

MINUTES

Thursday, June 14, 2018

PUBLIC SAFETY COMMITTEE (PSC)

Special Meeting: Dispatch Cost/Benefit Analysis Review

1. **Call to Order:** Meeting called to order by Chairperson Peach 5:07 pm.
2. **Roll Call:**
 - Members Present: Richard Peach, Don Mueller, Peter Bernstein. Unexcused: Mary Mason
 - Also Present: Mike Olson (left at 6:00 p.m.), Police Chief Hughes, Deputy Chief Trevor Long, Tim Stocks, Fire Captain Dick Pinnow, Assistant Fire Chief/Brodhead Area EMS Chris Searls, and Brodhead Public Safety Dispatcher Ellyn Popanz.
3. **Motion to deviate from the order of the agenda if necessary:** Bernstein moved, Mueller 2nd, to deviate if necessary; all aye.
4. **Brodhead 9-1-1 cost/benefit analysis review:**
 - Peach opened with a brief overview of Committee's objectives regarding the 9-1-1 Cost/Benefit analysis. Peach provided the PSC with a handout emailed to him by Tim Stocks.
 - Peach asked Chief Hughes to provide an overview of Brodhead Police Department Organizational Chart, program description, position descriptions for Public Safety Dispatchers and Supervisor.
 - PSC discussed;
 - Difference between Primary Public Safety Answering Point (PSAP) and Secondary PSAP
 - In response to a question posed by Mike Olson during the April 2018 Finance Committee meeting, Chief Hughes provided PSC the FCC listing of primary PSAP in the U.S.
 - Overview of Monroe Police Public Safety Dispatch (secondary PSAP) Center and Green County Sheriff's Dispatch Center (primary PSAP), including Green County assisting Lafayette County Sheriff's Dispatch in paging Fire/EMS for portions of eastern Lafayette county, and who each agency serves as a backup center to each other.
5. **Future agenda items and next meeting date and time;**
 - Future meeting date and time to be determined at a later date.
 - Topics for future discussions;
 - Dispatch call volume by shift and hour.
 - Percent of calls taken that are related to other City Departments/services.
 - Number of walk-ins addressed by Dispatch
 - Percent of time applied directly to the dispatch functions and that applied to Police Department administrative functions.
 - Investigate delta in dispatch time within Monroe Police Department currently utilizing Green County Sheriff's Dispatch compared to Brodhead dispatch time.
 - Define the 9-1-1 call process and what qualifies as an emergency 9-1-1 call.
 - Define the timeline from initial call to notification or actual dispatch.
 - What additional investments might be required for out-sourcing
 - What additional investments required sustaining current dispatch
 - How will EMS and Fire Department calls and dispatch be handled if out-sourced
 - How will Public Works and Water and Light be handled if out-sourced
 - Charging Fire District, EMS, and Water and Light for Dispatch services
 - Customer satisfaction (i.e. number of complaints dispatch related complaints)
 - Administration, operations and out-sourcing of the BEEMS program.

- Tim Stock's handout presented to Finance Committee, Personnel Committee and PSC
- History of revenues and expenditures associated with Brodhead's Dispatch Center
- Public hearing to allow citizen input

6. **Motion to Adjourn:** Peach motioned, Mueller 2nd, to adjourn at 6:18 p.m., all aye.

Approved: 07/05/18