



NOTICE and AGENDA for **Kalamazoo County Consolidated Dispatch Authority** **Technical Advisory Committee** **January 10, 2024**

PLEASE TAKE NOTICE that a REGULAR Meeting of the Kalamazoo County Consolidated Dispatch Authority Technical Advisory Committee will be held on **Wednesday, March 6th** at 10:00 a.m. in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo Michigan for consideration of items, namely, on this Agenda.

ITEM 1 – CALL TO ORDER

ITEM 2 – ROLL CALL

Western Michigan University Public Safety <i>Scott Merlo, Chairperson</i>	Michigan State Police <i>Scott Ernstes, Vice-Chairperson</i>	
Kalamazoo Department of Public Safety	Kalamazoo County Sheriff's Office	
Township of Kalamazoo Police Department	Portage Department of Public Safety	
Kalamazoo County Medical Control Authority	Kalamazoo County Fire Chiefs Association	

ITEM 3 – APPROVAL OF MEETING MINUTES

- A. Regular Meeting Minutes from January 10, 2024

ITEM 4 – CITIZENS' TIME

The Committee welcomes members of the public to express their ideas or concerns about issues affecting Kalamazoo County Consolidated Dispatch Authority. Members of the public wishing to speak are requested to stand at the podium and state your full name and address for the record. Each member of the public is limited to four minutes or less.

ITEM 5 – FOR CONSIDERATION

- A. Administrative Monthly Report (verbal overview will be provided as the written version is not yet complete)
- B. Old Business
 - 1. UPDATE: Conditions and Orders
 - 2. UPDATE: CAD and Mobile System RFP
- C. New Business
 - 1. Transmitting LEIN Worksheets to KCCDA
 - 2. Law Enforcement Talkgroup Access
 - 3. Extreme Risk Protection Orders
 - 4. Tyler System Upgrade (September 10, 2024)

ITEM 6 – OTHER ITEMS

- D. Announcements and Member Comments
- E. Next Meeting – May 1st, 2024

ITEM 7 – ADJOURNMENT

KCCDA meetings are open to all without regard to religion, race, color, national origin, sex, sexual orientation, gender identity or expression, height, weight, familial status, marital status, disability, or any other legally protected class. The KCCDA will provide special aid or assistance to attend a KCCDA meeting and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities, upon four (4) business days' notice to the KCCDA. Individuals with disabilities requiring auxiliary aids or services should contact KCCDA by emailing admin@kccda911.org or calling (269) 488-8911.



MEETING MINUTES for

Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE January 10, 2024 – Regular Meeting

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Technical Advisory Committee was called to order by Chief Scott Merlo at 10:00 a.m. on Wednesday, January 10, 2024, in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan.

ITEM 2 –ROLL CALL

Members Present: Scott Merlo (WMUPD), Chris Franks (KDPS), Craig Dieringer (KCMCA), Jeff Christensen (KCSO), Chip Everett (KCFCA)

Others Present: Ryan McGregor, Jeff Troyer, Torie Rose, Jon Moored, Marty Ftacek, Justin Johnson, Marie Gleesing, and Chris McComb

ITEM 3 – ORGANIZATIONAL ITEMS

- A. Election of Chairperson
- B. Election of Vice-Chairperson

“Motion by Mr. Dieringer, second by Mr. Christensen to re-elect Mr. Merlo as Chairperson and Mr. Ernestes as Vice-Chairperson for 2024.”

On a voice vote, **MOTION CARRIED.**

ITEM 4 - APPROVAL OF MEETING MINUTES

- A. Regular Meeting Minutes from November 1, 2023

“Motion by Mr. Franks, second by Mr. Dieringer to approve the Regular Meeting Minutes from November 1, 2023, as presented.”

On a voice vote, **MOTION CARRIED.**

ITEM 5 - CITIZENS’ TIME

There was none.

ITEM 6 – FOR CONSIDERATION

- A. Administrative Monthly Report

Mr. Troyer reviewed the Administrative Monthly Report that was included in the packet.

B. Old Business

1. UPDATE: Conditions and Orders

Mr. Troyer stated he got an update from County Administrator Catlin. District Court is presenting a new position to the Board of Commissioners. The new position will be responsible for migrating the duties of orders and conditions. District Court has a larger staff of LEIN clerk positions and according to Administrator Catlin, it sounds like they will do entries for both District and Circuit Court.

2. Update: CAD and Mobile System RFP

Mr. Troyer stated the bid opening in December included four proposals. Dispatch's Administrative Team has not started reviewing. The core system requirements were about \$1 million more than budgetary estimates received eighteen months ago. Staff will be working on reviewing and clarifying costs.

Mr. Franks stated the City has started going through the RMS proposals. Mr. Christensen stated the County has started review of the JMS proposals.

C. New Business

1. MDOC Talkgroup Request

Mr. Troyer stated that in May, TAC approved MDOC Investigator Arnett to have access to our talkgroups. They now would like access to the TAC groups also. We have unified command talkgroups that will need to be included also.

“Motion by Mr. Franks second by Mr. Christensen to approve MDOC access to TAC channels and unified command talkgroups as presented.”

On a voice vote, **MOTION CARRIED.**

Mr. Troyer stated that MPSCS required a letter of access for MSP for 39SPEV 1 and 2. If any other agencies also need one, reach out and one will be provided.

2. New SOP 09.06 – Mass Casualty Incident

Mr. Troyer stated mass casualty incident codes will be entered in two phases. The MCI nature code will be live on the EMS side to allow activation of the three MCI levels. The recommendations are built on the EMS side and will work on the fire side, but run cards take longer to adjust. The goal is to have all the new codes entered by the first quarter. KDPS will be done after because of the amount of time their changes will take. If approved, this will take effect on January 16. This has been reviewed by the MCI workgroup and will be reviewed by the EMS counsel.

Dieringer, McGregor

“Motion by Mr. Dieringer, second by Mr. McGregor to approve new SOP 09.06 – Mass Casualty Incident as presented.”

On a voice vote, **MOTION CARRIED.**

ITEM 7 – OTHER ITEMS

D. Announcements and Member Comments

Ms. Rose stated Dispatch is scheduled for a LEIN audit on February 13. Just a heads up because the law enforcement agencies are usually called after Dispatch.

Mr. Dieringer stated that Kalamazoo County has higher than the national average for heart issue saves. He will send everyone an invitation to a gathering on May 10 that will be highlighting heart saves.

E. Next Meeting

The next regular scheduled Technical Advisory Committee meeting will be Wednesday, March 6, 2024, at 10:00 am, and will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, MI 49009.

ITEM 7 - ADJOURNMENT

F. Adjournment

The meeting adjourned at 10:36 a.m.

From: [Jeff Troyer](#)
To: augustapd@tds.net; rcfull@kalamazoo.org; jevand@kalamazoo.org; boysend@kalamazoo.org; huberm@kalamazoo.org; franksc@kalamazoo.org; bnergang@ktwp.org; sajackson@ktwp.org; sgordon@kvcc.edu; mrifenberg@kvcc.edu; armoldn@portagemi.gov; vanderwj@portagemi.gov; chiefmattioli@richlandpolice.org; policechief@rosstownshipmi.gov; ssmith@villageofschoolcraft.com; ssanderson@vicksburgmi.org; scott.merlo@wmich.edu; timothy.unangst@wmich.edu; ErnstesS@michigan.gov; mcraec@michigan.gov
Cc: [Briefing](#)
Subject: Recent LEIN/CJIS Audits - LEIN Worksheets
Date: Thursday, February 22, 2024 1:11:24 PM

All Kalamazoo County Law Enforcement Agencies,

Just an FYI because this topic has come up during recent LEIN/CJIS audits...

When something needs to be entered into LEIN as a direct result from law enforcement field unit work (articles, vehicles, guns, impounds, abans, etc.) there is an associated LEIN worksheet that we require the officer(s) to send us before we can make the entry. We offer three different ways for the worksheet(s) to be sent:

- **Fax the worksheet to 269-488-4957** – our fax machine is CJIS compliant for incoming and outgoing faxes.
- **Remote Network Printer** – If your agency has a direct connection to KCCDA's network, you can have your IT (work with ours) program our multi-purpose machine at the LEIN position as network printer so officers can print directly to us. The multi-purpose machine (also our fax) is CJIS compliant.
- **Email to supervisors@kccda911.org** – This is our preferred method because your agency and KCCDA have a log or paper trail. KCCDA's email is CJIS compliant.

Even though all three options listed above are CJIS compliant on our end, that doesn't necessarily mean it is on your end. It is each agency's responsibility to ensure the method your staff are using to send us the worksheets is CJIS compliant at your agency/terminals. If you and/or your IT are unsure what the CJIS requirements are, please feel free to reach out to Deputy Director Rose (vrose@kccda911.org) or our IT staff (IT@kccda911.org).

Thanks in advance and please let us know if you have any questions.

Jeffery Troyer

Executive Director

Kalamazoo County Dispatch Authority

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www.kccda911.org



Kalamazoo County Consolidated Dispatch Authority



TO: All Law Enforcement, Fire and EMS Agencies
FROM: Jeff Troyer, Executive Director 
DATE: February 29, 2024
SUBJECT: Access to Law Enforcement Talkgroups

KCCDA received several requests recently from non-law enforcement agencies and/or persons whose primary job function is non-criminal justice, asking for access to law enforcement talkgroups. We know the reasoning for the requests but please understand, we cannot grant these as this would be a direct violation of the Criminal Justice Information System (CJIS) Security Policies.

This is one of the primary reasons for developing a county-wide Unified Communications Plan. Multiple talkgroups – 39SPEV1 and 39SPEV2 – have been identified for interoperability communications where multiple disciplines need to communicate within Kalamazoo County. We understand that it will take some time for these talkgroups to be programmed in radios (as templates are updated) and that is why we have continued to use STATW5 in the interim.

CJIS Security Policy does not allow us, or any other law enforcement agency, to grant access to non-law enforcement agencies or to any individual/person whose primary job function is non-criminal justice, to a radio communications channel/talkgroup where criminal justice information is transmitted. These are not our rules or policies, but we must follow them.

We ask our partner law enforcement agencies to also take this into consideration when receiving similar type requests and when issuing portable radios to any individual whose primary job function is non-criminal justice.

Thank you for your understanding and please let me know if you have any questions.