

**JOINT DISPATCH BOARD**  
**Communications & Technology Building**  
**1024 S. 9<sup>th</sup> St., Manitowoc, WI**  
**April 6, 2016**

Attendance: Chairperson Theresa Becker – Manitowoc County Emergency Medical Services Association President, Sheriff Robert Hermann, City of Manitowoc Assistant Chief of Police Scott Luchterhand, Two Rivers Fire Chief Scott Schneider, Two Rivers Police Chief Joe Collins, Reedsville Police Chief Jo Ann Mignon on behalf of Mishicot Police Chief Paul Granger, and City of Kiel Police Officer Lee Pasket on behalf of Kiel Police Chief David Funkhouser.

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

Current agenda and minutes of prior meeting: Chief Mignon moved to approve the current agenda and the minutes of the January 6, 2016 meeting, seconded by Chief Schneider. Upon vote, the motion passed unanimously.

Public Comment:

No one present wished to speak, therefore public input was closed at 9:04 a.m.

Election of Vice Chair: Chief Collins moved to nominate Sheriff Hermann to serve as Vice Chair of the board, seconded by Chief Mignon. There were no other nominations. Upon vote, the motion passed unanimously.

Gateway decommissioning and Cato Tower: Manitowoc County Public Works Director Gerry Neuser notified the board that the tower is past its useful life, and it's slated to be decommissioned in 2022. He said he was doing his due diligence by letting them know.

Bellevue Department of Public Works radio interference issue: Manitowoc County Communications System Engineer Bill Jones said that he worked with the Bellevue Department of Public Works to resolve the issue, and they agreed to switch frequencies so that interference would no longer be an issue.

800MHz talk groups: Mr. Jones mentioned he was approached to create separate talk groups on the 800 MHz system for training. Discussion followed on determining the departments involved in the talk group and their overall purpose. Chief Collins moved to table creating separate talk groups in order to get more information on what the talk groups would be used for, seconded by Chief Mignon. Upon vote, the motion passed unanimously.

SCIP Council: No report.

Threatening phone calls – Protocols, Status, and Actions taken: Joint Dispatch Center Supervisor (JDC) Connie Bashaw said that management took steps to deal with dispatchers receiving threatening phone calls in January and February, and they also developed a draft task sheet to deal with future threatening phone calls. Chief Collins moved to review and approve the threatening phone call task sheet at the next meeting, seconded by Chief Mignon. Upon vote, the motion passed unanimously. There was also discussion on protocols related to out-of-area phone calls.

Report on Pre-Alert for Fire/Emergency Medical Service: Deputy Director of Emergency Services Jamie Aulik said he was asked to review the Joint Dispatch Center policy of not pre-alerting emergency services prior to dispatching them. He said he had Corporation Counsel Peter Conrad review a memo on deviating from the dispatch protocol written by the previous corporation counsel, which advised not to deviate from the protocol. Corporation Counsel Conrad agreed with the memo. He also had a handout from the National Academies of Emergency Dispatch which also did not support pre-alerting. Because of that, he said the dispatch center would continue to not pre-alert response agencies. Discussion followed.

Emergency Operations Center (EOC) Activation – Lessons Learned: JDC Supervisor Bashaw said their staff benefitted from the EOC activation and that it was good preparation for communications-intensive events. Deputy Director Aulik said that a second wireless network had been installed in the EOC, and thanked law enforcement for involving JDC staff during the planning process.

Report on Pro Phoenix Computer Aided Dispatch (CAD) presentation and discussion on pursuing other CAD options: Assistant Chief Luchterhand said the City of Manitowoc hosted a presentation from Pro Phoenix, but moving to a different CAD system would be a years-long project. Information Systems Director Bob Blashe said that he was hosting a presentation on the Enterprise CAD system, which is an upgrade from the current system from New World/Tyler Technologies. Discussion followed.

Discussion on CAD alerts, and policies related to entering them, expiration dates, etc.: JDC Supervisor Bashaw said that there are alerts in the CAD system that require review. An alert is a bit of information that can be accessed by dispatchers, and they are usually tied to a location; some are automatically entered by CAD, and some are manually entered by public safety staff. Matthew Fricke had a handout with examples of alerts, and he explained some of them have no expiration date. Chief Collins requested that the alerts for each agency be sent for their review, and the board agreed that policies should be developed to deal with them according to type of alert.

Paramount Emergency Medical Dispatch (EMD) upgrade: JDC Supervisor Bashaw explained that Paramount will replace the current EMD program, and it should hopefully be in use by May 1. Chairperson Becker asked her to notify their partners whenever it is implemented.

Pictometry Imagery: Deputy Director Aulik said there was a presentation by Pictometry Imagery, which uses 360 degree imagery on buildings and property, which would be a great benefit to public safety entities by allowing them to see each door and other features on a building. Information Systems Director Bob Blashe said the project was very likely moving forward. Discussion followed.

Mutual Aid Box Alarm System (MABAS) update: Two Rivers Fire Chief Scott Schenider said they were working on a greater build out of the cards, and that it would likely be done by May 1.

Appointment Rules Related to Joint Dispatch Board members: Deputy Director Aulik handed out an excerpt from the Joint Dispatch Agreement which detailed the rules of appointment for members of the board. In order to do some housekeeping with paperwork, he said that for those members without appointment paperwork on file, he was going to notify their respective association presidents or executive branch to either reappoint or replace the current members.

Adjournment: Chief Mignon moved, seconded by Chief Schneider to adjourn. Upon vote, the motion passed unanimously and the meeting adjourned at 10:59 a.m.

Respectfully submitted,

  
Jamie J. Aulik  
Deputy Director  
Manitowoc County Division of Emergency Services