



# MANITOWOC COUNTY

## JOINT DISPATCH BOARD

### Meeting Notice

**DATE:** Thursday, January 5<sup>th</sup>, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** Manitowoc County Communications & Technology Building  
1024 S 9<sup>th</sup> 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 November 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: April 6<sup>th</sup>, 2023
10. Adjourn

Date: December 29, 2022

Paul Granger, Chair  
Prepared by: Kayla Beckerdite  
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 5, 2023

Committee Members Present: Ben Meinnert, Dan Hartwig, James Falkowski, Paul Granger, Jason Freiboth, Joe Jeanty, Josh Stradal and other invited non-committee members were in attendance.

Call to Order: The meeting was called to order by Chair Paul Granger at 9:00 am.

Roll Call/Introductions: Roll call was completed at 9:01 am.

Public Comment: No public was present.

Approve Minutes of October and November Meetings: A motion was made to approve both sets of minutes by Josh Stradal and seconded by Dan Hartwig. The minutes were unanimously approved.

Old Business: No old business raised.

New Business: No new business raised.

Update from Emergency Services Department: Kayla Beckerdite provided an update that Betsy Olson has been hired as the Emergency Management Deputy Director and will be returning to Manitowoc County on 1/9. She also shared that 3 new dispatchers were hired just prior to the holidays and 4 total new dispatchers will be starting in 2023- two in January, one in February, and one in March. There is currently one vacancy in staffing and one anticipated vacancy. She also shared that the mobile command post build is a little behind schedule due to illnesses at LDV and is now expected to arrive mid-late January.

Update from Public Works Department: Bill Jones shared that an ongoing project to replace all of the microwave links on County radio tower sites has been ongoing and is almost completed. The microwave links had not been replaced since they were originally installed on the tower sites. Scott Blumreich shared that the Aegis server upgrade has started. The Aegis team have met with Tyler and will begin working on the GIS portion of the upgrade in February. The upgrade is expected to be completed late Q2/early Q3 this year. He also shared that virtual jackets were implemented and scrapped the same day due to multiple system issues and a lack of user functionality.

Next Meeting Date: April 6, 2023

Adjournment: A motion was made by Jason Freiboth and seconded by Ben Meinnert to adjourn. The meeting was adjourned at 9:07 am.

Respectfully submitted,



Kayla Beckerdite  
Director  
Manitowoc County Emergency Services Department



# MANITOWOC COUNTY

## JOINT DISPATCH BOARD

### Meeting Notice

**DATE:** Thursday, April 13<sup>th</sup>, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** Manitowoc County Communications & Technology Building  
1024 S 9<sup>th</sup> 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. 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 July 6<sup>th</sup>, 2023
10. Adjourn

Date: April 3, 2023

Paul Granger, Chair  
Prepared by: Kayla Beckerdite  
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  
April 13, 2023

Committee Members Present: Ben Meinnert, James Falkowski, Paul Granger, Jason Freiboth, Joe Jeanty, Theresa Becker, Josh Stradal and other invited non-committee members were in attendance.

Call to Order: The meeting was called to order by Chair Paul Granger at 9:00 am.

Roll Call/Introductions: Roll call was completed at 9:00 am.

Public Comment: No public was present.

Approve Minutes of January Meeting: A motion was made to approve the minutes by Theresa Becker and seconded by Ben Meinnert. The minutes were unanimously approved.

Old Business: No old business raised.

New Business: No new business raised.

Update from Emergency Services Department: Kayla Beckerdite provided an update that the Manitowoc County Mobile Command Post has been received by the county and is in the process of being put in service. She met with the IT Department and Frank's Radio yesterday to ensure that the radio/computer equipment is up-to-date and working properly ahead of the 5/2 Rescue Task Force Drill for Manitowoc County. Other supplies have been purchased and placed into the unit and it is expected to put into service soon. The vehicle was already used once as a meeting space for a Fire/EMS call in Newton last month. She also provided an update that this year is the schedule biannual Point Beach Nuclear Plant drill/exercise and in addition to the usual requirements, there will also be a Hostile Action Based portion of the drill/exercise for law enforcement, fire, and EMS to participate in.

Kayla also shared a staffing update for the Joint Dispatch Center. There are currently 6 vacancies, with one person expected to start later this month and fill one of those. She shared that the applicants that have been received for the position are not viable candidates due to their background and/or previous law enforcement contact and that those positions are very slow to be filled. This has been an ongoing issue and the Board asked for a drafted letter to be provided with background information to be brought to the next JDB Meeting with intent to bring to the County.

Update from Public Works Department: Bill Jones shared that the ongoing project to replace all of the microwave links on County radio tower sites is almost completed. All but the ones in the City of Two Rivers have been updated and those updates are being prevented by US Cellular. The old microwave links are still functional so there is no loss in radio coverage due to this at this time. Ashley Smits shared that the Crewforce software has been implemented for the Cities of Two Rivers and Kiel and the Village of Valders at this time. She also shared that additional server upgrades are expected later this year that will update the County GIS servers for dispatch. Luke Kalista introduced Danny Hang as the newest staff member and shared that he is filling Scott Blumreich's old position. Luke also shared that further discussion is needed between Two Rivers PD and Manitowoc PD to be compliant with password maintenance for the Aegis audit.

Next Meeting Date: July 6, 2023

Adjournment: A motion was made by Jason Freiboth and seconded by Theresa Becker to adjourn. The meeting was adjourned at 9:24 am.

Respectfully submitted,



Kayla Beckerdite  
Director  
Manitowoc County Emergency Services Department



# MANITOWOC COUNTY

## JOINT DISPATCH BOARD

### Meeting Notice

**DATE:** Thursday, July 6<sup>th</sup>, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** Manitowoc County Communications & Technology Building  
1024 S 9<sup>th</sup> 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. 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 October 5<sup>th</sup>, 2023
10. Adjourn

Date: June 27<sup>th</sup>, 2023

Paul Granger, Chair  
Prepared by: Kayla Beckerdite  
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  
July 6th, 2023

Committee Members Present: Ben Meinnert, James Falkowski, Paul Granger, Jason Freiboth, Josh Stradal, Dan Hartwig and other invited non-committee members were in attendance.

Call to Order: The meeting was called to order by Chair Paul Granger at 9:00 am.

Roll Call/Introductions: Roll call was completed at 9:00 am.

Public Comment: No public was present.

Approve Minutes of January Meeting: A motion was made to approve the minutes by Dan Hartwig and seconded by Jason Freiboth. The minutes were unanimously approved.

Old Business: No old business raised.

New Business: Jason Freiboth raised the issue of increasing numbers of 911 hang-up calls, something that was acknowledged as an issue by all departments present. Kayla Beckerdite stated that it was the intention of the Emergency Services Department to post on social media about the recurring issue, but is waiting to receive up to date numbers for Manitowoc County specifically before posting.

Update from Emergency Services Department: Kayla Beckerdite provided an update on staffing for both the Emergency Management Department and Joint Dispatch Center. The previous raised issue of non-viable candidates for the Dispatcher position still exists, however positions are slowly being filled. Working with the County Executive, Finance, and the Personnel departments, the starting salary of the Dispatcher position has been increased by approximately \$2, which should be helpful in filling the remaining positions.

She also addressed a concern raised by Josh Stradal about dispatch times, and shared with the group that the EMS Committee has been working to identify ways to decrease dispatch times and explore other dispatching possibilities.

Update from Public Works Department: Bill Jones shared that the ongoing project to replace all of the microwave links on County radio tower sites is still on hold pending reassessment of the City of Two Rivers tower. Ashley Smits shared that an Aegis upgrade along with a server upgrade are planned for Quarter 4 of this year.

Next Meeting Date: October 5, 2023

Adjournment: A motion was made by Ben Meinnert and seconded by Dan Hartwig to adjourn. The meeting was adjourned at 9:18 am.

Respectfully submitted,



Kayla Beckerdite  
Director  
Manitowoc County Emergency Services Department



# MANITOWOC COUNTY

## JOINT DISPATCH BOARD

### Meeting Notice

**DATE:** Thursday, October 5<sup>th</sup>, 2023  
**TIME:** 9:00 a.m.  
**PLACE:** Manitowoc County Communications & Technology Building  
1024 S. 9<sup>th</sup> 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 4<sup>th</sup>, 2024
10. Adjourn

Date: September 13<sup>th</sup>, 2023

Paul Granger, Chair  
Prepared by: Kayla Beckerdite  
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  
October 5<sup>th</sup>, 2023  
**CORRECTED MINUTES**

Committee Members Present: Ben Meinnert, James Falkowski, Paul Granger, Jason Freiboth, Josh Stradal, Joe Jeanty, and other invited non-committee members were in attendance.

Call to Order: The meeting was called to order by Chair Paul Granger at 9:00 am.

Roll Call/Introductions: Roll call was completed at 9:01 am.

Public Comment: No public was present.

Approve Minutes of July Meeting: A motion was made to approve the minutes by Ben Meinnert and seconded by Jason Freiboth. The minutes were unanimously approved.

Old Business: No old business raised.

New Business: Jason Freiboth raised the question of JDC staff advising MTPD Shift Commanders of EMS calls that MTRF responds to. Kayla Beckerdite explained that it is policy in the JDC to advise Shift Commanders of all EMS calls categorized as Charlie or above, and that the Shift Commanders can simply respond with "have EMS advise" to those notifications. Ben Meinnert brought up that he has seen an uptick in JDC staff "blind-transferring" calls to him and his Assistant Chief, and asked if that could be addressed, as these calls catch him and his staff off-guard and are then not on recorded lines. Kayla Beckerdite advised that "blind-transferring" is against JDC policy and that staff would be reminded that they are not to do so. A brief discussion occurred and the group agreed that future calls requesting to speak with the Chief, Assistant Chief, or Command Staff of any law enforcement agency should be sent to their generic numbers or phone trees to be routed appropriately through their systems or transferred to the agency front desks.

Update from Emergency Services Department: Kayla Beckerdite provided an update on staffing for the Emergency Management Department, and introduced Angela Obry as one of the JDC Supervisors to provide an update for the JDC. Ms. Beckerdite's updated included the introduction of a new Deputy Director of Emergency Management, Brenden Riley, and shared her departure from the Emergency Services Department effective 10/5/2023.

Angela Obry provided an update on the staffing of the JDC. Currently there are two staff in training, with two more staff scheduled to staff over the next 4 weeks. The center is hiring for two positions, one to cover a vacancy and one to pre-filled a planned retirement. Three former dispatch staff have been invited back on casual, part-time basis to fill available overtime and help provide requested days off to current staff as well.

Update from Public Works Department: Ashley Smits shared that an email had been sent out surrounding the upcoming Aegis upgrade scheduled for December of this year. She has planned testing, meeting, and go-live dates for this upgrade pre-set.



Gerry Neuser provided an update on the planned microwave dish replacement on the Two Rivers tower that had been delayed. This replacement has been completed. He also shared that the County and Baycom conducted a study surrounding reported reduced coverage in some areas of the County. It was found that there was an issue with a power system that has since been replaced. No enhanced coverage is expected from this replacement.

Josh Stradal raised a concern of growing interference from Benzie County, MI, as it is now able to be heard on portable and mobile radios in addition to the pagers. Gerry Neuser reiterated that this isn't an issue that can be completely solved as the FCC is responsible for issuing radio frequencies and the Benzie County is operating within their FCC approvals, but agreed to look into the issue and see if there are changes that can possibly be made to lessen the interference.

Next Meeting Date: January 4<sup>th</sup>, 2024

Adjournment: A motion was made by Jason Orth and seconded by Ben Meinnert to adjourn. The meeting was adjourned at 9:18 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kayla Beckerdite". The signature is fluid and cursive, with a long, sweeping underline.

Kayla Beckerdite  
Director  
Manitowoc County Emergency Services Department