

# Allegan County

## 911 Policy & Procedural 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*  
*Brandon Weber, Vice Chairman*

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### 911 POLICY & PROCEDURE BOARD MEETING - Minutes

January 19, 2021 – 10AM  
Zoom Webinar

Mike Larsen  
Undersheriff  
Co. Sheriff's Representative

Dean Kapenga  
County Commissioner

Robert J. Sarro  
County Administrator

Pam Crandle  
Citizen Representative

Jim Pitsch  
Co. Twp. Association  
Representative  
Salem Township

F/LT Keith Disselkoe MSP  
Representative  
Wayland State Police Post

Vicki Maguire  
EMS Representative  
American Medical Response

Markie McGowan  
Medical Control  
Representative  
Life EMS

Dennis Wilkins  
Gun Lake Director  
Representative

Jay Gibson  
City Police Chief  
Representative  
Plainwell DPS

Chief Dave Haverdink  
West Side Fire Services  
Representative  
Overisel Fire Dept.

Chief Brandon Weber  
East Side Fire Services  
Representative  
Otsego Fire Dept.

Jane Verplank  
Elected Gov't  
Representative

**CALL TO ORDER:** 10:00 am by D. Kapenga.

**PRESENT:** Dean Kapenga (Manlius Twp.), Brandon Weber (Otsego Twp.), Rob Sarro (Gun Plain Twp.), Mike Larsen (Allegan Twp.), Pam Crandle (Allegan Twp.), Vicki Maguire (Grand Rapids Twp. Kent County), Markie McGowan (Cheshire Twp.), Dennis Wilkins (Wayland Twp.), Jim Pitsch (Dorr Twp.), Jay Gibson (Allegan Twp.), Dave Haverdink (Heath Twp.), Jane Verplank (Saugatuck Twp.), Keith Disselkoe (Lowell Twp. Kent County), Jeremy Ludwig (Leighton Twp.), Whitney Wisner (Byron Twp. Kent County), and Shannen Chamberlain (Allegan Twp.).

**APPROVAL OF MINUTES:**

-Motion to approve the minutes as presented made by B. Weber. Support by J. Verplank. All in favor. Motion carried.

**ADDITIONAL AGENDA ITEMS:** None

**APPROVAL OF THE AGENDA:**

-Motion to approve the agenda made by B. Weber. Support by R. Sarro. All in favor. Motion carried.

**COMMUNICATIONS:** N/A

**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.

**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 reappoint both Chairperson Kapenga, and Vice Chairperson Weber in one motion if no other nominations are offered made by R. Sarro. Support by M. Larsen. All in favor. Motion carried.**

**-Motion to close the nominations after having heard no other nominations made by R. Sarro. Support by M. Larsen. All in favor. Motion Carried.**

**-Motion to reappoint Chairperson Kapenga, and Vice Chairperson Weber made by R. Sarro. Support by V. Maguire. Vote taken by roll call. Motion Carried.**

*Those in Favor: 13*

*Those Opposed: 0*

### **3. Policy Review:**

SUMMARY: ACCD policies are updated and reviewed quarterly. The following policy is presented for board review and approval.

RECOMMENDATION: Approve modifications to the following policy as presented.

**2110-01-10\_Teletypewriter-TTY-Testing:** Format has been updated to Allegan County standard policy format, content better reflects the recommendations of the ADA and NENA, and terminology was updated pertaining to new technology in use.

**-Motion to approve the updated formatting of policy 2110-01-10\_Teletypewriter-TTY-Testing Policy made by D. Haverdink. Support by B. Weber. All in Favor. Motion carried.**

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### **DISCUSSION ITEMS:**

#### **1. Quarterly/Annual Report:**

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

#### **2. National Public Safety Telecommunicator Week 2021:**

-J. Ludwig shared with the group that Telecommunicator Week is April 11-17<sup>th</sup>.

#### **3. Law Enforcement Prime Talkgroup and EMS:**

-EMS reached out to W. Wisner asking if there were concerns or objections to adding Prime to EMS radios. ACCD brought this question to the ACLEC Board in December. ACLEC offered no position on the matter, but asked to have this reviewed by the Policy Board.

**-Motion to allow EMS access to Talkgroup 03P911 provided that a transmit block is in place made by M. Larsen. Support by B. Weber. Vote taken by roll call. Motion carried.**

*Those in Favor: 11*  
*Those Opposed: 0*

**PUBLIC PARTICIPATION:** N/A

**FUTURE AGENDA ITEMS:**

-D. Kapenga would like J. Ludwig to provide a “Dispatch 101” (explanation and breakdown of what Dispatch does including all the commonly used acronyms used by ACCD. I.e. example microwaves vs. radio waves.)

-R. Sarro would like this Board’s bylaws revisited. This shall include agency input and a general review for accuracy/updates.

**ROUND TABLE:**

-R. Sarro would like J. Ludwig to share the BOC Resolution of Affirmation for the County of Allegan with the 911 Policy and Procedure Board members.

**ADJOURNMENT:**

**-Motion to adjourn made by D. Haverdink. Support by B. Weber. All in favor. Motion carried. Adjourned at 11:10am.**

\*Next meeting – April 20, 2021. 10am in the Zimmerman Room