

**Kent County Dispatch Authority
Technical Advisory Subcommittee**

May 12, 2008 @ 9AM

Meeting Location: Kent Count Sheriff’s Department Administration Building

Members Present:

Harvey Becker	Michigan State Police
Rob Benstein	Gerald R. Ford International Airport
Ralph Gould	Grand Rapids Police Dept.
Mark Herald	EGR PS, Chair Kent County Chiefs
Michelle Young	Kent County Sheriff’s Department
Kevin Walk	Life EMS

Guests Present: Brett Looman, Kentwood Fire; Bob Walker, Walker FD, Chief Austin, Kevin Kelly, KCSD; Matt Groesser, KCSD-Dispatch;

Staff Present: Jennifer DeHaan, Kent County Administrator’s Office

Call to Order: 9:06 am

Summary of Discussion Items:

- **TAC Charge** – Michelle welcomed everyone to the TAC meeting and noted that although there was no formal charge established by the Authority the TAC would move forward in its discussions about the technical issues related to the KCDA Strategic Plan. It was noted that the TAC committee would steer the work of other subcommittees that would have more of a hands-on look at the technical issues. Michelle noted that there are several members present from the Sheriff’s Department that will be involved in this process. Ralph Gould stated that David VanHouten will be representing GR in some of the subcommittee work. As a first step and probably the most intensive process, the TAC committee would begin looking to develop the specifications for a CAD system.

Gould also stated that this is not an RMS project to acquire new Record Management Systems for each PSAP. RMS needs will be need to be addressed in the CAD bid specifications by including data transfer needs of each PSAP to feed existing RMS systems. Bid specifications must include the data format that our new CAD system must produce to push data to each existing RMS system that is in use by each PSAP in the County.

- **CAD Specification Process** – A discussion ensued about the CAD process, what departments currently have and that the CAD systems utilized by the EMS community were medical specific and that the CAD system would have to interface with those systems. The CAD system would be an overhaul of both the police and fire systems. It was noted that the Airport, because it is not a PSAP, does not have a CAD system, but does have a need to be able to

coordinate with other agencies. Michelle stated that the CAD process would be several focused steps which could be broken down by the following:

- Specifications & Functionality
- Platform & Data base
- Network structure

A discussion about the current fire CAD system ensued. Gould stated that the Grand Rapids Fire CAD system is the most sophisticated that is in use and it actually recommends the dispatch of each different type of fire equipment and fire company, including equipment substitution, and Fire Station move up assignments, which most other Fire CAD systems do not do. On each Fire incident it recommends how many (and which) Fire trucks, engines, quints, rescue vehicles, river rescue, and/or squad companies to send.

It was also noted that there may be a need to look at the CAD system and how it interfaces with the MVC. A discussion ensued as to what the implications are for Fire and there was discussion of getting input and representation from Cascade & Ada Twp as well as Algoma to gain input regarding the CAD needs of the rural fire departments that are volunteer based as they may have different needs than others.

It was also noted that the TAC will need to develop a general list of:

- What our dispatchers/users/line staff like and what they do not like?
- What they would like to see improved?
- What specifications are most important?

During the meeting Gould distributed a matrix that recommended cross visits to other PSAPs in Kent County by each PSAP to become familiar with each other's operating procedures, current CAD systems, and future CAD needs. It was noted that these observations and fact finding visits have already begun with Grand Rapids, Kent County, and Wyoming PSAP staff. Gould also distributed a list of CAD commands for GRPD as well as a CAD system inventory and cross review. This might help in determining baseline common CAD needs for the bid specification by categorizing the present day CAD functions and commands of each existing CAD system currently in use in Kent County. Categories are: Currently have and must have in a new CAD system; would like to have but not absolutely necessary; currently have but only rarely used or not used at all.

Meeting Adjourned.

Next Meeting: Monday, June 2, 2008 immediately following the regular meeting of the Kent County Dispatch Authority to be held at the City of Wyoming, City Hall.