



MANITOWOC COUNTY

JOINT DISPATCH BOARD

Meeting Notice

DATE: Thursday, January 7th, 2021
TIME: 9:00 a.m.
PLACE: Manitowoc County Office Complex
4319 Expo Dr, Manitowoc, WI 54220
Room 300

Per Governor Evers' Emergency Order #1, Face Coverings Will Be Required and Social Distancing Will Be Exercised.

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. New Business
 - a. Discussion on Dual Paging
 - b. Discussion on Concerns Regarding Radio System Coverage, County Actions, and Findings from Baycom
5. Old Business
 - a. Discussion on Benzie County Interference, County Actions, and Findings from Baycom
6. Update from Emergency Services Department
7. Update from Public Works Department
 - a. Information Systems
 - b. Communications
8. Next Meeting Date April 1st, 2021
9. Adjourn

Date: December 29th, 2020

Chris Dallas, 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.

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
County Office Complex, Room 300
January 7th, 2021

Committee Members Present: Robert Barbier, Theresa Becker, Chris Dallas, Dave Funkhouser, Dan Hartwig, Brian Kohlmeier, and Supervisor Nickels. Other invited non-committee members were in attendance.

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

Current Agenda and Minutes of Prior Meeting: A motion was made by Dave Funkhouser and seconded by Brian Kohlmeier to approve the minutes of the October meeting. The motion passed unanimously.

Discussion on Dual Paging: Chris Dallas presented background information on dual paging of the St Nazianz & Valders Fire Departments as well as the Rockwood and Francis Creek Fire Departments. A concern was raised that a modification was made to the JDC radios that eliminates the ability to page these department's separately without notice to the departments. Travis Waack indicated that this modification was not a change in policy, but rather an equipment modification to ensure compliance with the request by the departments to be paged together for all calls. Chris Dallas indicated there are still instances when they would want to paged separately. A discussion followed on the importance of standardization of policies across departments in the JDC. Travis Waack also added that on several occasions when departments were paged separately at their request in the past it resulted in complaints from the departments. A follow up meeting will be held with the departments to discuss the matter further.

Discussion on Concerns Regarding Radio System Coverage: Chris Dallas indicated that concerns were shared with County Department of Public Works regarding radio system coverage. Gerry Neuser reported that Baycom was contacted immediately upon receiving notification of the concern and conducted signal strength testing. The results of the testing confirmed that the system is performing as designed and there are no signal strength issues. A lengthy discussion followed about in-building coverage and it was noted that no radio system can guarantee coverage in all parts of every building in the County due to construction type and internal interference. An additional discussion followed about historical decisions made regarding the radio system.

Discussion on Benzie County Interference: Travis Waack repeated the final report made at the October meeting and emailed in September detailing the County's effort to study the source of interference from Benzie County, MI, and determine proper mitigation steps.

Update from Public Works Department: Kody Berg reported that Manitowoc Fire Rescue is moving forward with the integration of a mobile CAD product. Bill Jones reported that various routine radio system equipment upgrades and a 911 upgraded are planned for 2021, but outages are not expected. Any outages will be announced.

Next Meeting Date: April 1st, 2021

Adjournment: A motion was made by Theresa Becker and seconded by Dan Hartwig to adjourn. The meeting was adjourned at 10:35 a.m.

Respectfully submitted,



Travis Waack
Director
Manitowoc County Emergency Services Department



MANITOWOC COUNTY

JOINT DISPATCH BOARD

Meeting Notice

DATE: Thursday, April 1st, 2021
TIME: 9:00 a.m.
PLACE: Manitowoc County Office Complex
4319 Expo Dr, Manitowoc, WI 54220
Room 300

Per Governor Evers' Emergency Order #1, Face Coverings Will Be Required and Social Distancing Will Be Exercised.

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. Public Comment
4. Approve Minutes of the January Meeting
5. New Business
 - a. FLAMES Tone
 - b. Water Rescue
 - c. Paging for EMS Pre-Alerts
6. Old Business
 - a. None
7. Update from Emergency Services Department
8. Update from Public Works Department
 - a. Information Systems
 - b. Communications
9. Next Meeting Date July 1st, 2021
10. Adjourn

Date: March 24th, 2021

Chris Dallas, Chairperson
Prepared by: Travis Waack
Emergency Services Director

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JOINT DISPATCH BOARD
County Office Complex, Room 300
April 1st, 2021

Committee Members Present: Robert Barbier, Theresa Becker, Chris Dallas, Dave Funkhouser, Dan Hartwig, and Brian Kohlmeier. Other invited non-committee members were in attendance.

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

Public Comment: Nobody present wished to speak.

Minutes of Prior Meeting: A motion was made by Theresa Becker and seconded by Dan Hartwig to approve the minutes of the January meeting. The motion passed with one no vote.

New Business: Travis Waack presented on the new FLAMES tone that has been implemented. This allows any fire department to have multiple departments paged when smoke or flames are indicated by the caller.

Travis also presented on the new water rescue call type that will ensure the nearest zodiac rescue boat along with EMS are automatically dispatched to any call where someone may be in or on the water.

Finally, Travis presented an update on discussions from the EMD Steering Committee regarding the use of page tones along with the pre-alert. After several meetings by that group, it has been decided to keep the existing EMS paging protocols in place without a change.

Update from Emergency Services: Travis Waack informed the Board that Telecommunicator's Week starts April 11th. Departments may stop by, but are asked to limit the number of people and length of visit while exercising COVID-19 precautions.

Sheriff Hartwig inquired about staffing. Travis informed the Board that the JDC is currently +1 with a very recent accepted offer, but will return to normal staffing levels with the next vacancy.


Update from Public Works Department: Scott Blumreich reported on the planned CAD version upgrade later this summer.

Bill Jones reported on the planned 911 system upgrade scheduled for later this month. No downtime should occur, but in the event that it would, 911 calls would be transferred to Brown and Sheboygan County per existing continuity of operations plans.

Next Meeting Date: July 1st, 2021

Adjournment: A motion was made by Dan Hartwig and seconded by Theresa Becker to adjourn. The meeting was adjourned at 9:19 a.m.

Respectfully submitted,



Travis Waack
Director
Manitowoc County Emergency Services Department



MANITOWOC COUNTY

JOINT DISPATCH BOARD

Meeting Notice

DATE: Thursday, July 1st, 2021
TIME: 9:00 a.m.
PLACE: Manitowoc County Communications & Technology Building
1024 S 9th St, Manitowoc, WI 54220
Room 111/112

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. Public Comment
4. Approve Minutes of the April Meeting
5. New Business
 - a. None
6. Old Business
 - a. None
7. Update from Emergency Services Department
 - a. JDC Staffing Update
8. Update from Public Works Department
 - a. Information Systems
 - b. Communications
9. Next Meeting Date October 7th, 2021
10. Adjourn

Date: June 23, 2021

Chris Dallas, Chairperson
Prepared by: Travis Waack
Emergency Services Director

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JOINT DISPATCH BOARD
Communications & Technology Building, Room 111/112
July 1st, 2021

Committee Members Present: Robert Barbier, Dave Funkhouser, Dan Hartwig, Brian Kohlmeier, Paul Granger, and Dave Nickels. Other invited non-committee members were in attendance.

Call to Order: The meeting was called to order by Dave Funkhouser at 9:02 a.m.

Public Comment: Nobody present wished to speak.

Minutes of Prior Meeting: A motion was made by Dan Hartwig and seconded by Brian Kohlmeier to approve the minutes of the April meeting. The motion passed unanimously.

New Business: None

Old Business: None

Update from Emergency Services: Travis Waack provided an update on JDC staffing. The JDC is currently down 5 employees. A total of 14 candidates were interviewed and the interview panel unanimously agreed to offer 5 candidates employment offers. All 5 have accepted with 3 starting on July 15 and the other 2 a couple weeks later to spread out the training schedule. The JDC has also promoted 4 staff to be trainers and has streamlined the process. Additionally, new hires will be started with a 3 day overview class in a classroom setting before going out on the floor with a trainer to help provide additional context.

Travis also reported on a position reclassification that been approved by the Personnel Director and will be included in the 2022 budget proposal. The reclassification recognizes the critical decisions made every day by emergency dispatchers. The reclassification will result in an approximately \$2 per hour increase for all emergency dispatchers starting in 2022.

A discussion followed about the role of the Joint Dispatch Board and how issues are brought up for discussion.

Update from Public Works Department: Scott Blumreich that CAD has been upgraded on the test side for testing. He also reported that the console CAD computers are being replaced with the addition of 2 additional monitors at each console. Finally, he reported that Microsoft is phasing out Silverlight, which means DSS reports are being replaced by a product called Socrata.

Bill Jones reported that the phone system upgrade is complete. There were some glitches with the upgrade, but most have been worked out. This is a 7 year upgrade cycle. He also reported that Motorola has finished the radio system upgrade, but this has no impact on radio system users. This is a 2 year upgrade cycle.

Next Meeting Date: October 7th, 2021

Adjournment: A motion was made by Brian Kohlmeier and seconded by Paul Granger to adjourn. The meeting was adjourned at 9:42 am.

Respectfully submitted,



Travis Waack
Director
Manitowoc County Emergency Services Department



MANITOWOC COUNTY

JOINT DISPATCH BOARD

Meeting Notice

DATE: Thursday, October 7th, 2021
TIME: 9:00 a.m.
PLACE: Manitowoc County Communications & Technology Building
1024 S 9th St, Manitowoc, WI 54220
Room 111/112

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1. Call to Order
2. Roll Call / Introductions
3. Public Comment
4. Approve Minutes of the July Meeting
5. New Business
 - a. Discussion and Possible Action on Protocol Regarding Dispatch Main Channels During Multi-Agency/Multi-Jurisdictional Incidents
 - b. Discussion on Use of Secondary Channels as Dispatch Main Channels During Special Events and Incidents
6. Old Business
 - a. None
7. Update from Emergency Services Department
 - a. JDC Staffing Update
8. Update from Public Works Department
 - a. Information Systems
 - b. Communications
9. Next Meeting Date January 6th, 2022
10. Adjourn

Date: September 29th, 2021

Chris Dallas, Chairperson
Prepared by: Travis Waack
Emergency Services Director

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JOINT DISPATCH BOARD
Communications & Technology Building, Room 111/112
October 7th, 2021

Committee Members Present: Chris Dallas, Robert Barbier, Dave Funkhouser, Brian Kohlmeier, and Dave Nickels. Other invited non-committee members were in attendance.

Call to Order: The meeting was called to order by Chris Dallas at 9:01 a.m.

Public Comment: Nobody present wished to speak.

Minutes of Prior Meeting: A motion was made by Dave Funkhouser and seconded by Brian Kohlmeier to approve the minutes of the July meeting. The motion passed unanimously.

New Business: Travis Waack facilitated a discussion encouraging agencies to switch to the primary dispatch channel for the agency having jurisdiction whenever there are law enforcement or fire incidents involving multiple agencies providing assistance. This is in line with the new rescue task force guidelines, allows for seamless coordination between agencies, and simplifies dispatch operations. Brian Kohlmeier made a motion officially recommending that assisting agencies switch to the main dispatch channel of the agency having jurisdiction for multi-agency incidents. The motion was seconded by Dave Funkhouser. The motion passed unanimously.

Travis Waack also facilitated a discussion on requests to use secondary dispatch channels for pre-planned special events. It was requested that agencies contact the Emergency Services Director at least a month in advance for assistance in developing communications plans for these incidents and to determine if dispatch staffing allows for dedicated secondary dispatch channels. During incidents, JDC management or the Director can also assist with implementing a secondary dispatch channel if the main channel is tied up with emergency radio traffic for several hours.

Old Business: None

Update from Emergency Services: Travis Waack provided an update on JDC staffing. Paul Hacker, a former JDC Supervisor, has moved into a position with the ADRC. Scott Degroot has been promoted to take his place and will oversee the training program. The hiring process continues with 3 dispatchers currently in training, 1 starting on October 18th, and looking to fill an additional 3 positions.

Update from Public Works Department: Ashley Smits reported that the recent CAD upgrade went well. Bill Jones reported that the routine 911 and radio system upgrades are complete.

Next Meeting Date: January 6th, 2022

Other: Chris Dallas announced that he is resigning from the Board effective today.

Adjournment: A motion was made by Chris Dallas and seconded by Dave Funkhouser to adjourn. The meeting was adjourned at 9:43 am.

Respectfully submitted,



Travis Waack
Director
Manitowoc County Emergency Services Department