

# Allegan County 911 Policy & Procedure Board



911 Central Dispatch Center  
3271 – 122<sup>nd</sup> Avenue  
Allegan, MI 49010  
269-673- 0316 Main Office  
269- 686-5211 Main Fax

*Dean Kapenga, Chairman  
Robert Sarro, Vice Chairman*

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## 911 POLICY & PROCEDURE BOARD MEETING - Minutes

Undersheriff Michael Larsen  
Co. Sheriff's Representative

Dean Kapenga  
County Commissioner

Robert J. Sarro  
County Administrator

Pam Crandle  
Private Citizen at Large

Henry Reinart  
Representative of Township  
Government  
Monterey Township

F/LT Keith Disselkoe  
MSP Representative  
Wayland State Police Post

Markie McGowan  
Allegan County  
EMS Representative

Chris Mantels  
Allegan County Medical  
Control Representative

Vacant  
Public Safety Director  
Gun Lake Tribe  
Representative

Jay Gibson  
City or Village Police Chief  
Representative  
Allegan City Police

Chief David Haverdink  
West Side Fire Officer  
Representative  
Hamilton Fire Dept.

Vacant  
East Side Fire Officer  
Representative  
Otsego Fire Dept.

Vacant  
Representative of City or  
Village Government

January 16, 2024 – 10AM

Zimmerman Room  
3255 122nd Ave, Allegan, MI 49010

**CALL TO ORDER:** 10:04 am by D. Kapenga

**PRESENT:** Dean Kapenga, Rob Sarro, Mike Larsen, Pam Crandle, Jay Gibson, Jeremy Ludwig, Seth Carter, Dave Haverdink, Shannen Chamberlain, Keith Disselkoe (via Zoom) and Henry Reinart (Arrived at 11:00am)

**APPROVAL OF MINUTES:** Motion to approve minutes made by D. Haverdink. Support by P. Crandle. All in favor, motion carried.

**ADDITIONAL AGENDA ITEMS:** None.

**APPROVAL OF THE AGENDA:** Motion to approve the minutes made by D. Haverdink. Support by J. Gibson. All in favor, motion carried.

**COMMUNICATIONS:** Brandon Weber resignation, read by S. Chamberlain

**PRESENTATIONS:** N/A

**DIRECTOR REPORT:** Given by J. Ludwig

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### **ACTION ITEMS:**

#### **1. Elect Chairperson:**

**SUMMARY:** The first 911 Policy and Procedure Board meeting of the year shall be an organizational meeting and the board shall elect a Chairperson and Vice Chairperson.

**RECOMMENDATION:** Elect a Chairperson.

**-Motion to reappoint Dean Kapenga as Chairman made by R. Sarro. Supported by J. Gibson. All in favor, motion carried.**

#### **2. Elect Vice Chairperson:**

**SUMMARY:** The first 911 Policy and Procedure Board meeting of the year shall be an organizational meeting and the board shall elect a Chairperson and Vice Chairperson.

**RECOMMENDATION:** Elect a Vice Chairperson.

**-Motion to appoint Rob Sarro as Vice Chairperson made by M. Larsen. Supported by J. Gibson. All in favor, motion carried.**

#### **3. Policy Review: 2110.01.20\_Emergency Medical Dispatch**

SUMMARY: Since April of 2023 a few changes became evident for clarification and accuracy in this policy. Recommended changes in the attached redlined copy of the policy submitted for approval.

RECOMMENDATION: Board to accept recommended changes to policy 2110.01.20\_Emergency Medical Dispatch.

**-Motion to accept the recommended changes to Policy 2110.01.20\_Emergency Medical Dispatch made by D. Haverdink. Supported by M. Larsen. Motion carried by roll call vote.**

D. Kapenga: Yea  
R. Sarro: Yea  
M. Larsen: Yea  
P. Candle: Yea  
J. Gibson: Yea  
S. Carter: Yea  
D. Haverdink: Yea  
K. Disselkoen: Remote unable to vote  
H. Reinart: Absent  
M. McGowan: Absent  
C. Mantels: Absent

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## **DISCUSSION ITEMS:**

### **1. Quarterly Report:**

-Presented for questions to the Board by J. Ludwig.

### **2. 911 Policy & Procedure Board Quarterly Meeting Schedule 2024:**

- a. April 16, 2024
- b. July 16, 2024
- c. October 15, 2024
- d. January 21, 2025

**PUBLIC PARTICIPATION:** N/A

**FUTURE AGENDA ITEMS:** PSAM testing, is it necessary-D. Haverdink.

**ROUND TABLE:**

**ADJOURNMENT:** Motion to dismiss by J. Gibson, support made by R. Sarro. All in favor, motion carried. Adjourned at 11:10 am.

\*Next meeting – April 16, 2024. 10 am in the Zimmerman Room