



MANITOWOC COUNTY

JOINT DISPATCH BOARD

Meeting Notice

DATE: Thursday, January 6th, 2022
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 October Meeting
5. New Business
 - a. Election of Joint Dispatch Board Officer(s)
6. Old Business
 - a. None
7. Update from Emergency Services Department
 - a. JDC Staffing Update
 - b. Discussion on Continuity of Operations Plans
8. Update from Public Works Department
 - a. Information Systems
 - b. Communications
9. Next Meeting Date April 7th, 2022
10. Adjourn

Date: December 28th, 2021

Dave Funkhouser, Vice Chair
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
Communications & Technology Building, Room 111/112
January 6th, 2022

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

Call to Order: The meeting was called to order by Dave Funkhouser at 9:01 am.

Public Comment: Nobody present wished to speak.

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

New Business: Dave Funkhouser nominated himself to serve as Chair to fill a vacancy. The motion passed unanimously. Brian Kohlmeier nominated himself as vice chair to fill the vacancy created by Dave Funkhouser. The motion passed unanimously.

Old Business: None

Update from Emergency Services: Travis Waack provided an update on JDC staffing. There are currently 2 vacancies with 4 staff in training. The 2 vacancies are currently posted for recruitment with interviews expected to take place in late January or early February. The 4 staff in training are expected to complete their training in late January and mid-February. Waack noted that as additional trainees complete their training, the Supervisors will be slowly transitioning back into their Supervisory roles as they are currently dispatching full-time.

Travis Waack also presented JDC Continuity of Operation plans and facilitated a discussion on staffing amid the possible Omicron surge. Plans are based on patching frequencies as necessary to operate with fewer staff and working with the agencies to reduce radio traffic. Agencies would be notified if emergency staffing levels would be reached due to COVID.

Travis Waack also reported on the progress of consolidating the various off-duty paging systems used by law enforcement onto the County's RAVE system. This will save some agencies money and utilize a common platform.

Update from Public Works Department: Kody Burg reported that quotes are being prepared for Mobile CAD for MTSO, Mishicot PD, and Kiel PD.

Scott Blumreich reported that 7 out of the 8 consoles have been upgraded to new 6 monitors computers. Still waiting on the upgrade to the backup center console.

Gerry Neuser reported that two major communications projects were completed in 2021, including the 911 system upgrade and the bi-annual Motorola upgrade. The major project for 2022 includes an upgrade to the backhaul network that links the tower sites.

Next Meeting Date: April 7th, 2022

Adjournment: A motion was made by Theresa Becker and seconded by Paul Granger to adjourn. The meeting was adjourned at 9:25 am.

Respectfully submitted,



Travis Waack
Director
Manitowoc County Emergency Services Department



MANITOWOC COUNTY

JOINT DISPATCH BOARD

Meeting Notice

DATE: Thursday, April 7th, 2022
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 January Meeting
5. Old Business
 - a. None
6. Update from Emergency Services Department
7. Update from Public Works Department
 - a. Information Systems
 - i. Authentication/Password Resets by Agencies
 - ii. Server OS Upgrade & 2023 Budget Implications
 - b. Communications
8. Next Meeting Date July 7th, 2022
9. Adjourn

Date: March 23rd, 2022

Dave Funkhouser, Chair
Prepared by: Travis Waack
Emergency Services Director

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JOINT DISPATCH BOARD
Communications & Technology Building, Room 111/112
April 7th, 2022

Committee Members Present: Dave Funkhouser, Brian Kohlmeier, Dan Hartwig, Theresa Becker, Paul Granger, Jason Freiboth, Josh Stradal, and other invited non-committee members were in attendance.

Call to Order: The meeting was called to order by Dave Funkhouser at 9:00 am.

Public Comment: Nobody present wished to speak.

Minutes of Prior Meeting: A motion was made by Paul Granger and seconded by Theresa Becker to approve the minutes of the January meeting. The motion passed unanimously.

Old Business: None

Update from Emergency Services: Travis Waack reported that next week is Public Safety Telecommunicator's Week to thank dispatchers for their dedicated service to the community.

Waack reported on JDC staffing. There are 2 current vacancies to replace 2 individuals that dropped out of the training program. Interviews are planned for the end of April or early May. Currently 3 individuals are in training. Kayla Beckerdite has also completed dispatch training and is taking a few shifts. This will help add resiliency to the department.

Waack reported that the Supervisors continue to transition back to normal duties as staffing improves.

Waack also reported that the longtime volunteer Medical Director for dispatch has resigned. A replacement is being sought.

Finally, Waack reported that those seeking ARPA funded radios through the 50/50 match with the County should ensure the quotes they submit are new just prior to submission as Motorola is changing its pricing frequently.

Update from Public Works Department: Luke Kalista reported that he is now the Supervisor of AEGIS support staff.

Kalista reported on the server upgrades scheduled to take place. This will have a total cost of approximately \$23,500 shared amongst the agencies in accordance with the SMA agreement.

Kalista reported that in order to meet CJIS requirements, IS is developing a method so that agencies can either change their passwords every 90 days or use an integrated login solution. More information will be shared regarding this when it becomes available.

Scott Blumreich also reported that a Tyler upgrade is scheduled on the test side in June and on the live side in July pending any issues.

Bill Jones reported that the radios for County Fire Main & IFERN as well as the microwave backhaul infrastructure are scheduled to be replaced this summer.

Next Meeting Date: July 7th, 2022

Adjournment: A motion was made by Paul Granger and seconded by Dan Hartwig to adjourn. The meeting was adjourned at 9:15 am.

Respectfully submitted,



Travis Waack
Director
Manitowoc County Emergency Services Department



MANITOWOC COUNTY

JOINT DISPATCH BOARD

Meeting Notice

DATE: Thursday, July 7th, 2022
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. Old Business
 - a. None
6. Update from Emergency Services Department
7. Update from Public Works Department
 - a. Information Systems
 - b. Communications
8. Next Meeting Date October 6th, 2022
9. Adjourn

Date: June 29th, 2022

Dave Funkhouser, Chair
Prepared by: Travis Waack
Emergency Services Director

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JOINT DISPATCH BOARD
Communications & Technology Building, Room 111/112
July 7th, 2022

Committee Members Present: Brian Kohlmeier, Dan Hartwig, Theresa Becker, Jason Freiboth, Josh Stradal, James Falkowski, and other invited non-committee members were in attendance.

Call to Order: The meeting was called to order by Brian Kohlmeier at 9:00 am.

Public Comment: Nobody present wished to speak.

Minutes of Prior Meeting: A motion was made by James Falkowski and seconded by Jason Freiboth to approve the minutes of the April meeting. The motion passed unanimously.

Old Business: None

Update from Emergency Services: Travis Waack reported on JDC staffing. There are 2 current vacancies to replace 1 individual that dropped out of the training program and 1 recent resignation. Recruitment closes July 8th with 62 candidates applying as of July 6th. Testing will be scheduled next week with interviews to follow. Waack also reported that long-tenured dispatcher, Katie C, is retiring on July 8th. Congratulations!

Waack also reported that the medical director position has been filled by Dr Schroeder.

Waack also reported that MTFD is now using Crewforce to change their unit status with dispatch and read narratives directly. Other departments or currently interested and/or receiving quotes. Discussion following regarding radio etiquette for those departments using Crewforce vs those not using it.

Finally, Waack reported on public alerting capabilities during active threat or other incidents. Emergency Management currently can send reverse 911 and Wireless Emergency Alerts (WEA), but generally a discussion with command is necessary to ensure the appropriate alert is used and results in the anticipated response from the public. Agencies needing an alert can request that dispatch contact the Emergency Management Director or alternate.

Update from Public Works Department: Gerry Neuser reported for Information Systems and Communications. Neuser reported that the CAD upgrade is scheduled to take place next week pending any issues. Neuser also reported that the microwave links that connect the tower sites are still scheduled to be replaced this summer or fall depending on supply chain availability of the products.

Next Meeting Date: October 6th, 2022

Adjournment: A motion was made by Theresa Becker and seconded by Dan Hartwig to adjourn. The meeting was adjourned at 9:26 am.

Respectfully submitted,



Travis Waack
Director
Manitowoc County Emergency Services Department



MANITOWOC COUNTY

JOINT DISPATCH BOARD

Meeting Notice

DATE: Thursday, October 6th, 2022
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 July Meeting
5. Old Business
 - a. None
6. New Business
 - a. None
7. Update from Emergency Services Department
8. Update from Public Works Department
 - a. Information Systems
 - b. Communications
9. Next Meeting Date January 5th, 2023
10. Adjourn

Date: September 27, 2022

Dave Funkhouser, Chair
Prepared by: Travis Waack
Emergency Services Director

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JOINT DISPATCH BOARD
Communications & Technology Building, Room 111/112
October 6th, 2022

Committee Members Present: Brian Kohlmeier, Dan Hartwig, Theresa Becker, Josh Stradal, James Falkowski, Paul Granger, and other invited non-committee members were in attendance.

Call to Order: The meeting was called to order by Brian Kohlmeier at 9:00 am.

Public Comment: Nobody present wished to speak.

Minutes of Prior Meeting: A motion was made by Dan Hartwig and seconded by James Falkowski to approve the minutes of the July meeting. The motion passed unanimously.

Old Business: None

Update from Emergency Services: Travis Waack reported that he will be moving on from his current position as Emergency Services Director on October 19th. He will be taking a position with Wisconsin Emergency Management. Waack also reported they currently have 3 in training and 2 vacancies in the JDC. They will be switching to an ongoing recruitment model to help attract qualified candidates when they are looking vs episodic recruitment.

Waack reported there was a request to page departments when an EMS pre-alert is given. After soliciting input from the EMS Association, it was decided not to implement this request.

Waack also reported that the new EMD Medical Director is evaluating the stroke card since the national protocol takes a significant time to complete.

Finally, Waack reported that there will be a meeting next week between several of the ambulance services and the MTSO regarding how and when deputies are dispatched to EMS calls.

Update from Public Works Department: Luke Kalista reported that the server upgrade is scheduled for Q1 of 2023 and will take 6-9 months to complete according to Tyler Tech. Mobile CAD for MTSO is scheduled for implementation following this upgrade. Kalista also reported that several fire/EMS agencies are pursuing Crewforce.

Scott Blumreich reported that AEGIS was upgraded to was upgraded 2022.1 in July and a few add ons/fixes are being pushed out in late October, including a tool to download drivers licenses photos and a patch to fix copy/paste issues with narratives.

Bill Jones reported that the county has begun the process to implement the new ESINET for NG911. This process will likely be completed later in 2023. Jones also reported that the microwave replacement, back up radios, and Quantars for IFERN, VLAW, and Point are all in the process of being upgraded, but supply chain issues have delayed the process.

Jones also reported that Baycom performed radio system testing in Cleveland following reports of reduced coverage during a fire on 10/2/22. The system was found to be working normally. The reduced coverage was due to terrain.

Next Meeting Date: January 5th, 2023

Adjournment: A motion was made by Paul Granger and seconded by Dan Hartwig to adjourn. The meeting was adjourned at 9:36 am.

Respectfully submitted,



Travis Waack
Director
Manitowoc County Emergency Services Department



MANITOWOC COUNTY

JOINT DISPATCH BOARD

Special Meeting Notice

DATE: Thursday, November 3rd, 2022
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. Election of Board Chair
5. Election of Board Vice-Chair
6. Next Meeting Date January 5th, 2023
7. Adjourn

Date: October 21, 2022

Dave Funkhouser, Chair
Prepared by: Kayla Beckerdite
Emergency Services Director

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JOINT DISPATCH BOARD
Communications & Technology Building, Room 111/112
November 3rd, 2022

Committee Members Present: Brian Kohlmeier, Dan Hartwig, Theresa Becker, James Falkowski, Paul Granger, Jason Freiboth, Dave Funkhouser, and other invited non-committee members were in attendance.

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

Public Comment: No public was present.

Election of Board Chair: Theresa Becker nominated Paul Granger, Paul accepted the nomination. The Board voted unanimously to elect Paul Granger as the next Board Chair.

Election of Vice-Chair: Ben Meinnert nominated himself as Board Vice-Chair. The Board voted unanimously to elect Ben Meinnert as the Board Vice-Chair, pending his appointment to the Joint Dispatch Board.

Next Meeting Date: January 5th, 2023

Adjournment: A motion was made by Brian Kohlmeier and seconded by Dan Hartwig to adjourn. The meeting was adjourned at 9:07 am.

Respectfully submitted,

Kayla Beckerdite
Director
Manitowoc County Emergency Services Department