Menominee County E-9-1-1 Governing Board

Mark Petersen – Chairman Carl Johnson – Vice-Chairman Sharline Corrigan – Secretary/Treasurer

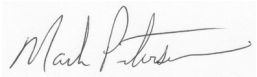
March 11th, 2016

Dear Members:

Please be informed that a meeting of the Menominee County E-9-1-1 Governing Board is scheduled for Tuesday, March 15th, 2016 at 6:30 PM at the City of Stephenson City Hall.

AGENDA

1. Approval of agenda.
2. Minutes of previous meeting.
3. Public comment – agenda items only.
4. Fire Chief's Association (William DeVoe) Representative.
5. City of Stephenson (John Starzynski) Representative.
6. Letter of Appreciation to Jim Gardiner
7. Election of Officers.
8. Weather Notifications (Paging).
9. Radio Equipment Replacement Ad-Hoc Committee Update.
10. Rotary Ambulance Policy.
11. Mutual Aid Box Alarm System (MABAS).
12. Director's Report.
    a) CAD/AVL
    b) Record Retention
    c) U.P. 9-1-1 Authority
    d) U.P. GIS Pilot Project
13. Public Comment.
14. Next Meeting Date. June 15th, 2016?
15. Adjournment.



E-9-1-1 Governing Board Meeting 15 September 2015

Present: Brett Botbyl, Bill DeVoe, Jim Gardiner, Gerry Christiaens, Mark Petersen, Josh Jones, Greg Cunningham, Bill Cech, Carl Johnson, Mike Orlando, Ken Marks, Deb Wormwood, Shar Corrigan

Absent: Brian White, David LeBoeuf, Robin Halfaday

Guests: Bill DeVoe, Bill Gruber, Leroy Hower

Draft

1. Meeting called to order at 6:35 pm.
2. Introductions made
3. Approval of Agenda: Motion by Josh Jones, 2nd by Jerry Christiaens. AIF.
4. Minutes of previous meeting: Motion by Brett Botbyl, 2nd by William Cech. AIF.
5. Public Comment agenda items only. Motioned by Josh Jones to close, 2nd by Jerry Christiaens. AIF.
6. Weather Notifications (Paging).

   (a) Were all Departments notified of the change in weather paging. No.

   (b) Representative here as 'Public' attendee. Menominee Ingallston Fire Department would like to go back to page all Dept's. Discussion held. Suggesting to do 'All call', weather alert tone with warnings, then page out to Menominee Ingallston FD. This because their members are on pager and only turn on their radio once paged out. Motioned by Jerry Christiaens, 2nd by Bill Cech. AIF.
7. Radio console replacement and funding.

   (a) Motorola Quote came in at $275,000.

   (b) Deb distributed some information about the MCC 7500 Console Upgrade.

   (c) Deb reviewed some of the details; ie. AT & T monthly fee for the new T1 line that would be required (about $530/month).

   (d) If Sobieski Tower went down, Central Dispatch would continue to be operational. This system would be able to grab another Tower for paging services.

   (e) This console would be the Primary Dispatch for Law, as well as a back up for Fire & Rescue.

   (f) Motioned by Brett Botby to table this project to establish a small committee to work with Deb Wormwood on options for this program. To work on a time line and identify the issues that relate to this project, and establish a strategic plan. 2nd by Bill Cech. AIF.

   (g) Committee: Ken Marks, Brett Botbyl, Bill Cech, Josh Jones, and Mark Petersen. We'd also like to have Brian Bousley.
8. Rotary Ambulance Policy: Discussion held, modifications being recommended. We will review next month with input from Medical Control.

9. Mutual Aid Box Alarm System (MABAS):

(a) Preplanned Mutual Aid. Cards are made up by Fire Departments listing what equipment they would have to send out on Mutual Aid. Then, Central Dispatch would have 'pre-established' lists available when any participating Department needs additional equipment/manpower. The Fire Fighter in charge just asks Central Dispatch to call out help per 'Box One' Then Central takes out that card and the Fire Fighters can go back to Fire Fighting. The Fire Chief's Association is asking for 911 Governing Board Support in rolling this plan out.

(b) Motioned by Greg Cunningham, 2nd by Jerry Christiaens, to ask Deb Wormwood to investigate how this affects 911 Dispatch side of life. Bring the information back for our next meeting.

10. Directors Report

(a) Digital Recorder - shipping 09-22-2015, maybe a little earlier. Installation & training will then be set up.

(b) Text to 9-1-1: going live 09-21-2015. This will be UP wide. There are press releases being set up for this roll-out. Cellcom is not ready yet.

(c) Record Retention: All records are still being held. State-wide Policy is now out for record retention guidelines. This will need County Board of Commissioners acceptance. Support from the 911 Governing Board. Motioned by Brett, 2nd by Bill Cech to adopt Schedule #34 Local 911 Call Centers record retention

(d) Dickinson County Paramedics: Beacon says local services want Beacon specifically. None of the local services have expressed an issue. The new service, Rapid Response, has not made contact with our 911 Dispatch. They shouldn't have to. Our Dispatch relays the ALS request to Dickinson County and they Dispatch per their Policies.

11. Public Comment: None Motioned by Josh Jones, 2nd by Jerry Christiaens. AIF.

12. Next Meeting Date: Dec 15, 2015

13. Adjournment: Motioned by Carl Johnson, 2nd Brett Botbyl, AIF. 8:25 pm.

Draft

Approved
15 September 2015

07-28-2015

6:30 pm

Present: Mark Petersen, DebWormwood, Brett Botbyl, Jim Gardiner, Ken Marks, Brian White, Josh Jones, Carl Johnson, Mike Orlando, Gerry Christiaens, Dan Bartell and Sharline Corrigan

1. Approval of Agenda: Motioned by Jerry Christiaens, 2nd by Josh Jones, AIF.

2. Approval of Previous Meeting Minutes: Motioned by Carl Johnson, 2nd by Brian White, AIF. Jerry Christiaens abstained as he was not at previous meeting.

3. Public Comment: None, close Public Comment Motioned by JoshJohns, 2nd by Brian White, AIF.

4. Weather Notifications. End each service paging? A majority of people have Smart Phones and receive notifications before Central Dispatch can page message. Sometimes services are receiving notifications after a storm would have already passed thru the area. Deb is willing to do a general broadcast off each tower for Fire/Rescue. Let's see how that works and review next meeting.

5. Radio Console replacement & Funding. DelCom assessed site. Office area is in need of a 5' X 8' area for necessary servers and equipment. Additions to the building would involve requirement of heat/air management, too. Check into a separate building? Any move would involve FiberOptic lines being run. Another options is to check and see if other equipment would be available besides Motorola. Ask Deb to work on RFP on NEEDED equipment for communications center, Motioned by Gerry Christiaens, 2nd by Carl Johnson, AIF.

6. JS Electronics - concern over comments regarding retirement. We're being asked to be careful of what we say so that situations are not mis-understood by others.

7. Rotary Ambulance Policy - Mike Orlando from Bay Area Medical, West Central area of our county is dealing with transport time to the hospital. K. Marks wants a Policy in requesting Air Ambulance to a 'Stand-by' status. EMS makes the final go/stay decision. Mike pointed out that Bay Area wants contact from the responding ambulance of Patient condition to allow them to make a final decision. He also suggests the Ambulance Service make sure they keep communication open with Central Dispatch as well. Deb would like to have the services get predetermined landing zones established ahead of time. This practice involves Liability & Insurance issues.

8. Directors Report

a) Digital Recorder Bids - in packet. RemCord & Eventide. Eventide has experience with 911 call centers. Other Agencies in the UP have used Eventide and are very happy with their service. Motion by - Gerry Christiaens to bring this request to Menominee County Board of Commissioners, 2nd by Brett Botbyl, AIF

b) Hannahville Grant - $14,000 Grant approved towards the Digital Recorder System.

c) The 800 mhz console Info - addressed in earlier equipment discussion.

d) Text to 911 - Maps into Indiana. Working on updating information & expect to have this straightened out soon. Possibly online first week in August.

e) Hiring Process - 20 applicants, tested seven, interviewed four. Hired Andy Premo. He is currently training. Deb feels it won't be long he'll be on his own.

f) CAD/AVL Presentation - held in Marquette, Chippewa & Dickinson Counties. UP 911 checking into such things as costs of equipment, money that might be available thru Homeland Security.

g) Training - Active Shooter Training, Tach School, NWTC has 911 Dispatch - applied for funding for Training - and got the funding. Andy will be attending.

Public Comment: 911 Director from Genisee County passed away (founder of 911 Dispatch Programs).

Next Meeting Date : Sept 15, 2015, 6:30 pm

Meeting Adjourned at 6:38 pm Motioned by Josh Jones, 2nd - Brett Botbyl, AIF.

Approved
15 September 2015

SEVERE WEATHER PROCEDURE
FOR MENOMINEE COUNTY 9-1-1

Menominee County 9-1-1 is an activation site for severe weather. The National Weather Service is the primary activation site.

SIREN ACTIVATION AND TESTING PROCEDURES: Menominee City, Stephenson City, Daggett Village, Hannahville Tribal Community, Meyer Township, Nadeau Township and Spalding Township have weather sirens that are used for alerting people of a tornado warning or actual tornado siting. These sirens are separate from fire sirens in Daggett, Meyer Township, Nadeau Township, and the City of Stephenson.

Siren Testing is done to ensure that the siren warning systems are in working order:

The City of Menominee siren warning system shall be tested every Friday at noon by Central Dispatch. There is a portable siren alerting station kept in the Emergency Management Coordinator's office that will serve as the secondary, or "backup" warning point. There is no current testing set up for the portable unit.

City of Menominee has three warning sirens located at:

- 831 10th Avenue, behind the Menominee County Jail
- On 22nd Street, South of 22nd Avenue near the Menominee School Bus Garage across from the Airport.
- Across from the Intermediate School District building, 1201 41st Avenue.

If there is a weather siren failure, note the failure and reason on the Shift Report and notify the Menominee Fire Chief.

City of Stephenson has one weather siren located at the Stephenson Fire Hall. Effective August 6th, 2001 Stephenson's weather siren will be tested at noon the first Monday of each month by Central Dispatch, and by the City for the remaining Mondays in the month.
Meyer Township has one weather siren located at the Meyer Township Fire Hall in Hermansville. There is no testing set up at this time**.**
Hannahville has a siren located on the school. Effective February 3, 2003 the Hannahville weather siren will be tested at noon on the first Monday of each month by Central Dispatch.
Daggett Village has a siren located at the fire department. Effective September 1, 2003, the Daggett Village weather siren will be tested at noon on the first Monday of each month by Central Dispatch.
Nadeau Township has a siren located
Nadeau Township weather siren will be tested at noon on the first Monday of each month by Central Dispatch.
Spalding Township has a siren located
Spalding Township weather siren will be tested upon request.

To activate sirens for Meyer Township, Daggett Village, City of Stephenson, Nadeau Township, Spalding Township and Hannahville**:**

Select County Fire/Rescue using the Bagley tower.

Activate the appropriate Siren pager button located on the Zetron console under Weather Siren. In Meyer Twp., the City of Stephenson, Nadeau Twp., and the Village of Daggett, this is a seperate siren from the fire siren located under County Fire.

The manual entry codes are as follows:
Meyer Twp is *1498*
Stephenson is *1135* .
Hannahville is *1647*
Daggett is *5968*
Nadeau Twp. is *1443*
Spalding Twp. is *1432*

In the event there is emergency radio traffic, the test will be performed as described since it requires no speaking. The dispatcher may however exercise his/her discretion in delaying the tones.

No weather siren test will be conducted beyond 1210 hours without the consent of the County Emergency Services Coordinator.

ACTUAL WEATHER ALERTS

Within the City of Menominee, the siren will be set off upon the receipt of a tornado warning from the National Weather Service or by the authority of one of the following:

1. Emergency Services Coordinator
1 City Official
3. Menominee Police Department Employee.
4. Menominee Fire Department Employee.

To activate the system in the city of Menominee for a TORNADO WARNING;

1. Activate the sirens using the ATI Emergency Warning System as directed in the ATI Operation Manual.

Repeat every 10 minutes until the warning has expired.

IF CENTRAL IS UNABLE TO ACTIVATE THE WARNING SYSTEM FOR ANY REASON, notify the Menominee Police Department supervisor or senior officer.

Within the City of Stephenson, the siren will be set off upon the receipt of a tornado warning from the National Weather Service or the authority of one of the following:

1. Emergency Services Coordinator
2. City Official
3. Stephenson Police Department Employee (Menominee Sheriff under contract 01/04/13).
4. Stephenson Fire Department Employee.

To activate the system in the city of Stephenson for a TORNADO WARNING;

1. Select Law Enforcement channel.
2 Activate the City Siren pager button located on the Zetron console under Weather Siren or manual entry is pager code *1135*.

Repeat step 1 & 2 every 10 minutes until the warning expires.

IF CENTRAL IS UNABLE TO ACTIVATE THE WEATHER SIREN, notify the Stephenson Fire Chief.

Daggett Village: Activate siren upon receipt of a tornado warning from the National Weather Service or any confirmed or unconfirmed siting reported.

Hannahville has not set up any guidelines for activation.
Meyer Township has not set up any guidelines for activation.
Nadeau Township has not set up any guidelines for activation.
Spalding Township has not set up any guidelines for activation.

WEATHER DISSEMINATION

A. ***Any Weather Potential/Watch/Warning or weather related information that affects Menominee County.***
ACTION: Broadcast over Law Enforcement and 800, use discretion for broadcast on other channels
Alert tone 1 should be activated for 3 seconds prior to broadcast to indicate weather information.

B. ***Severe Thunderstorm Watch*** **-**
ACTION: Broadcast over Law Enforcement and 800, use discretion for broadcast on other channels
Alert tone 1 should be activated for 3 seconds prior to broadcast to indicate weather information.
A severe thunderstorm watch is issued by the National Weather Service (NWS) to indicate when and where severe thunderstorms are most likely to occur. Large hail, damaging winds, lightening or heavy rains may accompany such storms.

C. ***Severe Thunderstorm Warning*** **-**
ACTION: IF warning affects Menominee County, Broadcast over Law Enforcement and 800. Broadcast over City Fire and then on Fire/Rescue using the following procedure:
Select the ALL pager button under COUNTY FIRE on the Zetron pager encoder.
(Manual pager #1191)
Activate Alert tone 1 for 3 seconds prior to broadcast to indicate weather information.
Repeat on each tower.
A severe thunderstorm warning is issued when the NWS is aware that severe thunderstorms are in an area and accompanied by large hail, damaging winds and lightening**.**

D. ***Tornado Watch*** **-**
ACTION: If watch is for Menominee County, Broadcast over Law Enforcement and 800. Broadcast over Fire/Rescue on each tower and City Fire.
A tornado watch is issued by the N.W.S. when an area is known to have weather conditions favorable to the formation of tornadoes.

E. ***Tornado Warning*** **-**
ACTION: If warning is for Menominee County, Broadcast over Law Enforcement and 800. Broadcast over City Fire and then on Fire/Rescue using the following:
Select the ALL pager button under COUNTY FIRE on the Zetron pager encoder.
(Manual pager #1191)
Activate Alert tone 1 for 3 seconds prior to broadcast to indicate weather information.
Repeat on each tower.

ACTIVATE Weather Sirens - upon receipt of a tornado warning from the National Weather Service or the authority of the Emergency Services Coordinator, a City Official, or a Police or Fire Department Employee**. (Repeat siren activation every 10 minutes until warning expires.)**

A tornado warning is issued when radar or a reliable spotter report indicates a funnel cloud or tornado is present in the area included in the warning.

NOTIFICATION for Tornado Warning

For **Tornado Warning**: Activate weather sirens for the affected area, then proceed with below:

To notify the Menominee Police/Menominee County Sheriff/Michigan State Police/Hannahville Police/Conservation Officers/Water Rescue and other Law Enforcement officers within Menominee County:

1. Activate Water Rescue pagers
2 Simul-select Law Enforcement & 800 using the Patch.
3 Depress the Alert 1 tone for 3 seconds.
(This will make them aware that it is a weather advisory & not a call to respond to)
4. Using the large red transmit button/or foot pedal if headsets are on,
Announce: ********"Central to area stations, units and departments, the National Weather Service has issued a (type of weather warning or tornado watch/warning) for Menominee County or portions thereof ; beginning (give time of expected arrival/expected length/and any other pertinent information).

Get an acknowledgment from each department that the information has been received, and record the time .

B. ***FIRE/RESCUE*** ***(including MENOMINEE FIRE DEPT.)***

Broadcast over City Fire then on Fire/Rescue using the following procedure for the county.
Select the ALL pager button under COUNTY FIRE on the Zetron pager encoder.
(Manual pager #1191)
Activate Alert tone 1 for 3 seconds prior to broadcast to indicate weather information.
Repeat on each tower.

Advise **ALL fire/rescue from Central the National Weather Service has issued a (type of weather warning or tornado watch/warning) for Menominee County beginning (give time of expected arrival/expected length/and any other pertinent information).

C. ***CITY RESCUE UNITS***

Do not page on the City Rescue channels for weather alerts.

********When a weather statement is disseminated, a copy of the weather statement with a note indicating what was done will be left for the 9-1-1 Director.********

WEATHER MONITORING

Television: The television in Central Dispatch will be used for obtaining current weather conditions or reports. Weather reports received on the television may be used to broadcast severe weather according to the Severe Weather policy.

Weather Radio: In the event there is a weather warning or watch for our area, there will be an 8-9 second tone followed with the information. This tone can be stopped at any time by pressing the large button labeled WEATHER.
If you want to monitor NOAA weather, press the large button labeled WEATHER to turn it on, and again to turn it off.
The weather radio is tested every Wednesday.
Weather reports received on the weather radio may be used to broadcast severe weather according to the Severe Weather Policy.

Menominee County Sheriff Department

Kenny Marks, Sheriff
Mike Holmes, Undersheriff

831 Tenth Avenue • Menominee, MI 49858
Phone: (906) 863-4441 • Toll Free: 1-800-236-0242 • Fax: (906) 863-2239

Policy/Procedure: Dispatch of Rotary Ambulance
Date Approved: December 7, 2015
Date Reviewed: December 7, 2015
Approved By: Sheriff Kenny Marks

PURPOSE:

This policy is a guide for dispatchers and first responders on when it will be necessary to dispatch a rotary ambulance to an incident when rapid transport to a hospital is required.

POLICY:

1. Dispatchers shall work in conjunction with responding EMS (Emergency Medical Services) units to an incident, to determine if rotary ambulance service is needed. The following should be considered when determining the need for an aircraft, this list is not all inclusive:

    a. Incident is a serious trauma or medical emergency with obvious life threatening condition(s).
    b. Location of the incident and drive time to the hospital may compromise patient(s) outcome.
    c. There will be a delay in transport due to:
        i. Long extrication of patient that may result in a delay of transport for 15 minutes or longer,
        ii. Patient is in a remote area and must be transported to the ambulance,
        iii. There is an unexpected delay in transport, such as transporting ambulance becoming disabled,
        iv. Waiting for scene to be secured by Law Enforcement (an active danger such as gunfire may yet exist),
        v. Road construction or other problems, such as natural disasters, that may cause significant delay in ground transport.
    d. Mass casualty incident.

2. First responders and EMS may immediately request air ambulance standby based on mechanism of injury or severity of call: This will enable flight crews to go to the aircraft and complete pre-flight checks and prepare for take-off. EMS, Fire, and Law Enforcement first responders can request the dispatching of a rotary ambulance **"standby response"** as soon as they arrive on scene and assess the patient(s). Central Dispatch will call for a rotary ambulance when requested by first responders and advise all responding agencies that an air ambulance has been dispatched and placed on stand-by. Mechanism of injury and signs and symptoms of the patient's condition must be immediately passed to dispatch by first responders, so that EMS can have the information required to make a launch decision. Dispatch must relay launch request to responding EMS units for medical approval for launch and transport of a patient. A decision to activate the immediate launch protocol will be made by the responding EMS agency.
   ***Standby response is defined as the list of procedures when the aircrew tows the aircraft from the hanger to the ramp, performs pre-flight safety checks, boards the aircraft, prepares for take-off or launches towards the scene of the emergency.**

3. Once a dispatcher receives a request from an agency for rotary ambulance the following shall occur:
   a. Determine landing zone and what resources will be needed to establish it, such as law enforcement, fire or EMS. EMS, Fire and Law Enforcement will coordinate to establish an appropriate landing zone. Fire Command will prepare the landing zone and communicate with the aircrew.
   b. Dispatch air ambulance. In addition to incident information, provide aircrew with the GPS (Global Positioning System) coordinates of the proposed landing zone (coordinates can be obtained via smart phone APP's or a GPS handheld device,) and request ETA (Estimated Time of Arrival) before they are airborne.

4. Cancellation of Rotary Ambulance
   a. <u>Only an Emergency Medical Technician (EMT-B, EMT-P) may cancel the rotary ambulance response, after they arrive at the scene, assess the patient(s) and communicate with medical control.</u>
   b. A law enforcement/fire agency reporting "no person/accident can be found," may cancel the rotary ambulance response.
   c. In all cases, once cancellation request is received, the dispatcher shall notify all other responding agencies.

5. Landing Zones
   a. Agencies are encouraged to predetermine appropriate landing zones for their jurisdiction.
   b. Agencies are encouraged to maintain GPS devises/Smart Phone Apps that will provide landing zone coordinates for aircrew navigation. (example: "Where am I at?" from App Store)
   c. Predetermined landing zones should be submitted to Central Dispatch for inclusion on digital mapping. GPS coordinates of the landing zones are preferred.
   d. All roadways are probable landing zones and can be quickly converted to landing zones. Law Enforcement and Fire Command will stop traffic and set up a landing zone as close as possible to the scene, to facilitate rapid transfer of patients to a trauma center for evaluation and definitive care.
   e. The ideal landing zone is a safe location between the scene and the hospital providing medical control.