

Menominee County E-9-1-1 Governing Board

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

August 17th, 2016

Dear Members:

Please be informed that a meeting of the Menominee County E-9-1-1 Governing Board is scheduled for Tuesday, August 23rd, 2016 at 7 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. Letter of Appreciation to Jim Gardiner
5. Radio Equipment Replacement Ad-Hoc Committee Update.
6. Agency Representative substitutions.
7. Goals and time lines.
8. Director's Report.
 - a) CAD/AVL
 - b) 9-1-1 Equipment
 - c) Budget
 - d) Air Ambulance Landing Zones
 - e) Communication Tower Failure
9. Governing Board Member Comments/Concerns.
10. Public Comment.
11. Next Meeting Date.
12. Adjournment.



DRAFT

April 5th, 2016

E-9-1-1 Governing Board Meeting

Minutes

Meeting called to order at 6:35 pm.

1. Roll Call.
2. Present are: Mark Petersen, Josh Jones, Brett Botbyl, John Starzinski, Ken Marks, Bill Cech, Carl Johnson, Mike Orlando, Brian White & Deb Wormwood.
 - a. Excused: William DeVoe
3. Agenda Approval: Motioned by Josh Jones, 2nd by Bill White.
4. Minutes of Previous Meeting: Motion by Josh Jones, 2nd by John Starzinski.
5. Public Comment – agenda items only: None. Motion to close by Carl Johnson, 2nd by Josh Jones
6. Fire Chief's Association – Wm DeVoe is their Representative.
7. City of Stephenson - John Starzynski is their Representative.
8. Letter of Appreciation to Jim Gardiner thanking him for his many years of service. Deb has a letter prepared and asked for member's signatures. Letter to be mailed. Motioned by Bill Cech, 2nd by Brian White.
9. Election of Officers:
10. President: Nomination of Mark Petersen by Brian White, 2nd by Brett Botbyl
 - a. Motion to close nominations and a unanimous ballot be cast for Mark Petersen as President by Sharline Corrigan, 2nd Brett Botbyl.
11. Vice – Chair: nomination of Carl Johnson by John Starzinski, 2nd by Josh Jones.
 - a. Motion to close all nominations and a unanimous ballot be cast for Carl Johnson as Vice-Chair by Brett Botbyl, 2nd by John Starzinski.
12. Secretary: nomination of Sharline Corrigan by Brett Botbyl, 2nd by Josh Jones.
 - a. Motion to close all nominations and a unanimous ballot be cast for Sharline Corrigan as Secretary by Brett Botbyl, 2nd by Brian White, AIF.
13. Weather Notifications (Paging): Mike Orlando also asked that they be notified if something affects Menominee area, but not Marinette County.
14. Radio Equipment Replacement Ad-Hoc Committee Update:
 - a. After LEPC meeting at ISD Building a tour was taken of grounds. It appears they do have space available. There is asbestos to deal with. Approval would have to be obtained from ISD Board as well as Menominee County Board.
 - b. Some other ideas have been offered up, as well as what could be done during the transition period.

DRAFT

April 5th, 2016

E-9-1-1 Governing Board Meeting

Minutes

15. Rotary Ambulance Policy:

- a. A Draft Policy was presented. Discussion regarding item #3 to separate that Fire and Police responders be able to have a Rotary unit be put on stand-by. EMS be able to have the Rotary Unit go on Stand-by or Launch.
- b. Once we have a Policy in place we should send this to each agency and ask them to establish Policies in cancel or launch decisions based on their Medical Control.
- c. We should remain on Fire/Rescue county VHF frequency, per Mike Orlando. Ken Marks noted they can also use State Wide 8 on the 800 Mhz. At this time the suggestion is stay with VHF Fire/Rescue.

16. Mutual Aid Box Alarm System (MABAS):

- a. Deb went to Marinette Dispatch to see this system in action. Info was sent to Fire Dept's. She hasn't heard back from them yet. Primarily involves a lot of training.
- b. Fire Chief's Association is looking for a resolution for the MABAS and turn it into the 911 Dispatch. They can't act without support from the 911 Board
- c. We need to make a motion to support the MABAS system. Motion by Brian White, 2nd by John Starzinski.

17. Directors Report:

- a. CAD/AVL:
- b. A fee of \$1200 for initial set-up fee for a tablet, to pull the AVL program up online. Per Agency? Each Agency has to provide their own tablets.
- c. UPA's \$19,000/year, to be divided by each Center.
- d. Record Retention:
- e. Passed by County Board to get rid of some of our older records.
- f. UP911 Authority:
- g. State of MI got a Grant from the Federal Government for improving connectivity for public safety. Starting with rural areas, which means the U.P. This is NOT to benefit any cell phones. Further information to follow.
- h. UP wide CAD access program
- i. UP GIS Pilot Project:
- j. Part of First Net CAD connectivity.
- k. Meeting next week in Lansing covering CAD to CAD, First Net connectivity, text to 911.

DRAFT

April 5th, 2016

E-9-1-1 Governing Board Meeting

Minutes

- l. Homeland Security is working on Mass Notification system. We're going to look at having other Dispatch centers involved.
 - m. Rescue Squads need to get their MIHAN's reactivated.
18. Questions came up regarding what Departments have Jaws of Life tools. Discussion held over which services have extrication tools available.
19. Public Comment: None, Close Public Comment motioned by Josh Jones, 2nd by John Starzinski.
20. Next Meeting Date: June 14, 2016, 6:30 pm.
21. Adjournment: Motioned by Carl Johnson, 2nd by Josh Jones; 8:25 pm

I. TECHNICAL CONSIDERATIONS

The Enhanced 9-1-1 service as provided in Menominee County will include the following features:

1. Automatic Number Identification (ANI)
2. Automatic Location Identification (ALI)
3. Selective Routing (SR)

The ANI & ALI database will be maintained by network providers. There are two (2) telephone companies providing service to Menominee County:

1. Ameritech
2. Upper Peninsula Telephone

All telephone companies interested in providing Enhanced 9-1-1 service will cooperate to supply, in accordance with the Michigan Public Service Commission tariff rates, rules and regulations, the design installation and maintenance of emergency response telephone service. This will include modifications to all telephone company owned pay telephones to provide free E-9-1-1 service. All customer owned pay telephones must also be modified to provide free E-9-1-1 service per Public Act 32 of 1986.

III. MANAGERIAL CONSIDERATIONS

Each public or private safety agency which files a notice of intent to functions as a PSAP (either primary or secondary) accepts the responsibility for the management of the on-line public safety emergency dispatch center including the operational configuration, level of service, and equipment needs.

Management of each PSAP will be in accordance with the policies and procedures of the public safety agency which operates the PSAP.

Policies and procedures for operating Menominee County E-9-1-1 will be the responsibility of the Menominee County 9-1-1 Governing Board.

The 9-1-1 Governing Board shall be composed of one representative of the following agencies:

1. Menominee City Fire Department
2. Menominee County Fire Fighters Association
3. Menominee County Sheriff Department
4. Emergency Medical Services
5. Menominee City Police Department
6. Michigan State Police
7. Menominee County Board of Commissioners
8. Menominee City Council
9. Menominee County Township Association
10. Stephenson City Council
11. Stephenson City Police Department
12. Stephenson City Fire Department
13. Hannahville Police Department
14. Paramedic Services
15. Citizen representative
 - a. To be selected by majority of the members of governing board after posting notice of position for minimum of 10 days.

Each agency to select their representative and they shall serve on the Menominee County E-9-1-1 Governing Board without remuneration.

Representation on the Governing Board is contingent upon agency participation in the E-9-1-1 central dispatch plan.

Each representative of the Governing Board shall have an equal vote on all matters pertaining to the center. The Governing Board shall be responsible for annually electing a Chairperson, Vice Chairperson and Secretary/Treasurer. The Governing Board will also be responsible for contracting for services, establishing services required, developing rules and procedures.

The Menominee County E-9-1-1 Director will be responsible for submitting an annual budget to the Menominee County Board for approval at least 180 days prior to the start of a new fiscal year and shall be responsible for administering the approved budget.

A majority of the members of the E-9-1-1 Governing Board shall constitute a quorum for the transaction of business. Any rules, items or business conducted shall be determined by a majority vote of the members present. The Menominee County E-9-1-1 Director shall attend all meetings except for good cause. This board shall meet quarterly and at such other times as the membership shall determine and decorum will be per Roberts Rules of Order.

The Governing Board is an agency established to provide E-9-1-1 Central Dispatch services and promulgate rules and procedures for the Menominee County Service area.

The Chairperson of the Governing Board shall be the presiding officer thereof. In the absence or disability of the Chairperson, the Vice Chairperson shall perform the duties of the Chairperson. The Secretary/Treasurer shall be the recording officers of the Governing Board. The Secretary/Treasurer shall also be the custodian of the funds of the Governing Board.

The Menominee County E-9-1-1 Director shall cause an annual audit to be made of the financial transactions of the Governing Board by an independent Certified Public Accountant and shall furnish a copy thereof to the Menominee County Board.

E-911 Budget - Revenues

Fund: Special Revenue (266)

Activity: E-911 (000)

<u>Account Number</u>	<u>Account Title</u>	<u>2014/15 Budget</u>	<u>2014/15 Actual</u>	<u>2015/16 Budget</u>	<u>2016/17 Budget</u>
441.00	Casino Monies		14,960		-
539.00	GIS Sub Grant				-
541.00	State/All Device phoneSurchar	145,000	149,329	145,000	145,000
542.00	State-Training Fund	-	11,072	-	10,000
628.00	Telephone Surcharge	565,000	534,344	565,000	545,000
677.00	Reimbursements	-	952	-	-
699.00	GF Operating Transfer	\$ -	-	\$ -	\$ -
699.01	Surplus Applied	-	-	-	330,000
	Total	\$ 710,000	\$ 710,658	\$ 710,000	\$ 1,030,000

E-911 Budget - Expenditures

Fund: Special Revenue (266)

Activity: E-911 (325)

<u>Account Number</u>	<u>Account Title</u>	<u>2014/15 Budget</u>	<u>2014/15 Actual</u>	<u>2015/16 Budget</u>	<u>2016/17 Budget</u>
704.00	Salaries - Permanent/hol/shift	397,071	404,282	318,973	325,171
705.00	Salaries - PT	-	-	79,764	72,350
706.00	Over Time/call in	-	-	10,000	12,000
707.00	Longevity	6,100	6,100	6,550	7,000
712.00	Hospital Insurance	55,806	53,856	65,593	75,014
713.00	Life Insurance	210	196	210	240
715.00	FICA-OASDI	25,453	25,515	25,971	25,778
715.01	FICA-Med	-	5,967	6,074	6,029
716.00	Workmen's Compensation	1,450	1,010	1,478	1,605
718.00	Retirement - DC	44,800	24,782	1,884	1,813
718.02		50,000	26,124	63,137	68,279
727.00	Office Supplies	1,000	336	1,000	1,000
727.01	GIS Other Operating Expense	2,500	1,166	2,500	2,500
728.00	Office Equipment 9-11	2,000	1,500	2,000	2,000
728.01	Office Equipment Maintenance	3,000	4,802	3,000	3,500
729.00	Postage	100	22	100	100
755.00	Other Operating Expenses	1,000	721	1,000	1,000
802.00	Memberships 740+100+92	970	932	970	970
807.00	Legal Fees	1,000	-	1,000	1,000
850.00	Verizon-.40& .49 ATT-300x12	3,600	4,593	3,600	3,600
860.00	Travel	1,500	489	1,500	1,500
881.00	General Training	-	-	-	-
934.00	Equip Repair & Maintenance	2,886	5,330	2,886	3,000
934.01	Equip Repair & Maint - Radio	10,000	830	10,000	10,000
970.00	Capital Outlay	-	-	-	-
970.01	Capital Outlay - Replace radio Console/furnitu	14,464	12,464	-	330,000
976.00	Tower Backup Batteries	500	337	500	500
	Total	\$ 638,410	\$ 586,205	611,691	\$ 955,949

E-911 Budget - Expenditures

Activity: E-911 (266)

Fund: CMRS Emergency 911 (326)

<u>Account Number</u>	<u>Account Title</u>	<u>2014/15 Budget</u>	<u>2014/15 Actual</u>	<u>2015/16 Budget</u>	<u>2016/17 Budget</u>
704.00	Salaries - Permanent	44,747	46,471	43,588	44,430
706.00	Overtime/call in		524	1,000	2,000
707.00	Longevity	600	600	650	700
712.00	Hospital Insurance	18,774	18,556	19,690	23,652
712.02	HRA Reimbursements	1,000	-	-	-
712.03	Funded Co-insurance		-	-	-
713.00	Life Insurance	30	25	30	30
715.00	FICA-OASDI	2,645	2,668	2,562	2,555
715.01	FICA-Med	619	624	599	598
716.00	Workmen's Compensation	155	95	156	173
718.00	Retirement - DC	5,243	3,246	-	-
718.01	MERS Unfunded liability	-	2,771	6,749	7,288
728.01	Office Equipment Maintenance	25,155	50,310	25,155	32,671
729.00	Postage	-		-	-
881.00	General Training	10,000	4,640	10,000	10,000
942.00	Rental	12,800	12,432	12,800	12,800
970.00	Capital Outlay - radio	-	-	-	-
		<u>\$ 122,168</u>	<u>\$ 143,070</u>	<u>123,979</u>	<u>\$ 136,897</u>

FREEDOM

Mobile Public Safety App

MISSION CRITICAL INFORMATION AT YOUR FINGERTIPS

Freedom delivers the power of ONEsolution Computer Aided Dispatch (CAD) and Records Management System (RMS) functionality to authorized employees' smartphones and tablets. Freedom comes in two distinct product levels—standard and premium. Please contact your Client Success Executive for additional information on how your agency can go mobile with Freedom.

SUNGARD® PUBLIC SECTOR

ENVISION THE FUTURE HAPPENING TODAY

**Freedom
Premium Freedom**

Features

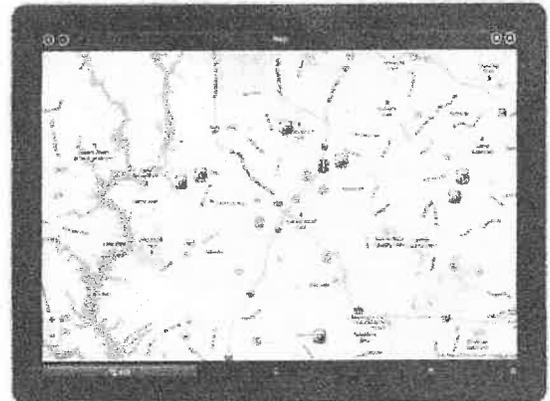
✓		Create and view active BOLOs
✓		View FIREHOUSE information
✓		CAD query functionality
✓		Integrated AVL and GPS capabilities
✓		NCIC query functionality
✓		RMS name and incident search capabilities
✓		Enable/Disable AVL per device
✓	✓	Available for iOS, Android and Chrome-enabled devices
✓	✓	CAD system is updated in real-time
✓	✓	View active and held calls
✓	✓	Receive digital dispatch notifications
✓	✓	View dispatch notes and radio log
✓	✓	Self-initiate calls
✓	✓	View and configure unit status
✓	✓	Choose from a variety of preconfigured status updates
✓	✓	Integrated mapping capabilities
✓	✓	Messaging functionality

SUNGARD® PUBLIC SECTOR ONESolution™ FREEDOM

Freedom delivers the power of ONESolution CAD and RMS into the palm of your hand. A mobile app for public safety, SunGard Public Sector's Freedom extends core Computer Aided Dispatch (CAD) and Records Management System (RMS) functionality to authorized employees' smartphones and tablets. Part of the ONESolution Public Safety & Justice software suite, Freedom is available for iOS, Android and Chrome enabled devices.

Benefits

- CAD is updated in real-time
- Platform independent
- Compatible with unit-to-unit messaging
- Provides integrated mapping capabilities
- Users authenticated by existing CAD logins



Features

Messaging – Allows officers to send and receive secure text messages within the app.

Active and held call list – Provides officers with separate listings of all active and held calls.

Digital dispatch – Notifies officers with audio alerts when they are dispatched or incident data is modified.

Location change – Provides officers with the ability to update their location information without having to contact dispatch.

Maps – Blends the functionality of Google Maps and custom agency-defined layers to help officers prepare for challenging locations. Additional information is provided by clicking on map icons.

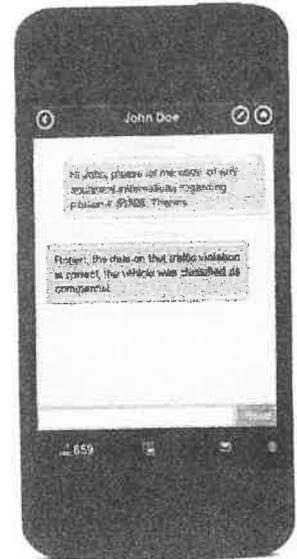


Unit status – Provides supervisors with information regarding active units, including:

- Locations
- Assigned incidents
- Associated officers
- Assigned beats
- Unit configuration

Incident details – Provides instant access to information regarding:

- Location
- Nature of incident
- Premise info
- Call history
- Alerts
- Hot notifications
- Notes
- Radio log



Freedom Premium

ONESolution Freedom Premium can be installed as an upgrade to an existing Freedom system, as a standalone product, or in combination with standard Freedom.

BOLO Notifications – With Freedom Premium officers can initiate and view all active BOLO entries.

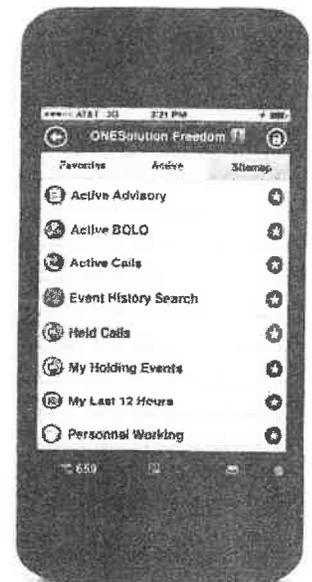
Integrated AVL – Increase response times and safety with integrated AVL and GPS capabilities. At-a-glance dispatchers and supervisors can locate and dispatch appropriate services based on call proximity.

Firehouse Information – When combined with an optional Firehouse Interface, Freedom Premium connects users with important Firehouse information.



NCIC Queries – Quickly conduct comprehensive NCIC queries. Standardized queries help streamline requests as officers can look-up information related to:

- License plates
- Drivers license
- Wanted persons
- Vehicles
- Guns
- Articles
- Criminal history
- Messages
- Boats
- Free form



NCIC query availability can vary from state-to-state, please contact your Client Success Executive for more information.

CAD Queries – Help officers locate important information regarding:

- Active & event history
- My holding events
- My last 12 hours - Number of hours is configurable based on department or officer preference
- Personnel working
- Phone directory
- Security check
- SOP list
- Units out of service
- Vehicle hot sheet

Requirements

- Freedom requires users to be on ONESolution CAD version 14.1 or higher
- Windows 2008 R2 with IIS, .NET 4.0, 4GB RAM and 20GB disk space. Virtualization is fine, and a dedicated server is not required.
- Move map data tables to SQL .
- Freedom requires Message Switch version 5.10.x.7 or higher.
- Supported platforms currently include iOS version 7.0 and higher, and Android version 4.0 and higher.

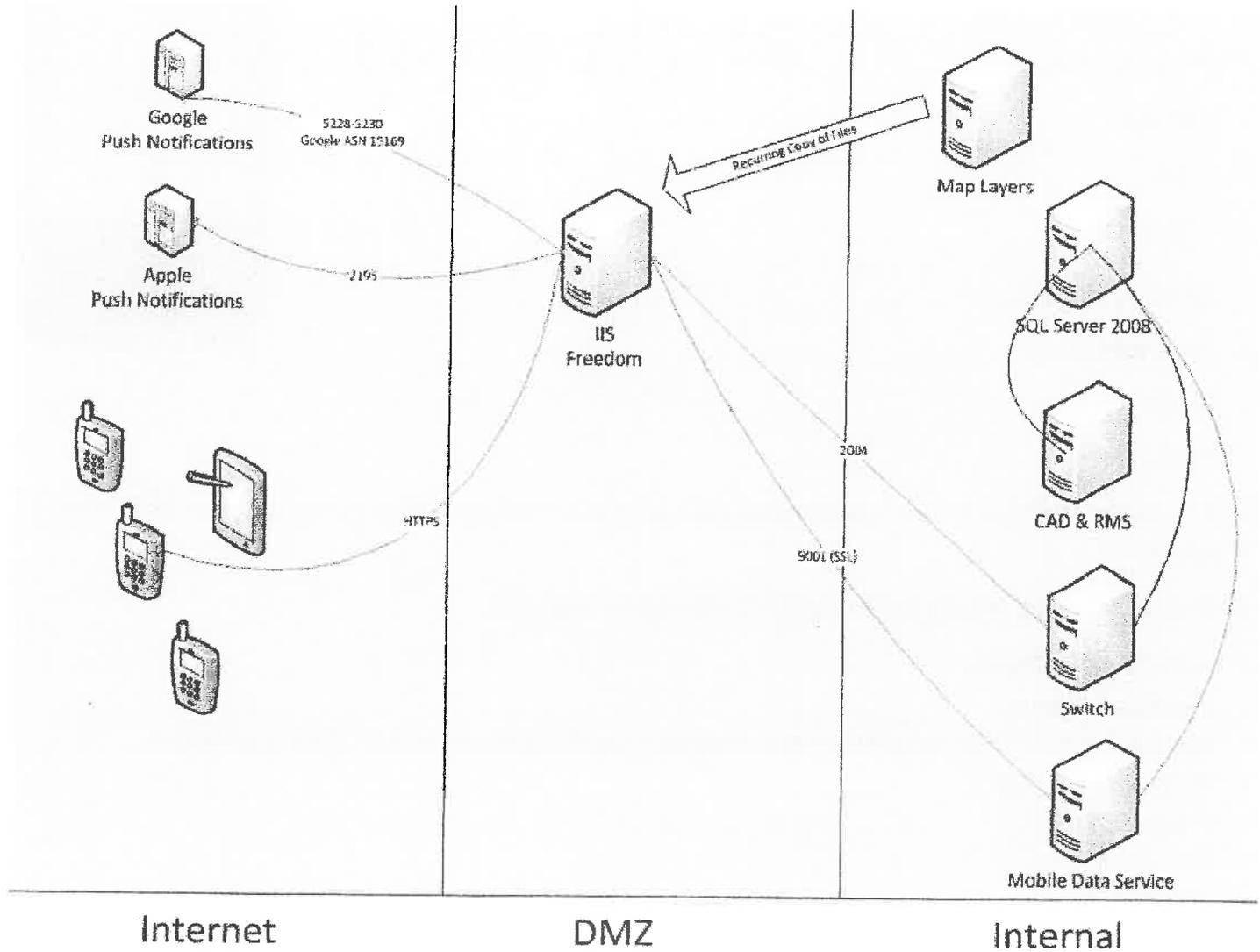
***Requirements subject to change as new features are released.**

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ONESolution Freedom Network

Freedom works with your IIS server in your DMZ. The DMZ communicates pertinent information with your CAD, RMS and Switch systems.



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Connect the Community 

www.sungardps.com



ONESolution Mobility

Freedom

Freedom delivers the power of ONESolution CAD and RMS into the palm of your hand. A mobile app for public safety, SunGard Public Sector's Freedom extends core Computer Aided Dispatch (CAD) and Records Management System (RMS) functionality to authorized employees' smartphones and tablets. Part of the ONESolution Public Safety & Justice software suite, Freedom is available on Apple's iOS App Store and the Google Play Store for Android, for devices with a 3G signal or better.

Benefits

- CAD is updated in real-time
- Platform independent, written in HTML5
- Compatible with unit-to-unit messaging
- Provides mapping and directional capabilities
- Users authenticated by existing CAD logins

Features

Messaging – Allows users to send and receive secure text messages within the app.

Active and held call list – Provides users with separate listings of all active and held calls.

Digital dispatch – Notifies users with audio alerts when they are dispatched or incident data is modified.

Unit status – Provides supervisors with information regarding active units, including:

- Locations
- Assigned incidents
- Associated units
- Assigned districts
- Unit configuration



Rev 9/13

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Connect the Community 

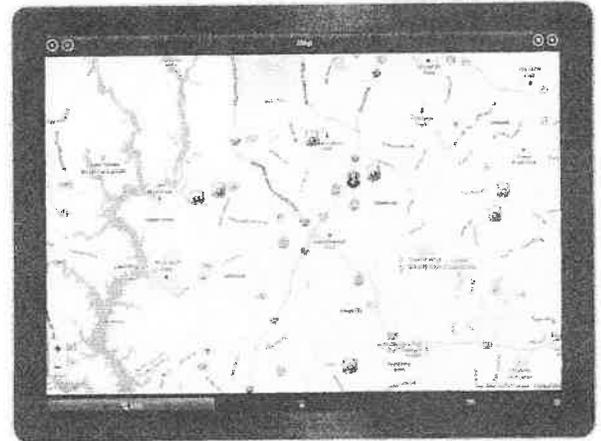
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Location change – Provides users with the ability to update their location information without having to contact dispatch.

Incident details – Provides instant access to information regarding:

- Location
- Nature of incident
- Premise info
- Call history
- Alerts
- Hot notifications
- Notes
- Radio log



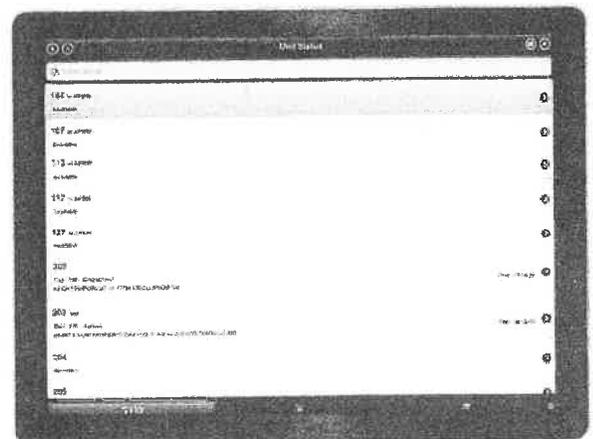
Maps – Blends the functionality of Google Maps and custom agency-defined layers to help users prepare for challenging locations.

Requirements

Freedom requires users to be on ONESolution CAD version 10.5 or higher.

Windows 2008 R2 with IIS, .NET 4.0, 4GB RAM and 20GB disk space. Virtualization is fine, and a dedicated server is not required.

Supported platforms currently include iOS version 5.0 and higher, and Android version 4.0 and higher.



Rev 9/13

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Automatic Vehicle Locator (AVL)

SunGard Public Sector's Automatic Vehicle Locator (AVL) module for the ONESolution Computer Aided Dispatch (CAD) workstation allows telecommunicators to view/track/find mobile units in the field.

Benefits

- Increases unit safety
- Allows for real-time tracking of field units
- Helps increase response times
- Provides ability to view unit playbacks

Features

Unit Tracking – Provides ability to view the location of other AVL units. Additionally, communicators can lock onto and continuously follow a specific unit on the Map window.

Inactive Unit – Flags units when inactive for a specified period of time.

Unit Icons – Provides ability to filter unit icons by monitored group. Uses configurable labels for easy status recognition.

Travel Calculations – Determines travel times based on the unit's last known coordinates, the event coordinates and supporting data elements provided in the street centerline file, such as traffic flow and speed limit.

Text-to-Speech Routing – Provides audible "turn-by-turn" directions to the mobile user based on the current established route.

Moving Map Display – Pans the mobile map automatically as the vehicle is moving, enabling the user to always see their current location on the map.

Unit Routing – Provides intelligent routing using a complex algorithm that analyzes distance, speed, estimated travel time and travel time.

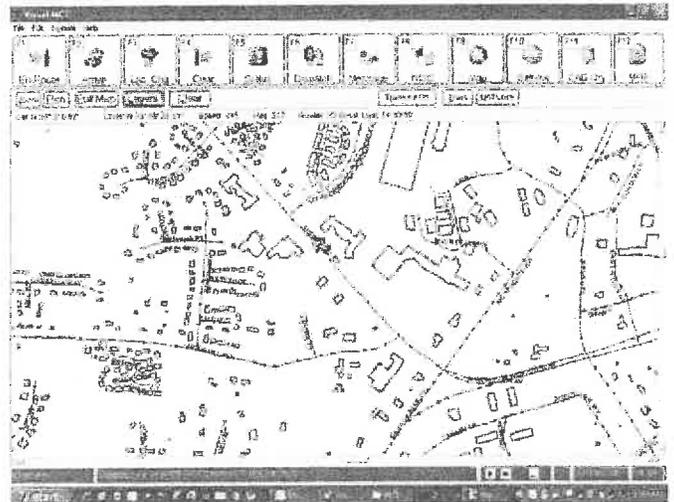
AVL Unit Recommendation – Calculates unit recommendations based on a unit's ETT or shortest street distance. Also provides the ability for agencies to define cut-off distances for location-based recommendations.

AVL Playback – Allows users with security rights to view and report on historical AVL data, including unit playbacks.

Integration – Uses AVL coordinates to automatically populate location field in MCT and ONESolution CAD with a unit's current location.

Emergency Alerts – Notifies communications and other MCT units of a unit's location when a State/NCIC/RMS message is received that contains pre-defined keywords or phrases. Additionally, units can send alert notifications manually.

Rev 6/13





Mobile Computing (MCT)

SunGard Public Sector's Mobile Computing application (MCT) improves efficiency in the field and the office by extending the power of SunGard Public Sector's Computer Aided Dispatch (CAD) system to mobile users. MCT provides voiceless dispatch, status updates, car-to-CAD messaging, car-to-car messaging and information queries from vehicles. Field personnel can access local, state and national warrants, stolen vehicle and property information, mug shots and records management information.

Benefits

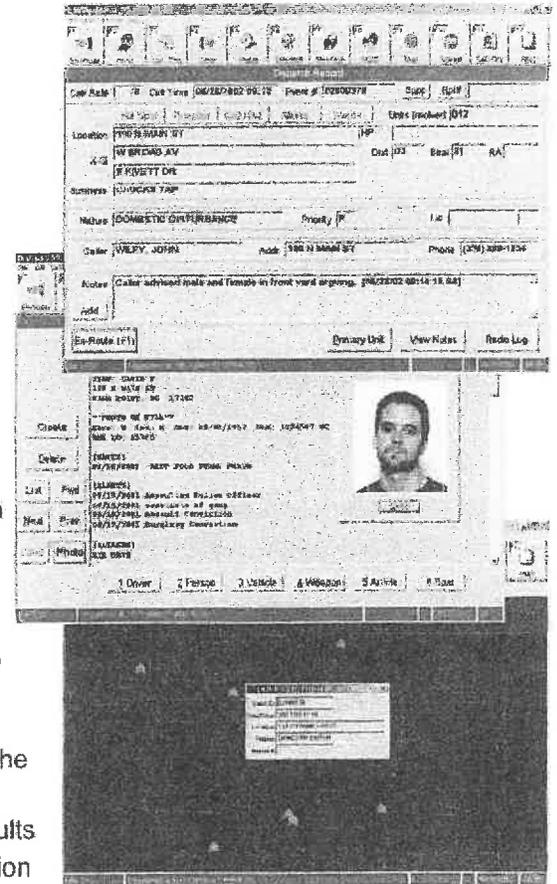
- Simplifies call taking and dispatching functions
- Maximizes resources
- Increases officer safety
- Reduces radio traffic

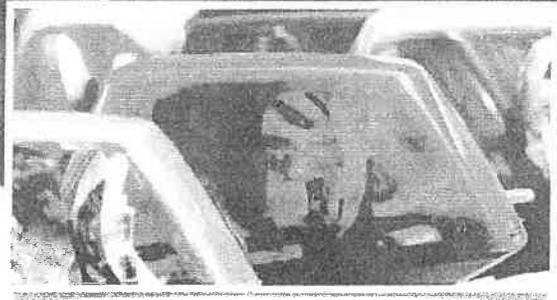
Features

Voiceless Dispatch - Notifies users and provides notes when a call is entered in CAD and a unit is dispatched. MCT uses intelligent parsing and speech synthesis technology to read information to respondents, allowing them to keep their eyes on the road.

Mobile Updates - Enables users to enroute, arrive and clear themselves from a call. Allowing mobile users to perform tasks, such as status updates, ability to query CAD history and monitoring other units' activity, reduces telecommunicators' workloads and improves overall efficiency.

Integrated Mapping - Provides geographic analysis and visual references using the same map engine as CAD to provide real-time graphical representation of units' locations and call information. Responding units can query events and see the results instantaneously depicted on the map. When coupled with Automatic Vehicle Location (AVL), dispatchers can easily locate officers closest to an event.





Mobile Computing (MCT) for Fire and EMS

SunGard Public Sector's Mobile Computing application extends the power of SunGard Public Sector's Computer Aided Dispatch (CAD) system to mobile users. MCT improves efficiency in the field and the office by provides voiceless dispatch, status updates, vehicle-to-CAD messaging, vehicle-to-vehicle messaging, and information queries from vehicles.

Benefits

- Simplifies call taking and dispatching functions
- Maximizes resources
- Increases officer safety
- Reduces radio traffic

Features

Voiceless Dispatch - Notifies users and provides notes when a call is entered in CAD and a unit is dispatched. MCT uses intelligent parsing and speech synthesis technology to read information to respondents, allowing them to keep their eyes on the road.

Mobile Updates - Enables users to enroute, arrive, and clear themselves from a call. Allowing mobile users to perform tasks, such as status updates, ability to query CAD history, and monitoring other units' activity, reduces telecommunicators' workloads and improves overall efficiency.

Real-Time Updates - Protects responding units and citizens by instantly providing critical information to field personnel. Details about hazardous materials and other potential dangers are easily accessible. Additionally, users can alert dispatchers and other responding units of potentially dangerous situations and request backup.

Integrated Mapping - Provides geographic analysis and visual references using the same map engine as CAD to provide real-time graphical representation of units' locations and call information. Responding units can query events and see the results instantaneously depicted on the map. When coupled with Automatic Vehicle Location (AVL), dispatchers can easily locate officers closest to an event.

