



**Chagrin Valley Dispatch Technical Advisory
Committee Meeting Minutes
Tuesday, January 14, 2014
9:30 am**

Members Present:

Chief Frank Zugan	Chagrin Fire
Chief Tom Robinson	Gates Mills FD
Chief David Maine	Hunting Valley PD
Chief Dale Canter	Moreland Hills PD
Chief Chris Kostura	Orange Village PD
Chief Bob Wilson	Orange Village FD

Others Present:

Lt. Nick DiCicco	Orange Village PD
Lisa Mariola	Chagrin Falls Dispatch
Lt. Kevin Wyant	Moreland Hills PD
Lt. John Patterson	Woodmere PD
Lt. Gregg Minicello	Gates Mills PD
Sgt. Tim DiPadova	Hunting Valley PD
Lt. Barry Hendricks	Hunting Valley PD
Chris Alaman	CVD
Crystal Scott	CVD
Lt. Amber Dacek	Chagrin Falls PD – representing Chief Brosius

Members NOT Present:

Chief James Brosius (represented by Lt. Dacek)	Chagrin Falls PD
Chief Gabe Barone	Bentleyville PD
Chief Mike Rizzo	South Russell PD
Chief Dale Cohen	Woodmere FD
Chief Sheila Mason (represented by Lt. Patterson)	Woodmere PD

Meeting called to order at 9:32 am

Approval of Minutes

Motion to approve minutes from November 18, 2013 meeting; minutes were approved by a unanimous vote

Chain of command

- Nick is dispatch administrator –
 - o Who does he report to
 - o Personnel issues – who does Nick report to
 - o Chief Canter stated he should not report to the group
 - o Chief Wilson stated he should report to one or two people
 - o Chief Maine suggested we form a committee with one fire and one police chief

- Chief Zugan stated we should use one Police chief and one Fire Chief from a different community other than Orange Village
- **The committee will be:**
 - **Chief Robinson from Gates Mills FD and Chief Maine from Hunting Valley PD**
- Crystal Scott and Chris Alaman are the dispatch supervisors
 - Crystal has been part time for a year and worked at Solon prior
 - They work 12 hour shifts
 - Chris Alman has worked with us for 3 years

Policies/Procedures

- Nick felt internally they can discuss items and then bring it to the committee
- They will be tweaking the current documents that Chagrin Falls is using as their policies and procedures
- Lisa stated ultimately the decision will be the mayor of Chagrin Falls
- Minor issues will be handled by the administrator and supervisors

Minutes/Agenda

- Nick will do the minutes and the agendas if they are at Chagrin Dispatch
- Anna will do them if they are at Orange Village

Dispatch Administrator Report – Lisa Mariolla

- Training here the past few months
- Staffing both centers tomorrow at 0900
 - 911 will move over at 10:00, 10 digit at 11:00
 - Once we are confident we will move the CAD system over here

Nick

- Bring MDT's here tomorrow to update
- Then issue tokens that are on your keychain, need to add token number
- Tokens – if you lose it Nick has a few extra but they are \$18 if they are lost
 - Mandated – if they employee approves, Nick can send a text to their cell phone if they forget their code
 - Provide Nick with each person's cell phone number and service provider and he can send a text to their phones to retrieve their code
 - If they forget there is no one that can override it - access available only via text

Budget

- Went up \$30,000 due to employee taking health insurance – mayors are aware

Radios

- Adding Solon Fire and State patrol in February
 - Will be at OV fire department – should not take more than ½ hour

Internet Issues

- Chief Maine questioned Nick if there is anything we can do
 - internet TWC, 10 meg circuit thru XO, if FirstCom goes down we will also be down
 - Chief Maine stated they do not give them any information or let them know of any issues or how long it will be out
 - o Nick spoke with the president explaining to him that there are issues
 - If we have more issues we can leave them with no penalty if we so chose per the law dept.

Back-up Plan

- Chief Kostura stated we need to have a plan in place in case Nick is no longer here
 - o Someone should know everything that Nick does and someone that can handle it if he is not here

Paging/2 way traffic

- It should not be an issue, Nick will speak with Mike from B & C
- Lisa stated the console in Chagrin will stay up until we are able to confirm

Channel line and Programming

- Nick stated he needs help but we only have one system key
 - o Drew would be willing to help, he can download on one and then Nick would have to do the rest
 - o Light out at night, changing channels with voice would be a great update

Solon

- Solon using 420 base radios at their stations
- Solon cannot hear us but they are all over our radios
 - o Nothing we can do right now

New Monitors at Station

- Did training on it and they are up and running

Grant Update

- Applied for AFG for 3 county area
 - o Equipment grant – fire alerting systems and MDT
 - Should find out in the spring

Meeting locations

- Chief Zupan will decide where the meetings are located

New Members

- East Cleveland contacted Nick and would like a price

- Mayor's are adamant that if we bring someone else on, we would need another person per shift and that would have to be absorbed by the new community
- North Randall is being taken over by CECOMM

Beachwood is taking over East COMM

- Shaker, Cleveland Hts., UH, Beachwood, Pepper Pike, S Euclid
- Identical to us – we can move to their location and they can move to our location
- They are asking for \$2 – \$3 mill from the county

Lt. Patterson asked if we can hear Beachwood

- They are not on the MARC's system yet

New Business

- Highland Hills will come on board some time in March
 - o They have 27 officers
 - We need to provide tokens for each officer
 - It will need to come out of their capital
- *Lisa sent an email out yesterday, she would like validations back today*
- Sgt. DiPadova asked if the officers have to come to dispatch and Nick stated they do not everything will be printed at their stations

Chief Robinson, question about PulsePoint

- Not in favor of using it for fire/accident calls
- Nick stated we can dictate what calls can be sent to the app
- If you are in a ¼ mile of someone that is in cardiac arrest
- It would have to be all or nothing, we feel we want it for the EMS calls only per all Fire chiefs in attendance

AED locations

- does it differentiate if the area is closed during the time you are looking for it
- Dan Ellenberger will come to the next meeting to discuss it further if needed

Thank Lisa

- Will no longer be involved in dispatching, Chief Zupan thanked her for her service

Next meeting: March 11th at 9:30 am – Orange Village Hall

Adjourned: 10:16 am

Respectfully Submitted,
Anna Girardi