JOINT DISPATCH BOARD
MEETING NOTICE**

DATE: January 6, 2016
TIME: 9:00 A.M.
PLACE: Communications & Technology Bldg.
1024 S. 9th Street, Manitowoc
Room 111

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 and acted upon at the meeting:

1. Approve agenda and previous minutes (July 1, 2015 as no meeting in October)
2. Seating of new chair and election of new Vice Chair
3. Public comments
4. Introduce Deputy Director Emergency Services-Jamie Aulik
5. Communications equipment, other update-G. Neuser/B. Jones
6. SCIP council report-G. Neuser/B. Jones
7. Joint Dispatch Center-JDC Supervisor
To include but not limited to:
Text messaging 9-1-1
Staffing instability
8. Aegis/other IS updates-I.S. Department
9. MABAS update-JDC Supervisor/S. Schneider
10. Outcome of September 15, 2015 Hostile Action Exercise with PBNP

December 21, 2015

Scott Schneider, Chairperson

Prepared by: N.H. Crowley, Emergency Services Director

A handwritten signature in black ink, appearing to read "Nancy H. Crowley", is written over a large, stylized, loopy signature line.

JOINT DISPATCH BOARD
Communications & Technology Building
1024 S. 9th St., Manitowoc, WI
January 6, 2016

Attendance: Chairperson Scott Schneider, Manitowoc County Emergency Medical Services Association President Theresa Becker, City of Manitowoc Deputy Chief of Police Rob Barbier, and City of Kiel Chief of Police David Funkhouser.

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

Minutes: Chief Funkhouser moved to approve the minutes of the July 1, 2015 meeting, seconded by President Becker. Upon vote, the motion passed unanimously.

Seating of new chair and election of new Vice Chair: President Becker agreed to serve as chair. No members present expressed an interest in serving as vice-chair, therefore Chief Funkhouser moved to table the election of vice-chair until the next meeting so they could solicit all committee members to see if there was any interest in serving as vice-chair, seconded by Chairperson Schneider. Upon vote the motion passed unanimously.

It was noted the Village of Francis Creek had opted to contract with the Manitowoc County Sheriff's Office for law enforcement, therefore the committee would be in need of a replacement for Chief Karl Puestow.

Incoming Chair Becker also requested an updated committee roster, and a clarification on the appointment process for committee positions.

Public Comment:

No one present wished to speak, therefore public input was closed at 9:04 a.m.

Introduce Deputy Director Emergency Services, Jamie Aulik: Director of Emergency Services Nancy Crowley introduced Jamie Aulik as the new Deputy Director of Emergency Services. Deputy Director Aulik said he formerly served as county clerk, and by virtue of his specialty in the Army Reserve he had almost 19 years of experience related to hazardous materials and weapons of mass destruction, and instructed courses at Ft. Leonard Wood, Missouri. He said he looked forward to working with the committee in the future.

Statewide Communications Interoperability Plan (SCIP), communications equipment, and other updates: Manitowoc County Public Works Director Gerry Neuser and Communications System Engineer Bill Jones gave a brief update. The bidding process on SCIP has just begun. Chief Funkhouser mentioned the Badger State Sheriffs Association reached out to the Wisconsin Chiefs of Police Association about resolving communications interoperability issues, and they were trying to document how each area sends and receives emergency related information so communications between public safety entities could occur in a more rapid fashion. Discussion followed.

Joint Dispatch Center: Joint Dispatch Supervisor Paul Hacker talked about implanting a text messaging 911 system. He said that other than testing, it hadn't been used, but the system is live. Discussion followed.

AEGIS and other IS updates: Matt Fricke said the software company New World Systems was bought out by Tyler Technologies, and he was unsure if there would be an impact on the AEGIS system. Discussion followed.


Mutual Aid Box Alarm System (MABAS) update: Chairperson Schneider said they will be tweaking the cards. There will be a drill on April 9 in Valders, and they intend to have vehicle and personnel movement. Overall, implementing MABAS has improved emergency response effectiveness.

Outcome of September 15, 2015 Hostile Action Exercise with Point Beach Nuclear Plant: Director Crowley said the county did well with the hostile action exercise. It was a fun day and there were no deficiencies requiring corrective action.

Chief Funkhouser thanked Chairperson Schneider for his service as chair of the Joint Dispatch Board.

The meeting adjourned at 9:59 a.m.

Respectfully submitted,


Jamie J. Aulik
Deputy Director, Division of Emergency Services
Manitowoc County



MANITOWOC COUNTY JOINT DISPATCH BOARD MEETING NOTICE

DATE: Wednesday, April 6, 2016
TIME: 9:00 AM
PLACE: Communications and Technology Building
1024 South 9th Street, Room 111/112, Manitowoc, WI

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 and acted upon at the meeting:

1. Call to Order
2. Roll Call
3. Approve Agenda and Minutes from January 25, 2016 Meeting
4. Public Comment
5. Election of New Vice Chairperson
6. Communications Equipment
 - a. Gateway Decommissioning and Cato Tower
 - b. Bellevue Department of Public Works Interference Issue
 - c. 800 MHz Talk Groups
7. SCIP Council
8. Joint Dispatch Center
 - a. Threatening Calls – Protocol, Status and Actions Taken
 - b. Report on Pre-Alert for Fire/Emergency Medical Service
 - c. Emergency Operations Center Activation – Lessons Learned
 - d. Report on Pro Phoenix Computer Aided Dispatch (CAD) Presentation
 - e. Discussion on pursuing other CAD options
 - f. Discussion on CAD alerts, and policies related to entering them, expiration dates, etc.
 - g. Paramount Emergency Medical Dispatch upgrade
9. AEGIS/Other IS Updates
 - a. Pictometry Imagery
10. MABAS Update
11. Appointment Rules Related to Joint Dispatch Board members
12. Adjournment to Wednesday, July 6, 2016 at 9:00 AM.

Date: March 29, 2016

Theresa Becker, Chairperson
Prepared by: Jamie J. Aulik
Deputy Director, Emergency Services Division

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.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

JOINT DISPATCH BOARD
Communications & Technology Building
1024 S. 9th St., Manitowoc, WI
April 6, 2016

Attendance: Chairperson Theresa Becker – Manitowoc County Emergency Medical Services Association President, Sheriff Robert Hermann, City of Manitowoc Assistant Chief of Police Scott Luchterhand, Two Rivers Fire Chief Scott Schneider, Two Rivers Police Chief Joe Collins, Reedsville Police Chief Jo Ann Mignon on behalf of Mishicot Police Chief Paul Granger, and City of Kiel Police Officer Lee Pasket on behalf of Kiel Police Chief David Funkhouser.

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

Current agenda and minutes of prior meeting: Chief Mignon moved to approve the current agenda and the minutes of the January 6, 2016 meeting, seconded by Chief Schneider. Upon vote, the motion passed unanimously.

Public Comment:

No one present wished to speak, therefore public input was closed at 9:04 a.m.

Election of Vice Chair: Chief Collins moved to nominate Sheriff Hermann to serve as Vice Chair of the board, seconded by Chief Mignon. There were no other nominations. Upon vote, the motion passed unanimously.

Gateway decommissioning and Cato Tower: Manitowoc County Public Works Director Gerry Neuser notified the board that the tower is past its useful life, and it's slated to be decommissioned in 2022. He said he was doing his due diligence by letting them know.

Bellevue Department of Public Works radio interference issue: Manitowoc County Communications System Engineer Bill Jones said that he worked with the Bellevue Department of Public Works to resolve the issue, and they agreed to switch frequencies so that interference would no longer be an issue.

800MHz talk groups: Mr. Jones mentioned he was approached to create separate talk groups on the 800 MHz system for training. Discussion followed on determining the departments involved in the talk group and their overall purpose. Chief Collins moved to table creating separate talk groups in order to get more information on what the talk groups would be used for, seconded by Chief Mignon. Upon vote, the motion passed unanimously.

SCIP Council: No report.

Threatening phone calls – Protocols, Status, and Actions taken: Joint Dispatch Center Supervisor (JDC) Connie Bashaw said that management took steps to deal with dispatchers receiving threatening phone calls in January and February, and they also developed a draft task sheet to deal with future threatening phone calls. Chief Collins moved to review and approve the threatening phone call task sheet at the next meeting, seconded by Chief Mignon. Upon vote, the motion passed unanimously. There was also discussion on protocols related to out-of-area phone calls.

Report on Pre-Alert for Fire/Emergency Medical Service: Deputy Director of Emergency Services Jamie Aulik said he was asked to review the Joint Dispatch Center policy of not pre-alerting emergency services prior to dispatching them. He said he had Corporation Counsel Peter Conrad review a memo on deviating from the dispatch protocol written by the previous corporation counsel, which advised not to deviate from the protocol. Corporation Counsel Conrad agreed with the memo. He also had a handout from the National Academies of Emergency Dispatch which also did not support pre-alerting. Because of that, he said the dispatch center would continue to not pre-alert response agencies. Discussion followed.

Emergency Operations Center (EOC) Activation – Lessons Learned: JDC Supervisor Bashaw said their staff benefitted from the EOC activation and that it was good preparation for communications-intensive events. Deputy Director Aulik said that a second wireless network had been installed in the EOC, and thanked law enforcement for involving JDC staff during the planning process.

Report on Pro Phoenix Computer Aided Dispatch (CAD) presentation and discussion on pursuing other CAD options: Assistant Chief Luchterhand said the City of Manitowoc hosted a presentation from Pro Phoenix, but moving to a different CAD system would be a years-long project. Information Systems Director Bob Blashe said that he was hosting a presentation on the Enterprise CAD system, which is an upgrade from the current system from New World/Tyler Technologies. Discussion followed.

Discussion on CAD alerts, and policies related to entering them, expiration dates, etc.: JDC Supervisor Bashaw said that there are alerts in the CAD system that require review. An alert is a bit of information that can be accessed by dispatchers, and they are usually tied to a location; some are automatically entered by CAD, and some are manually entered by public safety staff. Matthew Fricke had a handout with examples of alerts, and he explained some of them have no expiration date. Chief Collins requested that the alerts for each agency be sent for their review, and the board agreed that policies should be developed to deal with them according to type of alert.

Paramount Emergency Medical Dispatch (EMD) upgrade: JDC Supervisor Bashaw explained that Paramount will replace the current EMD program, and it should hopefully be in use by May 1. Chairperson Becker asked her to notify their partners whenever it is implemented.


Pictometry Imagery: Deputy Director Aulik said there was a presentation by Pictometry Imagery, which uses 360 degree imagery on buildings and property, which would be a great benefit to public safety entities by allowing them to see each door and other features on a building. Information Systems Director Bob Blashe said the project was very likely moving forward. Discussion followed.

Mutual Aid Box Alarm System (MABAS) update: Two Rivers Fire Chief Scott Schenider said they were working on a greater build out of the cards, and that it would likely be done by May 1.

Appointment Rules Related to Joint Dispatch Board members: Deputy Director Aulik handed out an excerpt from the Joint Dispatch Agreement which detailed the rules of appointment for members of the board. In order to do some housekeeping with paperwork, he said that for those members without appointment paperwork on file, he was going to notify their respective association presidents or executive branch to either reappoint or replace the current members.

Adjournment: Chief Mignon moved, seconded by Chief Schneider to adjourn. Upon vote, the motion passed unanimously and the meeting adjourned at 10:59 a.m.

Respectfully submitted,


Jamie J. Aulik
Deputy Director
Manitowoc County Division of Emergency Services



MANITOWOC COUNTY

JOINT DISPATCH BOARD

MEETING NOTICE

DATE: Wednesday, July 6, 2016
TIME: 9:00 a.m.
PLACE: Communications and Technology Building
Room 111/112
1024 South 9th 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
3. Approve Agenda and Minutes from April 6, 2016 Meeting
4. Public Comment
5. Communications Equipment
 - a. May 11, 2016 radio outage and protocols related to radio outages
 - b. Update on microwave links project
6. Update on Statewide Communications Interoperability Plan (SCIP) Council
7. Joint Dispatch Center
 - a. Update on Paramount Emergency Medical Dispatch (EMD) software implementation
 - b. ProPhoenix Computer Aided Dispatch software
8. AEGIS and other Information Systems updates related to the Joint Dispatch Center
9. Update on Mutual Aid Box Alarm System (MABAS)
10. Adjourn to Wednesday, October 5, 2016 at 9:00 a.m.

Date: June 23, 2016

Theresa Becker, Chairperson
Prepared by: Jamie J. Aulik
Deputy Director, Emergency Services Division

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.

Persons who are members of another governmental body, but who are not members of this committee, may attend this meeting. Their attendance could result in a quorum of another governmental body being present. Such a quorum is unintended and they are not meeting to exercise the authority, duties, or responsibilities of any other governmental body.

JOINT DISPATCH BOARD
Communications & Technology Building
1024 S. 9th St., Manitowoc, WI
July 6, 2016

Attendance: Chairperson Theresa Becker – Manitowoc County Emergency Medical Services Association, Sheriff Robert Hermann, County Board Supervisor Rick Henrickson, City of Manitowoc Assistant Chief of Police Scott Luchterhand, Mishicot Police Chief Paul Granger, and City of Kiel Police Officer Tom Meyer on behalf of Kiel Police Chief David Funkhouser. Two Rivers Fire Chief Scott Schneider and Two Rivers Police Chief Joe Collins were excused.

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

Current agenda and minutes of prior meeting: Sheriff Hermann moved to approve the current agenda and the minutes of the April 6, 2016 meeting, seconded by Assistant Chief Scott Luchterhand. Upon vote, the motion passed unanimously.

Public Comment:

No one present wished to speak, therefore public input was closed at 9:04 a.m.

Update on microwave links project:

Manitowoc County Communications System Engineer Bill Jones said the project was in the request for proposals phase.

May 11, 2016 radio outage and protocols related to radio outages: Chairperson Becker said protocols for agencies and the dispatch center are in the works. After a meeting among fire and Emergency Medical Service agency and dispatch center representatives, it was decided that Code Red would be used to notify up to five personnel in each agency about a radio outage, and points of contact for each agency were still being collected. Though not fully decided, the most likely system used in an outage will be the Multi-agency Incident Radio Communications 1 (MARC 1).

Update on Statewide Communications Interoperability Plan Council: No report.

Update on Paramount Emergency Medical Dispatch (EMD) software implementation: Joint Dispatch Center Supervisor (JDC) Paul Hacker said it was implemented on June 1, and included some updates and improvements in the system. Generally, there were no problems and the center has been moving forward with the new system.

ProPhoenix Computer Aided Dispatch software: Director of Emergency Services Nancy Crowley said that the county is moving forward with the upgrade to AEGIS Enterprise, and she had a directive from County Executive Bob Ziegelbauer to not deviate from that plan. Discussion followed.

AEGIS and other Information Systems updates related to the Joint Dispatch Center: Information Systems Director Bob Blashe had a handout regarding a negotiated agreement with Tyler Technologies on the upgrade to the AEGIS Enterprise Computer Aided Dispatch system. He noted a reduction of the annual software and maintenance fee, and product concessions from Tyler. He also noted the following: there shouldn't be any down time when it is implemented, there will be a new mapping system, and there will be training provided for the Mobile 10 product. The estimated overall cost increase is \$50,000 over five years, which is spread across the users of the system on a prorated basis. The product will possibly be implemented in 2017. Director Blashe answered questions from board members.

Mutual Aid Box Alarm System (MABAS) update: Chairperson Becker said the training for JDC staff and fire personnel regarding radio procedures for MABAS events will once again start up in October. Bill Manis was asking for each fire department to select a date and time for hosting a drill at the next Fire Association meeting, then once complete he will email the schedule to the JDC. Discussion followed.

Adjournment: Supervisor Henrickson moved, seconded by Sheriff Hermann to adjourn. Upon vote, the motion passed unanimously and the meeting adjourned at 10:05 a.m.

Respectfully submitted,


Jamie J. Atalik
Deputy Director
Manitowoc County Emergency Services Division