

**Eaton County Emergency Communications
Fire/EMS Subcommittee Meeting
Thursday, May 9, 2019 at 1900 hrs**

Minutes

Present:

Roger McNutt	Eaton Rapids Fire
Rob Herig	Eaton Rapids Township Fire
Kevin Christiansen	Potterville City Fire
William Fabijancic	Windsor Twp Emergency Services
Phillip Miller	Windsor Twp Emergency Services
Michael Roman	Delta Fire
Jason Freer	Eaton Rapids Fire
Dan Flory	Vermontville Fire
Perry Orton	Eaton Area EMS
Bob Hale	Eaton Area EMS
Rodney VanDeCastele	Grand Ledge Fire
Tom Owen	Olivet Fire
Francis D'Huyvetter	Hamlin Twp Fire
Tyger Fullerton	Charlotte Fire
Gregg Ginebaugh	Delta Twp Fire
Michael Armitage	Central Dispatch
Kelley Flynn	Central Dispatch
Ryan Wilkinson	Emergency Management

Chairman McNutt called the meeting to order at 1900 hrs.

Introduction of new members and guests – Kevin Christiansen introduced himself as the interim Chief at Potterville City Fire. Bob Hale introduced himself as the new Director at Eaton Area EMS. John Truba's last official last day is July 5, 2019.

Reading and Approval of Minutes to the February 2019 Meeting – William Fabijancic made the motion and Phillip Miller seconded. Motion carried

OLD BUSINESS

Report from Emergency Communications Subcommittee – Phillip Miller reviewed the minutes to the March 21, 2019 meeting.

Central Dispatch Operational Report – Dispatcher Kyla Carranco has been promoted to supervisor. The date that she moves to the position is yet to be determined due to staffing. This vacancy was due to Kelley Flynn being promoted to the Deputy Director position.

There are four dispatcher openings now. One applicant was selected to fill a vacancy from the oral board interviews in April. That applicant was given a conditional offer and is currently in the background investigation progress.

Michael explained that of the four that were hired last fall, only one made it through the training program. Michael stated that dispatch centers across Michigan are having the same problem of finding quality applicants. However, Michael stated that he would rather be selective than hire unqualified people to quickly fill the vacancies. Kelley has been working on the training program to revamp that.

Michael did include in next year's budget one additional telecommunicator. Two years ago, we lost two positions. Last year he was told not to ask for new positions. This year the new board of commissioners did not say either way so he requested one position.

Kelley has been working to try to get supervisors in charge of different programs. One of the programs is tactical dispatch and Francis D'Huyvetter is in charge of this team. This team will use the Tahoe and communication trailer and be deployed to incidents at the scene. The trailer is not equipped right now but will be. There will be a supply of around 40 radios in dispatch and will be put in the Tahoe to be deployed. There was discussion about a repeater for UTAC. Francis said he would discuss it more with Roger McNutt. Francis plans to create a COMM plan.

Central Dispatch Project Update –

ASAP to PSAP should be up and running by August 2019. This is the connection for alarm companies to our CAD system.

PFN – We continue to transition from AT&T to PFN. For wireless calls, the set up time is faster by about 10-15 seconds. This also opens up CAD to CAD with neighboring counties and routing calls.

Siren Project – Michael sent out a survey regarding the phone app.

Radio project – The delay is the Fox 47 tower. Everything else is complete. Michael has been in contact with people regarding the Fox 47 tower and they will have answers for us in 5-10 days as far as price and timeline. The fabricated steel for the tower is in Akron Ohio, waiting. It could be possible that we could hang equipment on the tower before they do their work. If that happens, it will push our timeline up to around August. Michael will send everyone an email when he knows more.

Eaton County Fire Chief Association Report (Roman)

MABAS was discussed at the April meeting and there are some agencies interested in joining. Mike Roman will send out an email to have a meeting about joining it. Also discussed at the meeting was the status of the MAY-DAY policy, and creating a countywide youth committee to promote youth joining fire departments.

It was discussed at the last ECFCA meeting and it was requested to add under New Business for this meeting the topic of combining this meeting and the ECFCA meeting.

Vests – Ryan Wilkinson reported that he received the recipient agreement with Ingham County, which gives him the go ahead to order 50 vests. They will be the same as ECSD's with a patch. They will be distributed to the first-out medical trucks and first-out ambulances. The plan is to go purchase the ballistic helmets in the future.

NEW BUSINESS

MAY-DAY Policy – Nolan Brown and Francis D'Huyvetter have been working on a policy that outlines expectations. Right now, dispatch does not have a policy on what to do if someone yells MAY-DAY on the radio.

Nolan changed some verbiage in the policy and added more apparatus response. Delta Fire has their own request and that was added. A suggested alternate radio channel(s) was also added.

Something to consider is when we go to 800 system how do we want to utilize and move and train dispatchers in the use of this policy. Also, the fire run cards are not deep enough to handle a MAY-DAY incident. In addition, the emergency buttons are active on the new radios and that will have to be added to the policy. If you have any questions, concerns or input about the policy, let Francis or Nolan know. There was a question about if you have to have a MAY-DAY policy in order to be in MABAS. No one knew for sure, but didn't think so.

Mike Roman made motion to adopt the MAY-DAY policy as written and William Fabijancic supported. Greg Ginebaugh said the acronym RIT needs to be changed to RIC. Motion carried. Nolan stated he will make the acronym change and would be happy to help train fire department personnel on the policy.

Single Fire/EMS run numbers – Delta Fire is requesting their fire and EMS run numbers be combined into single fire/EMS run numbers. In order for dispatch to do this, it must be changed across the board, which affects five departments that have both fire and ambulance service. Michael explained that if dispatch did it just for Delta Fire, we would have to do a CAD rebuild and pay someone from OSSI \$22,000.00 to do it.

This would affect five departments that have both fire and ambulance services, including Windsor Township Emergency Services. Windsor would not want just one number. Phil Miller explained they use Eaton County's number for fire reports but not for EMS. Rodney VanDeCastele asked if everything could be moved to fire and classify everything as a fire run number? Dispatch would have a problem with call types and it would be a challenge. Michael explained that if all five agencies agreed to do it, dispatch would delete EMS CAD types and transition them all over to fire without paying OSSI \$22,000 to rebuild CAD.

There was further discussion and questions such as how would it work for EAEMS in a fire district? Would all agencies get the same event number if they all responded to one scene? How are other counties doing it? There was discussion about the fire/EMS reporting software that agencies use. This topic was tabled for now. Michael will research with MCDA members to find another agency that uses OSSI and has single fire/EMS run numbers.

New radio system procedure – before training, Michael requested clarification on procedures, operating procedures for the system for dispatch and the users. Michael would like feedback to start drafting something for user training. He needs to know which incidents would be moved off the dispatch channel and at what point would they be moved off the dispatch channel. Also, would multi-jurisdictional responses be moved and leave day-to-day responses remain on the dispatch channel? When switching to fire ground, at what point do we do it? Should everyone call enroute on the dispatch channel and then switch?

Will pagers be able to pick up the fire ground frequency? Yes. Francis said the new radios would have every channel in them so you can turn your pager to any channel and you will always have your fire ground page group. You will always get that traffic even if you're monitoring another group. You can also monitor more than one talk group and keep it on one so you don't miss any communication.

There was discussion about proprietary channels and TAC channels. Dispatch will not monitor the proprietary channels. Proprietary channels will be in a zone so you can hear another agency's talk on their proprietary channel. There was discussion on channels and more radios. It was agreed that we would be able to gauge this better in six months after using them to fine-tune them.

Pagers will trip on the pager talk group and dispatch. The pager talk groups are All Call, Squad, and multicast that on the fire dispatch channel so it will go over two talk groups; pager talk group and Fire 1. That's important to those that only carry portable or pager and not both. Will need further discussion on that.

Radio templates – Michael emailed out radio templates and he needs them back. Some of the feedback he received was a desire for a zone with surrounding fire dispatch channels in it with surrounding counties.

Smoke Investigation Call Type – Michael sent out an email about this. There is a concern in our training program because there is a call type discrepancy between smoke investigation and structure fire, which have two very different responses. The smoke investigation call type does not trigger automatic mutual aid and the structure fire call type does. The concern is the mistake in classifying the call.

Rodney VanDeCastele thought the smoke investigation description meant, "I smell something but I don't see something." There is concern with seeing smoke in a commercial structure and not triggering automatic mutual aid if the dispatcher enters it as a smoke investigation. There was discussion and the consensus seemed to be better safe than sorry. There was discussion to delete the smoke investigation call type and use odor investigation and structure fire. **Motion was made by Rob Herig and seconded by Rodney VanDeCastele to delete the smoke investigation call type. Motion carried.**

At the last ECFCA meeting, Michael suggested combining that meeting with this one to eliminate a meeting since most attend both meetings and a lot of the same information is discussed. He stated he checked with the county's attorney and he said it would be okay.

There are questions though about the ECFCA's meeting minutes. Right now, their minutes do not fall under FOIA, but under a combined scenario they would. This committee meeting is a subcommittee so it is not an open meeting.

There was also a question about the dues that members pay to be in the ECFCA. Members pay \$100 a year.

Roger McNutt suggested keeping the meetings separate, but have them on the same night with two sets of minutes. Tyger Fullerton also suggested keeping the meetings separate but on the same night and having the ECFCA meeting first before the FEC subcommittee meeting.

Tyger made the motion to hold the ECFCA meeting before FEC meeting on the same night. There will need to be a change to the ECFCA By-Laws to change the meeting dates and add a summer meeting. The motion was supported and motion carried. The next meeting for both committees will be August 8th.

ROUND TABLE DISCUSSION –

Phillip Miller stated that TCEMCA hired Dave Boomer as their new manager of operations.

Mike Roman – The AVI event is June 20 in Eaton Rapids. They need people to come out and help at 8:00 a.m. There will be a training session from 8:30 a.m. to 10:00 a.m. prior to the scenario. Let Lt. Scott Brooks know if you can be there and if you can bring an ambulance.

There will also be an AVI event this Saturday at LAFCU on Marketplace. He needs about six more people to help. This will be training for the LAFCU employees.

Mike Roman stated that Delta Fire is still looking for paramedics and firefighters. They need three to six full time.

Tyger Fullerton began discussion about a wedding barn on Otto Rd with a water supply issue that is causing them not to have their permit yet. There was discussion about the Tanker Task Force responding to this location and a dry hydrant.

Francis D'Huyvetter stated that Chief Blackmer is currently out of the country with his wife. Continue to contact Francis if you need anything with Hamlin Township Fire.

Everyone introduced themselves to Bob Hale from EAEMS.

Ryan gave an update on training. ICS 300 and 400 will be offered on the weekend this fall. May 16 is a NDPTC AWR-345 class. The class is full, but you can come and sit around the edge of the room.

Ryan sent a resource inventory sheet out to all of the fire chiefs. He received Hamlin's and Windsor's. He needs updates for MiCIMS on apparatus. He will resend it out. It is based off of the MABAS form.

Perry Orton announced that if you need to recertify your pediatric med, there will be a class on June 11, at 6:30 p.m. in the Trumley Center, Room A, at the hospital.

Kelley Flynn stated that a dispatcher needs CPR training soon if anyone is willing to give her the class. Rodney said to send him an email on when she would be available for the class. Michael stated that he needs CPR training too.

The next train the trainer radio training is the week of May 20 here at Central Dispatch.

The next meeting is Thursday, August 8, 2019 at 1900 hrs at Eaton County Central Dispatch.

Motion to adjourn was made by William Fabijancic at 8:34 pm. Motion was supported and motion carried.