

# Menominee County E-9-1-1 Governing Board

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

December 15<sup>th</sup>, 2017

Dear Members:

Please be informed that a meeting of the Menominee County E-9-1-1 Governing Board is scheduled for Tuesday December 19<sup>th</sup>, 2017 at 5:30 PM at the Stephenson Fire Station (same building as City Hall).

## AGENDA

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1. Approval of agenda.
2. Minutes of previous meeting.
3. Public comment – agenda items only.
4. Radio Console RFP.
5. Director's Report.
6. Next meeting date. January 9, 2017?
7. Governing Board Member Comments/Concerns.
8. Public Comment.
9. Adjournment.



November 07, 2017

5:32 PM – Menominee County 9-1-1 Governing Board Meeting called to order at Stephenson Fire Station:

Members in attendance: Josh Jones, John Starsinski, Greg Cunningham, Brian White, Brett Botbyl, Jerry Christiaens, Mark Petersen, Sharline Corrigan

Excused: Bill Cech, Carl Johnson

Also in attendance: 911 Director Brian Barrette, County Administrator Sherry Dupont, Deputy Director Andy Primeaux.

1. Approval of Agenda Motioned: Josh Jones, 2nd: Brian White, AIF.
2. Minutes of previous meeting Motioned: Josh Jones, 2nd: Brett Botbyl, AIF
3. Public Comment: None Motion to close by Brett Botbyl, 2nd: Jerry Christiaens, AIF
4. Director's Report:
  - a) Hannahville grant received \$10,000 for equipment.
  - b) Emergency Medical Dispatch program requested from another Hannahville Grant. (\$200,000.00)
  - c) CAD AVL, still don't have. Go live date is the end of February 2018. (Homeland Security Grant)
  - d) Two retirements from Dispatch team, recently. Another one expected Jan 2018. - Currently, there are 10 full-time employees.
  - e) Deputy Director Position was created, employee hired is Andy Primeaux.
  - f) Two RFP's requested. Would like to have presented to the Board for a decision.
  - g) Menominee County Commissioners took the Console from the 9-1-1 Budget. - Board wants to get a ZTron vs Motorola. There is just NO one locally available to provide guidance on dealing with issues.
  - h) Budget:
    - Request of voters for an increase surcharge
    - Request millage of voters.
    - Request operational monies from the County Board of Commissioners.
    - -MOST other counties have the surcharge plus a millage to able to operate. - Brian recommends we go the millage avenue so that money is specifically earmarked for the 9-1-1 System.
  - i) Recommended to put out a proper RFP and honestly get offers from any/all providers to compare and see what will best meet our needs.
  - j) Current Projects:
    - Policies/Procedures are being updated.
    - Put together an annual performance review for all employees.
    - There will also be quarterly counseling of employees
    - Evacuation plans

- EMD updates & working towards making that electronically provided.
  - Reached out to all Townships for updates on assignment of Fire Numbers.
  - Digital Mapping is being rebuilt for the entire County.
  - Update our Emergency Response Plan.
  - Form scrubbing,
  - Did an exercise with Roubal's Nursing Home.
  - Will be actively participating on Menominee Care Center's Fire/Evacuation drill.
  - Scheduling issues being dealt with are one retirement, and a couple out on medical Leave. They are currently scheduling out 7-8 weeks. Shooting for 6 months.
  - Training: Tactical Training, Human Traffic Recognition, System updates, AVL training.
  - Trainees' - currently have two participating. Including some ride along experiences.
5. Motioned by Greg Cunningham, 2nd by Brett Botbyl, to direct the 911 Director to develop & publish a Request for Proposals. The RFP should contain the needs, wants (as options), and a timeline. The 911 Director should present a draft RFP to the Governing Board Members by Monday Nov 13. Governing Board Member need to get edits to 911 Director by 4:00 pm Nov 16th. The 911 Director should present finalized RFP back to Governing Board Members by end of day Monday Nov 20th. The RFP should be published before Thanksgiving, with a deadline of Dec 15th for vendor response. AIF
  6. Election of Officers: Chairman: Nominated by Josh Jones, 2nd by Greg Cunningham for Mark Petersen. No other nominations. Motion by Brett Botbyl, 2nd by Josh Jones, that nominations be closed and a unanimous vote be cast for Mark Petersen. AIF
  7. Secretary - Motion by Josh Jones, 2nd by Greg Cunningham for Sharline Corrigan. No other nominations. Motion by Jerry Christiaens, 2nd by Josh Jones that nominations be closed and a unanimous vote be cast for Sharline Corrigan. AIF
  8. Vice-Chair - Motion by Brett Botbyl, 2nd by Brian White for Carl Johnson. No other nominations. Motion by Brett Botbyl, 2nd by John Starzinski that nominations be closed and a unanimous vote be cast for Carl Johnson. AIF.
  9. Set a meeting schedule: Dec 19th, 2017, 5:30 pm. Stephenson
  10. Governing Board Member Comments/Concerns:
    - Jerry Christiaens: When dispatching for EMS please give Letter with the address AND the Township that address is located in.
  11. Public Comment: None.
  12. Adjournment: Motion by Jerry Christiaens, 2nd Josh Jones

**Request for Proposal  
(RFP)  
Menominee County Central Dispatch**

**Dispatch Radio Console**

**December 15<sup>th</sup>, 2017**

**SUMMARY**

**Request for Proposals:** Purchase of a Dispatch Radio Console.

- The Request for Proposal (RFP) does not constitute a contract for the purchase of a dispatch radio console. Following the selection of the console vendor (hereafter referred to as “Vendor”), Menominee County (hereafter referred to as “County”), and the Vendor will negotiate a contract including the full scope of services.
- **Services To Be Performed:** The Vendor’s services will consist of supplying the necessary materials, hardware, software, licenses, maintenance agreements, all labor for installation of the dispatch radio console and removal/disposal of existing radio equipment.
- Any questions about this Request for Proposal must be directed to 9-1-1 Directory Brian Barrette 906-863-6614 or [bbarrette@menomineeco.com](mailto:bbarrette@menomineeco.com) . Questions will be addressed as quickly as possible, however, the County shall not be held responsible for late submissions due to unanswered questions.

**BACKGROUND**

The County is looking to purchase a 2 or 3 position public safety dispatch radio console. We are currently have a 2 position Zetron dispatch console that was installed new in 1995.

The installation of the new dispatch radio console must account for the continued operation of the Dispatch Center. - The new radio consoles will installed in the same room as the current equipment. The County has no backup dispatch center, so a coordinated transition must be accounted for during the installation and removal.

IMPORTANT ISSUE WE WISH TO ADDRESS WITH NEW CONSOLE

ANOTHER IMPORTANT ISSUE WE WISH TO ADDRESS WITH NEW CONSOLE

**SUBMITTER REQUIREMENTS**

Please submit the proposal in a sealed envelope with the words **RADIO CONSOLE RFP** written on the outside of the envelope, no later than **4:00 PM on January XX, 2018** to the attention of:

Brian Barrette  
9-1-1 Director  
2509 10<sup>th</sup> Street  
Menominee, MI 49858

In the interest of fairness to all proposing consultants and to facilitate timely review of all the proposals by the County, proposals received after the scheduled receipt time stated above will not be accepted and will be disposed of. All proposals received on time become the property of the County and will not be returned.

Subcontractors may be used to perform portions of the work under this contract. If a vendor intends to use subcontractors the vendor must identify, in their proposal, the names of the subcontractors and the portion of the work the subcontractors will perform. Vendors must provide the following information concerning each prospective subcontractor within five business days from the date of the request:

- Complete name of the subcontractor,
- Complete address of the subcontractor,
- Type of work the subcontractor will be providing,
- A written statement, signed by each proposed subcontractor, which clearly verifies that the subcontractor has agreed to render the services required by the contract.

**Menominee County reserves the right to:**

Accept any or reject any/all proposals received;

Waive defects, modify irregularities, informalities, or inconsistencies in any proposal received;

Select or negotiate with any vendor's, proposal or any portion of a proposal that appears, in the opinion of the Menominee County 911 Department to be most advantageous to the Menominee County 911 Department;

Negotiate any aspect of the proposal with any vendor and negotiate with more than one vendor at a time;

Increase and/or decrease quantities of individual items based upon line item pricing;

Terminate negotiations and select the next most responsive vendor, prepare and release a new Request for Proposals, or take such other action as the Menominee County 911 Department deems appropriate.

***PROPOSAL ORGANIZATION***

To facilitate the County's objective review of the proposals from different Vendors, the Vendors are requested to organize the proposal as follows:

- **Radio Console Specifications:** Detail specifications of the Radio Console must be listed and described so there is no ambiguity as to what the contractor is supplying.
- **Cost Proposal:** The proposal shall include the cost of the Radio Console as requested in this RFP. Optional items shall be listed individually in separate Appendices.
- The 3<sup>rd</sup> radio console position installation costs shall be enumerated as an option in a separate Appendix.
- **On-Going Costs:** Annual support contracts, on-going leases (fiber links, tower, ...), maintenance agreements, software licensing shall be enumerated separately in Appendices.
- **Schedule:** The proposal shall include a schedule including milestones and delivery date.

If the Vendor wishes to submit additional information in support of or to strengthen the proposal, please provide such information separately in Appendices.

***SELECTION OF CONTRACTOR***

This RFP does not commit the County to enter into agreement, to pay any costs incurred in the preparation of a proposal in response to this request or in subsequent negotiations, or to procure a contract for the project. The County will require the selected Vendor, if any, to participate in negotiations and to submit such cost, technical and/or other revisions to the proposals as may result from negotiations.

Selection Criteria: Proposals will be evaluated, scored, and ranked based upon the following criteria. It is not envisioned that interviews will be a requirement for selection of the Vendor for this project. However, the County reserves the right to request an interview for any potential Vendors during the selection process. Should the County see the need to interview potential Vendors, the potential Vendors will be notified as early as possible in the proposal review process, and selection schedules adjusted accordingly.

- Responsiveness to this RFP;

- Relevant experience, expertise, and qualifications of the contractor and project team members;
- Dispatch Radio Console capabilities, and specifications;
- Cost proposal, Initial and on-going;
- Any special or unusual terms or conditions for the contract.

## ***DISPATCH RADIO CONSOLE DETAIL***

### ***INSTALLATION***

The radio console shall be installed in our Dispatch Center located at 2509 10<sup>th</sup> Street, Menominee, MI 49858.

Vendor shall take into account the space available for the dispatch radio consoles and necessary equipment for the radio consoles as well as the necessary existing equipment when specifying and installing equipment.

Installation of equipment shall take into account any heating and cooling needs, as well as the associated noise.

### ***RADIO SYSTEM***

Overall design of the system is a computer based radio system utilizing a configurable touch screen graphical user interface, standard internet protocol (IP) connectivity

Shall support existing Conventional (VHF) radio system

Shall support Michigan Public Safety Communication System (800Mhz)

**As an option** provide wireline control to Michigan Public Safety Communication System

**As an option** provide interoperable configuration with other Michigan dispatch centers.

### ***EACH CONSOLE POSITION***

- Radio instant recall recorder
- Telephone instant recall recorder
- External telephone settings
- External paging encoder
- Transmit foot switching2 headset jack connectors

### ***MONITORS***

20" to 24" touch screen monitors with a matte type screen, 1920 x 1080 minimum native resolution, and HDMI / DVI connections.

### ***TRAINING***

Appropriate hours of training.

### ***DOCUMENTATION***

The apparatus manufacturer shall provide the following documentation with the apparatus in both paper and electronic forms.

Job specific as built parts manual, job specific as built wiring diagram, operator manual for all components installed on apparatus, parts manual for all components installed.

### ***WARRANTY(S)***

Vendor shall state the warranty period for all installed equipment.

# Menominee County Central Dispatch

 2509 10<sup>th</sup> Street, Menominee, MI 49858  
Phone: (906) 863-6614, Fax: (906) 863-7704  
Brian Barrette, E-911 Director, [bbarrette@menomineeco.com](mailto:bbarrette@menomineeco.com)  
Andrew Primeaux, Deputy Director, [aprimeaux@menomineeco.com](mailto:aprimeaux@menomineeco.com)

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## Request for Proposal

### Emergency Dispatch Radio Console

#### Requirements

Menominee County Central Dispatch (911) is seeking Proposals from vendors for the purchase of two or three MCC 7500 IP Dispatch Consoles. This RFP is for materials, hardware, software, licenses, maintenance agreements, all labor on installation and removal/disposal of existing radio equipment.

#### SPECIFICATIONS

- 1.1.1 System Compatibility ASTRO® 25 System
- 1.1.2 Vocoder Algorithms supported AMBE, IMBE, ACELP, G.728, G.711
- 1.1.3 Encryption Algorithms supported AES (256 bit), DES-OFB, DVI-XL, ADP (Advanced Digital Privacy), DES-XL, DVP-XL
- 1.1.4 Monitor requirements With Mouse or Trackball recommended Touchscreen 20" minimum
- 1.1.5 Voice Processor Module (VPM) Connector type Device connections RJ45 - One desktop microphone, eight desktop speakers, one radio instant recall recorder, one console telephony instant recall recorder, one external telephone set, one external paging encoder, one footswitch DB15 Two headset jacks connectors per radio console
- 1.1.6 VPM mounting options EIA 19" rack mount, console furniture mount, Desktop – supports monitor up to 80 lbs
- 1.1.7 VPM audio inputs and outputs 600 Ohm, balanced and transformer coupled (except for microphone which is 2000 Ohm, balanced, and does not use a transformer) Speaker Mounting Options Desktop, furniture mount, or wall mount (with bracket accessory) Dispatch Console Cable Lengths VPM to Speaker cable 10.1 feet (3.09 meters) standard VPM to Headset Jack cable 6 feet (1.8 meters) standard Headset Jack Extension cable 6 feet (1.8 meters) standard VPM to Microphone cable 10 feet (3.05 meters) standard VPM to Footswitch cable 10 feet (3.05 meters) standard
- 1.1.8 Supported Console Site Fractional T1/E1, Single T1/E1, Multiple T1/E1s Link types Redundant and non-redundant versions IP site links

*We pledge to respond to the needs of all citizens and public safety professionals with continuous improvement, compassion, respect, commitment, and persistence.*

# Menominee County Central Dispatch



2509 10<sup>th</sup> Street, Menominee, MI 49858

Phone: (906) 863-6614, Fax: (906) 863-7704

Brian Barrette, E-911 Director, [bbarrette@menomineeco.com](mailto:bbarrette@menomineeco.com)

Andrew Primeaux, Deputy Director, [aprimeaux@menomineeco.com](mailto:aprimeaux@menomineeco.com)

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- 1.1.9 MCC 7500 Dispatch Up to 60 simultaneous audio sessions per operator position  
Console Capacities Up to 60 simultaneous encryption/decryption sessions per secure capable operator position Up to 16 Multi-Select groups per operator position (with up to 20 members per Multi-Select group) Up to 16 Patch groups per operator position (with up to 20 members per Patch group) Up to 160 resources per operator position
- 1.1.10 Auxiliary Input/Output A simplified, user-friendly version of the MOSCAD SDM 3000 RTU is used to support most Aux I/O needs. Server Hardware The output relays are capable of switching 1A @ 24VDC or 1A @ 24VAC. Input buffers are capable of sensing a dry closure through 1000 feet or less (round trip) of 24 AWG wire. The RTU provides single pole Form A relay outputs. (Double pole, Form B or Form C relays must be implemented using external relays which are controlled by the RTU relays.) Each SDM 3000 RTU and each SDM 3000 RTU Expansion Chassis is rack mountable in a standard 19 inch rack and is one rack unit high.
- 1.1.11 Conventional Channel Gateway Rack mountable, 1 rack unit high T1R1, T2R2, T4R4, T8R8, T12R12, T14R14, T16R16 channels Simple analog, MDC 1200 analog, pure digital, mixed mode (analog/digital) and P25 conventional talkgroup channels, consolettes Standard density CCGWs provide interfaces for up to four analog conventional channels High density CCGWs provide interfaces for up to eight analog conventional channels Each analog conventional channel interface contains the following inputs and outputs • 600 Ohm, balanced analog audio input - To accept radio audio from the channel. Can be configured to support AGC, DLM, or no input conditioning. • 600 Ohm, balanced analog audio output - To send console transmit audio to the channel • 600 Ohm, balanced analog audio output - To send console transmit and radio receive audio to a logging recorder • 1 Amp, 24 VDC relay output - For relay keying of the channel • Input buffer - To detect Carrier Operated Relay (COR) closure in the channel • Input buffer - To detect Line Operated Busy Light (LOBL) closure in the channel • Input buffer - To detect Coded/Clear closure on an Advanced Securenet channel Standard density CCGWs provide interfaces for up to four V.24 based ASTRO 25 conventional channels High density CCGWs provide interfaces for up to eight V.24 based ASTRO 25 conventional channels • V.24 to station or comparator. No Digital Interface Unit (DIU) required. Standard density CCGWs can support up to 24 conventional channels simultaneously (four analog + four V.24 based ASTRO 25 conventional + sixteen IP based ASTRO 25 conventional) High density CCGWs can support up to 32 conventional channels simultaneously (eight analog + eight V.24 based ASTRO 25 conventional + sixteen IP based ASTRO 25 conventional)
- 1.1.12 Computerized dispatch console for public safety radio communications

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- 1.1.13 Wireline control to State of Michigan network
- 1.1.14 Control station control to local radio stations
- 1.1.15 Interoperable configuration with other Michigan dispatch centers
- 1.1.16 Integrated instant recall recorder
- 1.1.17 Configurable graphical user interface (GUI)
- 1.1.18 Supports display of radio aliases along with management (database, add, delete)

**Project Administrator:** Brian Barrette, E-911 Director  
Menominee County Central Dispatch  
[bbarrette@menomineeco.com](mailto:bbarrette@menomineeco.com)

**Mailing Address for Project:** 839 10<sup>th</sup> Avenue (County Administrator's Office)  
Menominee, MI 49858  
(906) 863-6614

## Instructions to bidders:

Bids are due by 12:00 PM on December 15, 2017

Proposals are to be mailed or hand delivered to the Menominee County Administrator's Office, 839 10<sup>th</sup> Avenue, Menominee, MI 49858

Outside of envelope should be clearly marked "911 Radio Console Bid"

Vendors shall provide itemized line item pricing for a **two position emergency radio console** including materials, hardware, software, licenses, maintenance agreements, all labor on installation and removal/disposal of existing radio equipment. and a grand total for project. In addition if there will be any reoccurring costs for licensing, upgrades and maintenance costs that will be forthcoming year to year.

Vendors shall provide itemized line item pricing a **three position emergency radio console** including materials, hardware, software, licenses, maintenance agreements, all labor installation and removal/disposal of existing radio equipment and a grand total for project. In addition if there will be any reoccurring costs for licensing, upgrades and maintenance costs that will be forthcoming year to year.

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Dispatch Console will provide 911 with a scalable and flexible system architecture, sophisticated network management and security, and an easy migration to future capabilities

To schedule a meeting, onsite visit or for any questions, vendors shall contact Brian Barrette, E-911 Director

Bid opening will be at 12:00 PM on December 15, 2017 at the Menominee County Administrator's Office, 839 10<sup>th</sup> Avenue, Menominee, MI 49858

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## E-911 Governing Board



From: [Josh Dessart <josh.dessart@gmail.com>](mailto:josh.dessart@gmail.com)

To: [Me](#)

Date: **12/1/17 2:22 PM**

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Dear E-911 Governing Board Chairmen Mark,

I am requesting to be appointed to the E-911 Governing board to sit as the Representative from the Menominee County Fire Fighters Association with my position as president.

Thank you  
Josh Dessart