

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

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

July 14<sup>th</sup>, 2015

Dear Members:

Please be informed that a meeting of the Menominee County E-9-1-1 Governing Board is scheduled for Tuesday, July 28<sup>th</sup>, 2015 at 6:30 PM at the City of Stephenson City Hall.

## AGENDA

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1. Approval of agenda
2. Minutes of previous meeting.
3. Public comment – agenda items only.
4. Weather Notifications (Paging).
5. Radio console replacement and funding.
6. JS Electronics.
7. Rotary Ambulance Policy.
8. Director's Report.
  - a) Digital Recorder Bids.
  - b) Hannahville Grant.
  - c) 800 MHZ Console Info.
  - d) Text to 9-1-1.
  - e) Hiring Process.
  - f) CAD/AVL Presentation.
  - g) Training.
9. Public Comment
10. Next Meeting Date. September 15, 2015?
11. Adjournment.



## FW: Message from KMBT\_423

**From:** Debra Wormwood <DWormwood@Menomineeco.com>

**To:** Brett Botbyl <bbotbyl@cityofmenominee.net>, Brian Bousley <bbousley@Menomineeco.com>, Brian White <bfwsfd07@gmail.com>, Carl Johnson work <plazaace-carl@new.rr.com>, ...D Hammerberg <hammerbergd@michigan.gov>, Dan Hammerberg <hammer8@earthlink.net>, David LeBoeuf <davidleb56@hotmail.com>, Gerry Christiaens <upnorth1990@plbb.us>, Greg Cunningham <CunninghamG@michigan.gov>, Jim Gardiner <jgardiner-firechief@stephenson-mi.com>, "Josh Jones (jkjonesmi@gmail.com)" <jkjonesmi@gmail.com>, Ken Marks <KMarks@Menomineeco.com>, Mark Petersen <mpetersen@cityofmenominee.net>, Mike Orlando <morlando@BAMC.org>, Robin Halfaday <rhalfaday@hicpd.org>, Shar Corrigan <emtsdc@hotmail.com>, Sherry DuPont <SDuPont@menomineeco.com>, William Cech <wcech@Menomineeco.com>

**Date:** 05/04/15 21:08

I received the attached letter from Jim Swanson last week.

I am not sure who contacted him, but the information these people shared with Jim is not accurate.

The only retirement I mentioned was my own.

Someone did ask me if Jim was retiring, and I do recall saying I didn't know but I thought his daughter was still in school.

I also experienced a similar situation with Chris Poupore from Nadeau Fire Dept. and Tom Philipps from Mid County Rescue saying they were told the radio console's at 9-1-1 were full and could not accommodate more pager codes.

I just wanted to inform the Governing Board members of this issue.

Thanks, Debra

**From:** bizhub@menominee.county.local [mailto:bizhub@menominee.county.local]

**Sent:** Friday, May 01, 2015 11:08 AM

**To:** Debra Wormwood

**Subject:** Message from KMBT\_423



[SKMBT\\_42315050111070.pdf](#)



- ★ TWO WAY RADIO
- ★ SYSTEM DESIGN
- ★ EMERGENCY VEHICLE LIGHTING AND INSTALLS
- ★ FCC APPLICATIONS AND LICENSING

April 29, 2015

Ms. Debra Wormwood, Director  
Menominee County 9-1-1  
2509 Tenth Street  
Menominee, Michigan 49858

Debra,

In the past several weeks I have had numerous individuals stop by my office and ask me if I am, indeed, retiring or when I am retiring. Each time the source of this question has been traced back to you and remarks you made at the latest 9-1-1 Governing Board Committee meeting.

We have recently invested tens of thousands of dollars in upgrades to the shop as well as equipment and training, taking on several new lines of radio, CCTV, and public safety equipment in addition to those we have represented for many years. As our product line grows and our services evolve and expand we are looking forward to the next decade in business.

I am unsure where you received the fallacious information that I was planning on retiring as it most certainly was not from me or Denise. Perhaps you just assumed I would retire in the near future and felt it appropriate to share your assumptions with others in a manner that came across as fact. I cannot stress strongly enough my displeasure with your comments and the great potential for a negative impact on my business because of them.

I respectfully request you immediately cease spreading this erroneous information and correct your previous comments to other committee members who may be sharing this fabricated information. I will not hesitate to take further action if this issue is not resolved promptly and to my satisfaction.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jim', written in a cursive style.

James E. Swanson

cc: Brian Bousley, Menominee Co. Administrator  
Legal file  
9-1-1 file

Telecommunications Systems Sales and Service

**05/19/15**  
**Quality Recording Solutions, LLC**  
 780 Kingridge Drive  
 Roswell, Georgia 30075  
 Tel: 770-993-4793 Fax: 770-993-5038



**Prepared for:** Menominee Co 911  
 Attn: Debra Wormwood  
 2509 10th Street  
 Menominee, MI 49858

www.QRSworld.com

*System*

**Hardware/Software**

Model No.	Description	Unit	QTY	Total Price
NexLog 740	Eventide NexLog 740 24Ch Voice Logger	\$7,495	1	\$7,495
	DVD Drive, Hot Swap 1TB RAID1, Dual Hot Swappable Power Supplies,			
105301	Integrated 7 Color LCD Touch Screen Display	\$1,024	1	\$1,024
105284-016	16-Channel Analog Card, 16 Ch. Licenses	\$3,700	1	\$3,700
271052	Internal IP Recorder w/ 8 Channel Licenses for VoIP	\$3,950	1	\$3,950
271066	NG911 SIPREC License	\$1,995	1	\$1,995
271083	MediaWorks Plus: Concurrent Access for 8 Users	\$995	1	\$995
25PAC	25 Pair Amphenol Cable	\$50	1	\$50
USB	16GB USB Flash Drive		1	\$0

**Hardware/Software Sub-Total**

**\$19,209**

*Services*

Services	Description	Rate	QTY	Total Price
IT	Installation and Training	\$2,250	1	\$2,250

**Services Price**

**\$2,250**

*Summary*

**Solution Components**

**Price**

System Price	\$19,209
Services Price	\$2,250
Shipping	\$125
Tax	\$0
<b>Total Price</b>	<b>\$21,584</b>

Price quotation does not include sales tax. These amounts will be added to the invoice amount as applicable.

**Other Conditions of Sale:**

**Quote Expires in 90 Days**

Installation to be provided by QRS to customer installed RJ21X or 66 Block

Customer is responsible for installation of RJ21X or 66 Block within 6 feet of the recorder for telephone, radio and electrical connections prior to installation by QRS.

Customer is responsible for programming VoIP/RoIP switch to deliver the necessary audio and data to the recorder prior to installation by QRS. Additional charges may apply if the VoIP codec is anything other than G.711 PCM codec

Price includes one year warranty on parts

Service if needed may be obtained by calling (877) 733-7770 ext. 702

Software upgrades furnished at no charge while under service contract with QRS

Equipment will be ordered and installed 30 days ARO unless agreed upon other wise, in which a written letter with requested install date will be required

Payment terms are net 30 days from invoice / installation

If the end user is not ready for the installation on the agreed upon date, the system will be shipped to end user and an invoice will be sent for 50% of total purchase price.

Upon completion of the install and training, the remaining balance will be invoiced.

**Accepted By:**

**Signature:**

**Name & Title:**

**Date:**



**Date** Thursday, May 21, 2015

**Quote Number** Q-8009265-5.21.2015

**Sales Consultant** Andy Spigner  
 (800) 834-7674 x4044 / andy.spigner@bisdigital.com

**Primary Contact** Debra Wormwood, Director  
 2509 10th Street  
 Menominee, MI 49858  
 (906) 863-6614 / (906) 863-7704 (Fax)  
 dwormwood@menomineeco.com (Email)

**Billing Address** Menominee County Central Dispatch / A-1002966  
 2509 10th Street  
 Menominee, MI 49858

**Shipping Address** Same

**Users To Train** Yes

**Wiring Required** Yes

**Notes:** Revcord system will record a total of 16 Analog lines and 4 SIP trunk telephone lines. System includes hardware, software, onsite installation, training and one year onsite service. **IMPORTANT:** additional information may be needed for SIP lines.

Item	Code	Qty	Unit Price	Total Price
16ch Analog Tower Chassis	BIS-REV-TCA-16	1	\$7,655.00	\$7,655.00
Software For Permanent VoIP/RoIP Channels - Per Channel	BIS-REV-SW-PMF	5	\$373.75	\$1,868.75
On-site Setup, Installation and Training	SIT	2	\$1,350.00	\$2,700.00
			<b>Sales Tax Rate</b>	<b>%</b>
<b>Total (Excluding Sales Tax)</b>				<b>\$12,223.75</b>





# 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

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Policy/Procedure: Dispatch of Rotary Ambulance  
Date Approved: <>  
Date Reviewed: <>  
Approved By: <>

## **PURPOSE:**

This policy is a guide for dispatchers and 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 access 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 and prepares for take-off.**

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. Any licensed EMS personnel on a responding agency may cancel the rotary ambulance response after they arrive at the scene and assess the patient(s).
  - 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 devices that will provide landing zone coordinates for aircrew navigation.
  - 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.