

## CHAGRIN VALLEY DISPATCH - POLICE USERS COMMITTEE

### Meeting Minutes

**Date/Time:** Tuesday, February 4<sup>th</sup>, 2014 - 10:00 am

**Location:** Orange Village Police Department  
4600 Lander Road  
Orange Village, Ohio 44022

<b>Name</b>	<b>Present</b>	<b>Agency</b>
Nick DiCicco	X	Chagrin Valley Dispatch
Kevin Wyant	X	Moreland Hills Police
Dave Koran	X	Highland Hills Police
John Patterson	X	Woodmere Police
Larry Genova	X	Orange Fire
Damian Davis	X	Orange Police
Mike Rizzo	X	South Russell Police
Gregg Minichello	X	Gates Mills Police
Amber Dacek	X	Chagrin Falls Police
Lloyd Nagle		Bentleyville Police

**Others in Attendance:** Mike Fabian, South Russell Police - Lisa Mariola, Chagrin Falls Police

### AGENDA ITEMS

1. **ACTIVE 911**
  - a. CVD purchased licenses
  - b. Currently used for all Fire Departments and specialty teams
  
2. **EMERGENCY ALERTS**
  - a. New Emergency Alert will go out on a repeated PD-EMERG talk group.
  - b. Only CVD will have the ability to hear the traffic
  - c. Mic will be hot for 30-seconds
  - d. In the event of an activation and a location in know, backup units will be sent automatically
  
3. **WEB SITE**
  - a. CVD has new web site. [www.chagrinvalleydispatch.com](http://www.chagrinvalleydispatch.com)
  - b. All necessary forms can be downloaded and completed online
  - c. All year end reports and meeting minutes can also be viewed
  - d. Contact CVD for user name and password

CHAGRIN VALLEY DISPATCH - FIRE USERS COMMITTEE

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**4. AGENCY ROSTERS**

- a. Need agency rosters listing Officers Name, Cell Phone Number, Cell Phone Provider and Email Address for the following agencies
  - i. South Russell
  - ii. Woodmere
  - iii. Chagrin Falls

**5. TWO FACTOR AUTHENTICATION**

- a. Rolling out in March

**6. RADIO PROGRAMMING**

- a. Slated for end of February
- b. If there are any request for additional talk groups, please contact DiCicco

**7. RDP SERVER**

- a. Server is operational
- b. Officers can now take LEADS test at their own station

**8. REPORT NUMBERS**

- a. Dispatch will now have the ability to assign Incident and Accident report numbers to member agencies.
- b. Officer will have to request the above
- c. Once CAD call is complete, info in CAD will auto-transfer to your RMS Server and auto create the report
  - i. Crash Reports will have times and location populated
  - ii. Incident Reports will have times, locations, vehicle as well as persons involved populated

**9. SRAD / SPECIALTY TEAMS**

- a. Agency SRAD Directors need to notify DiCicco of upcoming SRAD dates / times.
- b. Additional dispatchers will be scheduled and detail units will be assigned a TAC channel for detail operations.

**10. HOUSE WATCHES / TPO / WARRANTS**

- a. All will be entered into CAD so dispatch and officers will know when responding to calls for service.

**11. MDT CALL UPDATES**

- a. It is no longer an option to update calls
- b. ALL officers need to update their own calls

**12. CAD SOFTWARE UPGRADES**

- a. Dispatch can now verify if your MDT has received the call

**13. TACTICAL INCIDENT RESPONSE**

- a. Chiefs approved new program for escalated incidents
- b. Each agency will be sending a supervisor and patrol officer to kick off meeting
- c. Meeting will be on Thursday, February 13<sup>th</sup>, 9:00 am at Orange Village Police Department
- d. Power point presentation to be published on sign boards for officer review

**14. MDT SERVER**

- a. Ability to print BMV Photos from the MDT's is now working

**15. AGENCY CONCERNS**

- a. Spelling errors in CAD Narrative
  - i. Dispatchers to be notified to use spell check
- b. Checkups
  - i. South Russell officers were out on a call for over an hour with no checkups
    - 1. This was several months ago
    - 2. DiCicco verified that checkup timer is set for 30 minutes and confirmed its operation
- c. Shift Change – Status Monitor
  - i. Complaint was made that officers from prior shifts would remain on status monitor for hours
  - ii. Dispatchers to be reminded to remove prior shift
  - iii. Those officers calling in new lineup will also indicate who is leaving to ensure removal

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- d. **Address Data Missing**
  - i. Several calls have street name but the street numbers of the call is listed in the narrative section
  - ii. Dispatchers to be reminded to put all address elements where they belong instead of using the narrative field
- e. **Caller Information**
  - i. Several agencies have requested dispatch gather as much info and place that info in the caller section
  - ii. Although this is a great idea, there are callers that are hesitant or simply will not give info out
  - iii. Dispatchers will make every attempt to gather all caller info and place it in the caller info section of the CAD call

**16. MISC. ITEMS**

- a. **Radio Acknowledgements**
  - i. All officers are reminded that you **MUST** wait for 384 to acknowledge you prior to you continuing with your radio traffic.
  - ii. 5883 to 374, I'm back in... Checked OK is not acceptable
  - iii. 5883 to 374... wait for acknowledgement prior to proceeding with your traffic
- b. **Clearing Main Band**
  - i. CVD Staff have been instructed that they now have the ability to clear main band for an escalated or serious call.
  - ii. CVD Staff will make a broadcast and advise everyone what talkgroup (channel) to switch to. Main band will remain clear until instructed. We will be adding a tone that will "chirp" every 60-seconds. This will indicate that the channel has been cleared and to stay off of it.

911

DISPATCH