



Chagrin Valley Dispatch Technical Advisory Meeting

August 20, 2013

Bedford Hospital

Members Present:

Chief Tim Pitts	Bentleyville Police Department
Chief Frank Zupan	Chagrin Falls Fire Department
Chief Ronald Whitmer	Gates Mills Police Department
Chief Tom Robinson	Gates Mills Fire Department
Chief David Maine	Hunting Valley Police Department
Chief Dale Canter	Moreland Hills Police Department
Chief Bob Wilson	Orange Village Fire
Chief Mike Rizzo	South Russell Police Department
Lisa Mariola	Chagrin Dispatch

Others Present:

Lt. Amber Dacek	Chagrin Falls Police Department
Lt. Kevin Wyant	Moreland Hills Police Department
Lt. Nick DiCicco	Orange Village Police Department
Lt. John Patterson	Woodmere Police Department

Members Not Present:

Chief James Brosius (represented by Lt. Dacek)	Chagrin Falls Police Department
Chief Chris Kostura (represented by Lt. DiCicco)	Orange Village Police Department
Chief Dale Cohen	Woodmere Fire Department
Chief Sheila Mason (represented by Lt. Patterson)	Woodmere Police Department

Meeting called to order at 9:33 am.

Approval of the meeting minutes from July 15, 2013. Motion to approve the minutes made by Chief Pitts, seconded by Chief Whitmer, minutes approved.

Dispatch Administrator Report:

Lisa Davet started full-time on August 12th. She came to us from Gates Mills. We have also hired two part-timers. Jason Lawenda will be starting in the next couple of weeks and Toni is still going through the background process.

Lisa surveyed the dispatchers to see what type of shifts they would like next year. The majority want 12 hour shifts. Due to the dispatchers desire to have 12 hour shifts, Lisa and Nick have been discussing the manager's position. Lisa is concerned with the manger being on 12's and not being available Monday through Friday. Lisa and Nick have also discussed first line supervisor positions. With the dispatch center moving along as quickly as it is, and the interest of other municipalities coming on board, we feel having two first-line supervisors that work opposite 12 hour day shifts would be a good way to start and then look at the mangers position. Lisa also feels it will a good morale booster to promote current dispatchers to the first-line supervisor positions. Lisa will work on the job description. The two first line supervisors will have to work hand in hand so they are both up to date on what is going on during the others shifts. Each supervisor would be responsible for their day shift dispatchers and the night shift that comes on after them. Should one supervisor not be available, the other one can be contacted.

Chief Maine wants to know what the commitment Nick and Lisa have once dispatch moves to the new center. Nick states that he will be at the new center 4 days a week in the beginning.

Chief Whitmer likes the idea of two first-line supervisors. Chief Zupan asked if there would be interviews for the position. Lisa advised that everyone that is interested in interviewing for the position would have to submit a letter of interest and they would be interviewed by the hiring committee.

There was discussion on compensation for the position. Lisa will work on a pay scale for the group to review.

Shared Services Fund – Grant Request Update:

Lisa and Nick met with the review committee and they awarded \$330,000 to CVD. Part of the award was \$75,000 for build out costs. However, money is going to need to be reallocated for the 911 system. The current system will not make the move to Bedford and the counties system will not be ready for 12-18 months. There will be no additional cost to any of the agencies for this purchase.

Sign boards: \$40,000 of the Shared Services Grant will be used for sign boards. The sign boards are large monitors that will be placed in every police and fire department. The left hand side of the board will be a live status monitor (see handout). The right hand side is user definable and can be customized with camera feeds for each department. Dispatch will control the monitor boards so they need to be able to access the camera feeds that you would like. Nick is looking for input on what each agency would like.

700x System Updates:

MARCS sent out a letter that there will be a rate increase to \$6.50 a month. They have not sent a bill to any of our agencies since we have joined and they are not going to back-bill for those months. Cleveland is offering a

rate of \$8.00 per month for their system. One concern with the Cleveland system is that we would not be able to talk to Geauga County. Gates Mills also stated the Cleveland system is not an option for them because of coverage issues in the valley.

MARCS is trying to get legislative commitment to keep rates low.

University Hospital:

Nick is looking for the Chief's to approve an expenditure for \$1800 to have University Hospitals radio channels programmed in to our system. This would give dispatch the ability to contact their security officers by radio. The Chiefs approve of this expenditure.

Proclamation:

Nick would like to see some sort of proclamation from the group to University Hospitals. There will be a big county presence and a lot of media coverage when the new center opens.

New Dispatch Center Dedication:

There has also been discussion at the user group level to dedicate the dispatch center to Sarah Sanders. We would invite her and her family to the to the dedication ceremony. The Chiefs are in favor of this.

New Dispatch Center Update:

Chiefs will take a tour at the end of the meeting to see the progress. There was a change order to the locker room to make it bigger. The cost was \$4700.00 and will come out of the contingency fund. The locker room will now have 39 lockers instead of 14.

The demo has been done. The plumbing passed inspection yesterday and the electrical is almost done.

The ceiling needs to be replaced in the IT room and it will cost \$4000.00. This will also come out of the contingency fund. Originally the ceiling was going to be left out, but due to the structure and the air conditioner in the room there needs to be a ceiling.

CRIS/REDDS Update:

Lisa is making the recommendation to change our main ORI over to LEADS. Dispatch will gain more functionality of the CAD system with the interface that is already built in to it for a direct LEADS connection. Lisa and Nick have had conversations with Veronica at REDDS and they are trying to work on a solution for data sharing. Currently the dispatchers are hand entering data in to REDDS for several agencies. With the work load increasing Lisa would like to see this be automated and do away with hand entering.

We are also currently paying for two connections, one to REDDS (dispatch) and one to LEADS (MDT's). Lisa says a decision needs to be made because we need to order the new connection at the new center.

There was discussion on what REDDS is working on and what they will be able to offer. The Chief's decided to move away from REDDS for LEADS access, but still maintain dialogue to see how we can share data with them.

911 System:

We are entering in to an agreement with Emergency Call Works for 911 equipment. They are the same vendor the county is using for the hosted solution. All equipment we purchase will be compatible with the counties system.

New member Discussion:

Highland Hills has signed their agreement and will come on board in the first quarter of next year.

Nick did get an email from the Chief at Mayfield Village and he said before they make a commitment to CVD they want to see the results of the consolidation report the County is doing for SPAN.

North Randall has expressed interest in joining. REDDS would like us to take them on and the county would like us to help them out.

Service Option: Nick has received an LOI from Solon, Twinsburg and Glenwillow stating they would like to explore co-locating their dispatch center with ours. They want a turn-key solution and six positions. They would pay \$20,000.00 a month and would sign an agreement for 10 years. Hunting Valley or Chagrin Falls (if legal) will fund the capital expenditure and they would be paid back \$60,000.00 a year over 5 years. A sheet was distributed showing a ten year projection and how much money would be brought in. There is some concern about a union center and a non-union center being in the same space. Discussion ensued and the matter will be discussed at the mayors meeting on Tuesday.

New Business:

Should Solon and Twinsburg co-locate in our center they will need to purchase an IP alerting system. Nick asked the fire chiefs in attendance if they would be interested in splitting the capital cost with them, about \$10,000.00. There has been discussion in the past about our fire departments switching to this system.

Lisa asked if there was any interest in keeping LEERN and inner city. Dispatch has maintained these radios in dispatch, but with the move to Bedford it would require a new circuit to be installed and they are pricy. Most of the departments have removed LEERN from their vehicles, so the decision was made to not move it to the new center.

Meeting adjourned at 10:50.

Minutes taken by Lisa Mariola