

**Kent County Dispatch Authority
Technical Advisory Subcommittee**

June 2, 2008 Immediately following the conclusion of the regularly scheduled meeting of the KCDA.

Meeting Location: City of Wyoming, City Hall

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; Brad Schutter, Wyoming PD; Catherine Garcia-Lindstrom, Walker PD; David VanHouten, GR Communications; Don Werkema, GR Communications; Tom Valdez, MSP Rockford;

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

Call to Order: 9:45am

Summary of Discussion Items:

- **CAD Specification Process** – Michelle Young stated that Dave VanHouten from Grand Rapids communications and Matt Groesser from the Sheriffs Department had met on several occasions to discuss the functions of CAD and had most recently made a short visit to the City of Wyoming. It was noted that they were working to visit all of the PSAPs to gain an understanding of the CAD systems that were currently in use. They would be providing a report to the TAC at the next meeting. This would begin to be a basis for the move forward discussions and steps regarding specifications and functionality. It was noted that if each PSAP has the same front-end CAD system then they will also have to include an interface for RMS.

Brett Looman with the city of Kentwood provided an update regarding Fire CAD. He had met with personnel from several communities to come up with a list of what the CAD system should do and what the needs were for fire personnel. He distributed a draft of this document that will be incorporated into the discussions regarding the CAD specifications.

Michelle stated that one of the next steps might be to issue a “request for information” once all of the ideal functions are identified to determine if there are some systems established to meet these needs and to determine those features that are non-standard. This would help in prioritizing the issues and functions of a CAD system.

Ralph Gould distributed the listing of the CAD systems and review process that was underway. This was being completed by VanHouten and Groesser.

Don Werkema noted that it was extremely important that the TAC run this CAD specification process through the front line workers. He stated that the IT staff will think it's a great system, the supervisor might concur, but those working the midnight shift would have input regarding their needs to improve the system and the service that is provided. A discussion ensued about the importance of vetting the systems and the different options through the front-line staff. The group also discussed the importance of seeing the CAD systems in action and in-operation as the references provided by the vendors would need to be thoroughly reviewed and front-line staff from the agencies would provide valuable feedback on the system and vendor performance.

Chief Garcia-Lindstrom noted that Walker has the ability to make some changes to the software on its own departmental needs or improve the functionality of an option.

Ralph Gould noted that one function that no CAD system has ever provided is to be able and that would be of great benefit would be to check the status of all units at a specific time. He stated that the current system requires a labor intensive process to check each one. This was just an example of some of the desired functions that might exist.

A discussion also ensued about the speed of the data transmission and its interface with motor vehicles. It was also requested that the last update to the Kimball report which was completed by the TAC last year be forwarded to the group.

Gould asked for the prioritized CAD commands/functions and RMS data transfer format deliverables to be sent to him by July 1, 2008.

Meeting Adjourned.

Next Meeting: Monday, June 23, 2008 immediately following the regular meeting of the Kent County Dispatch Authority to be held at the City of Wyoming, City Hall.