



**MANITOWOC COUNTY
JOINT DISPATCH BOARD
MEETING NOTICE**

DATE: JANUARY 7, 2015
TIME: 9:00 A.M.
PLACE: COMMUNICATIONS & TECHNOLOGY BUILDING, ROOM 111
1024 S. 9TH ST., MANITOWOC, WI 54220

The meeting is open to the public, but portions of the meeting may be closed if this notice indicates that the board may convene in closed session. The following matters may be considered and acted upon at the meeting:

1. Approve agenda and previous minutes
2. Public comments
3. Nominate and vote for JD Board Vice Chair - S. Schneider
4. Communications equipment update - G. Neuser
5. SCIP implementation council – G. Neuser
6. Joint Dispatch Center - JDC Supervisor
7. Aegis/CAD - I.S. Dept.
8. MABAS - S. Schneider

Date: December 19, 2014

Scott Schneider, JD Board Chairman
By: Mary Herzog, Administrative Assistant

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 commission, 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.

JD Board Meeting
Wednesday, January 7, 2015
C & T Building Room 111 – 9am

Present: Scott Schneider, Theresa Becker, Dave Funkhouser, Rob Hermann, Scott Luchterhand, Karl Puestow.

Also present: Matthew Fricke, Christopher Dallas, Oscar Dick, Bill Jones, Paul Hacker, Todd Blaser, Nancy Crowley,

Call to order: Chairperson Schneider called the meeting to order at 9:02 am. Motion by Becker, seconded by Hermann to approve agenda and previous minutes; motion carried.

Public input: Chris Dallas, Valders Fire Chief asked to present his concern that in his opinion some calls for ambulance service are taking “too long to be dispatched by the JDC”. He explained the discrepancy between actual dispatch time and the rip and run figures.

JDC Supervisor Paul Hacker made a few comments but because he did not review the specific call(s) Dallas referred to, requested that a meeting with the fire chiefs from Manitowoc, Two Rivers and Valders meet with him this week to further investigate the issue. (Note: A meeting was held the next day. Findings will be reported at next JD Board Meeting).

There was no other request for public input.

Nomination for JD Board vice chair: Chairperson Schneider stated that the position of vice chair is open with the departure of Jo Ann Mignon. Call for nominations. There were no volunteers to take the position so the discussion will be held over until the next JD Board meeting.

Communications equipment update: Bill Jones reported in the next few months the county will be doing an upgrade on 9-1-1. Windows XP will be discontinued. The updated system will allow limited receipt of text 9-1-1 messages. Motorola equipment will be upgraded to from 7.9 to 7.13.

SCIP implementation council: No report.

Joint Dispatch Center: Supervisor Hacker reported we are continuing to augment staff vacancies. Andrew Schwerma has completed his training and is now on the schedule as a part time dispatcher. Kari Vieau started training December 29, 2014 for a part time position; and on January 13, 2015, Alyssa Holly will begin training for a part time position.

Staff is being given an opportunity to attend active shooter training as it becomes available. We are also scheduling Flight for Life sit-ins.

Aegis/CAD: See January Aegis Update report handed out by Matt Fricke and attached.

MABAS: No report

Meeting adjourned by Chairperson at 9:25 am.



MANITOWOC COUNTY
JOINT DISPATCH BOARD
MEETING NOTICE

DATE: April 1, 2015

TIME: 9:00 A.M.

PLACE: COMMUNICATIONS & TECHNOLOGY BUILDING, ROOM 111
1024 S. 9TH ST., MANITOWOC, WI 54220

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 and acted upon at the meeting:

1. Approve agenda and previous minutes
2. Public comments
3. Nomination for JD Board Vice Chair (Unresolved at January 2015 meeting) – S. Schneider
4. Communications equipment update – G. Neuser/B. Jones
5. SCIP council report – G. Neuser/B. Jones
6. Joint Dispatch Center – JDC Supervisor
7. Report on Meeting with Fire Chiefs on Dispatching Ambulances - P. Hacker
8. Aegis/CAD – I.S. Department
9. MABAS – S. Schneider
10. HAB exercise – N. Crowley

Date: March 17, 2015

Scott Schneider, JD Board Chairman
By: Nancy H. Crowley, Director
Manitowoc County Emergency Services

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 commission, 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.

JD Board Meeting
Wednesday, April 1, 2015
C & T Building Room 111 – 9am

Present: Scott Schneider, Theresa Becker, Shawn Engleman (TRPD), Nick Reimer, Rob Hermann, David Vorpahl, Karl Puestow, Bill Jones, Gerry Neuser, Scott Blumreich, Paul Hacker, and Nancy Crowley.

Call to order: Chairperson Schneider called the meeting to order at 9:02 AM. Motion by T. Becker, seconded by K. Puestow to approve agenda and previous minutes; motion carried.

Public input: There was no public input.

Nomination for JD vice chair: T. Becker volunteered to fill this position which was vacated by Jo Ann Mignon. She will assume the position of Chair in January 2016. Motion by R. Hermann and seconded by K. Puestow to nominate Becker vice chair. Motion carried unanimously.

Communications equipment update: G. Neuser reminded attendees that the “gateway” on the Cato Tower will be decommissioned January 2022, unless the tower becomes unstable before that date. The gateway is a temporary communication solution because most fire and law enforcement agencies in the county remain on VHF while the Sheriff’s Department and Highway Commission operate on 800 MHz. The repeater for RACES. The amateur radio organization we have for emergency communications redundancy, is also located at the Cato Tower.

Bill Jones reported that the 9-1-1 system was recently upgraded in the JDC. We now have the capability to send and receive text 9-1-1 messages. There will be another upgrade in July. We aren’t promoting the use of this feature to the public at this time as there are policy and procedural adjustments that need to be made.

SCIP Implementation Council: No report.

JDC Update: Supervisor Paul Hacker announced that veteran dispatcher Lori Klosterman recently retired. Part time dispatcher Amanda Mathiebe will fill the full time vacancy. Part time dispatcher Ben Jeanty will go on “casual status” so he can resume the next educational step in his police studies program. We have two people in training for open part time dispatch positions and a third will begin training in May.

A group email account has been established for the JDC which can now be accessed publically. The account WILL NOT be monitored routinely, so time sensitive matters should be addressed to the JDC Supervisors or called in by telephone. The email address for the JDC is:

JDCManitowoc@co.manitowoc.wi.us

Paul gave a brief re-cap on the outcome of the investigation and findings regarding Chief Dallas’ request to “pre-alert” for certain EMS calls. Priority Dispatch, the company whose EMD program we use, as well as Manitowoc County Corporation Counsel stated that we are to follow the EMD protocol if we want to avoid the risk of exposure to unnecessary liability. Dallas was informed that will be the position we maintain.

I.S. Department report: S. Blumreich reported the County has moved from Lotus to a Microsoft platform for email with relatively few “bumps”. Each user now has a password to access the County network. Soon, Aegis will also be password protected.

Mobile 10 development is on schedule. Users will be trained in early May. Matt Fricke, one of the County’s Aegis Systems Administrators, will be attending the New World Aegis Conference in Dallas, TX May 3-5, 2015.

MABAS: Bill Manis will be working with JDC Supervisors on training new dispatchers in MABAS. Brief discussion on using video to augment this training and also doing “drill rotational calls” to keep all dispatchers’ skills honed.

Meeting adjourned by Chairperson @ 9:34 AM.

Respectfully submitted by,

Nancy H. Crowley, Director
Manitowoc County Emergency Services



MANITOWOC COUNTY
JOINT DISPATCH BOARD
MEETING NOTICE

DATE: July 1, 2015

TIME: 9:00 A.M.

PLACE: COMMUNICATIONS & TECHNOLOGY BUILDING, ROOM 111
1024 S. 9TH ST., MANITOWOC, WI 54220

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 and acted upon at the meeting:

1. Approve agenda and previous minutes
2. Public comment
3. Communications equipment update – G. Neuser/B. Jones
4. SCIP council report – G. Neuser/B. Jones
5. Joint Dispatch Center – JDC Supervisor
6. Aegis/CAD – I.S. Department
7. MABAS/IFERN– JDC Supervisor – Scott Schneider
8. Update on HAB exercise – N. Crowley
9. New DNR Warden – Introduce if present

Date: June 15, 2015

Scott Schneider, JD Board Chairman
By: Nancy H. Crowley, Director
Manitowoc County Emergency Services

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 commission, 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.

JD Board Meeting

Wednesday, July 1, 2015

C & T Building Room 111 – 9 AM

Present: Scott Schneider, Theresa Becker, Joseph Collins, Karl Puestow, Tony Dick, Todd Blaser, Bill Jones, Paul Hacker, Gerald Neuser, Nancy Crowley, Nick Miofsky, Robert Hermann, Scott Blumreich, Thomas Meyer.

Call to order: Chairperson Schneider called the meeting to order at 9:05 AM. Motion by G. Neuser, seconded by K. Puestow to approve agenda and previous minutes. Motion carried unanimously.

Public input: There was no public input.

Communications equipment update: G. Neuser reminded everyone that the “gateway” located on the Cato tower will be discontinued by January 1, 2022 unless tower failure requires that date to be moved forward. Fire is on VHF but repeaters located on multiple towers. County towers are ready to handle 800 MHz for law enforcement. Local costs to purchase appropriate radios to make the conversion from VHF to 800 are the responsibilities of the local municipalities.

T. Blaser asked if 800 MHz is “in the works” for fire departments. No plan for that however, the capability for MHz radio is available but JDC wouldn’t be able to page on 800.

We hope to have first generation texting available for 9-1-1 calls in the JDC by August 1st. This option will be primarily available for our hearing impaired users and we expect the volume of calls to be minimal.

SCIP: No report.

Joint Dispatch Center: P. Hacker stated that we continue to have staff turn-over and long term vacancies for sick leave. Presently training a new part time dispatcher (Note: since the meeting that dispatcher resigned so we will be advertising and interviewing soon).

Text policies and procedures will be developed with the assistance of two counties in other states who have 9-1-1 texting.

AEGIS/CAD: New World hopes to “go live” with MSP upgrades in early August. Mobile 10 testing and train the trainer will occur in late November.

September 23-24 the AEGIS Conference will be held in Eden Prairie, MN. S. Blumreich stated he believes this conference is far more productive, with more hands on opportunities, and less expensive than the national executive conference.

I.S. is not increasing their maintenance costs in 2016 for their services.

Each dispatching station in the JDC will be outfitted with new equipment (computers, monitors, etc.) starting in late July-August.

IS would like to eliminate fax transmissions for rip and runs, transmitting the data via email instead. There are only a few agencies that still use faxing. Emailing the reports improves the process considerably.

IFERN/MABAS: S. Schneider stated there was a water movement test conducted using MABAS several weeks ago. Town of Two Rivers had an actual fire event and used MABAS. T. Blaser complimented the dispatcher(s) who handled the response. P. Hacker said the more frequent radio drills with the dispatchers is making them more confident in using MABAS.

IFERN: P. Hacker stated that he has surveyed surrounding counties to see who is monitoring IFERN on regular basis. Most are, however, they all wait to dispatch until notified via point to point. He stated we will run a test monitoring the frequency to see if it improves our dispatching time. Presently, Sheboygan sets off a pager-like box in the JDC when they are using IFERN.

HAB Exercise with Point Beach Nuclear Plant: A dress rehearsal will be held with the Plant and WEM on August 4 in preparation for the Sept. 15 graded exercise. This exercise has taken more than a year and a half of preparation.

New DNR Warden: Nick Miofsky, Conservation Warden for Manitowoc County, replacing Bob Strauss, introduced himself and stated he's available whenever and wherever he's needed. He can be reached via email at: Nicholas.miofsky@wisconsin.gov

Meeting adjourned by Chairperson at 10:00 AM.

Respectfully submitted by,

Nancy H. Crowley, Director
Manitowoc County Emergency Services