



CLINTON COUNTY CENTRAL DISPATCH
100 E. STATE STREET
SUITE 1400
ST. JOHNS, MICHIGAN 48879

Director
Christine Collom
collomc@clinton-county.org
989 224 6792

AGENDA

JOINT ADMINISTRATIVE POLICY BOARD AND TECHNICAL ADVISORY COMMITTEE MEETING

Tuesday, January 11, 2022

10:00 a.m.

100 East State Street, St. Johns, Michigan 48879
First Floor Conference Room

1. Call to Order
2. Approval of Agenda
3. Presentation of October 2021 Minutes
4. Director's Report
 - a. Staffing Update
 - b. Policy Procedure Updates
 - i. Procedure 16.0 additions
 - c. State 911 Law rewrite Update
5. Old Business
 - a. Communications Radio Project
 - i. Go-Live Dates and transition plan
 - ii. Motorola Drive and Signal testing
 - v. Taft Road – County Equipment
 - vi. Courthouse Communications
6. New Business
 - a. 2022 APB Membership
 - b. Frontier Maintenance
7. Adjournment

Attachments:

1. Joint APB & TAC Minutes from October 2021
2. APB 2022 Membership List
3. APB 2022 Approved Meeting Dates List
4. Fund Balance Report ending November 2021
5. December Monthly Service Report

**CLINTON COUNTY CENTRAL DISPATCH
ADMINISTRATIVE POLICY BOARD
&
TECHNICAL ADVISORY COMMITTEE**

Minutes

**October 12, 2021 10:00am.
Clinton County Courthouse
St. Johns, MI 48879**

CALL TO ORDER

The October 12, 2021, meeting of the joint Administrative Policy Board and Technical Advisory Committee was called to order by Chairperson Lynn Weber at 10:03 a.m. A meeting quorum was present.

- **APB Voting Members Present:** Chief Bruce Ferguson, DeWitt City Police Department; Sheriff Larry Jerue, Clinton County Sheriff's Office; Director Lynn Weber, Clinton Area Ambulance Service EMS Representative, Chief Lyle Lindemulder, Bath Township Police Department
- **APB Voting Members Excused:** Chief Joe Spagnuolo, Dewitt Area Fire Department, Fire Representative Lt. Aric Dowling, Michigan State Police;
- **APB Voting Members Absent:** Dennis Strahle, Citizen Representative (Eagle, MI)
- **TAC Voting Members Present:** Lt. Jeff Clarke, Clinton County Sheriff's Office representative; Lt. Aric Dowling, Michigan State Police(Lansing, MI); Operations Supervisor Aaron Schulz, Clinton County Central Dispatch representative (St. Johns, MI), Director Lynn Weber, Clinton Area Ambulance Service EMS Representative(Alternate)
- **TAC Voting Members Excused:** Chief Mike Gute, DeWitt Township Police Department, Township police representative; Dennis Palmer, Lansing Mercy Ambulance, EMS representative
- **TAC Voting Members Absent:** Tom Helms, Emergency Services (non-voting); Chief Al Goodrich, Ovid Police Dept., city/village police representative (Ovid, MI)
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch (St. Johns, MI);
- **Other Personnel Present:** Commissioner Ken Mitchell, Board of Commissioners liaison (Watertown Township, MI); Ms. Christina Finch, recording secretary from Clinton County Central Dispatch (St. Johns, MI)
- **Visitors Present:** None

APPROVAL OF AGENDA

APB Motion 2021-10-13: A motion was made by Chief Lindemulder, supported by Sheriff Jerue, to approve the April 20, 2021, joint Technical Advisory Committee and Administrative Policy Board meeting agenda as presented. Motion carried unanimously.

TAC Motion 2021-10-09: A motion was made by Lt. Jeff Clarke, supported by Chief Goodrich, to approve the April 20, 2021, Technical Advisory Committee meeting agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES

APB Motion 2021-10-14: A motion was made by Sheriff Jerue, supported by Chief Ferguson, to approve the Administrative Policy Board meeting minutes of April 2021, as presented. Motion carried unanimously.

TAC Motion 2021-10-10: A motion was made by Ops. Supervisor Schulz supported by Lt. Jeff Clarke, to approve the Technical Advisory Committee meeting minutes of April 2021, as presented. Motion carried unanimously.

Director's Report

a. Staffing Update- Director Collom provided a brief update and review of the staffing of Central Dispatch. The department started four staff person's short at the start of 2021 year, since then Central Dispatch has hired three staff members, which included a new supervisor position, leaving only one remaining open position.

b. Policy Procedure Updates-Director Collom has identified multiple Policies and Procedures in need of revision, mostly due to transitioning to the MPSCS Radio System. She also explained that the Fire Departments want dispatch to monitor Fire Ground channel and it was decided that Central Dispatch will monitor the channel but when traffic within the center picks up they will be moved to an Ops Channel and will go direct to Scene Commander. The Fire Departments have reactivated emergency button on Fire portable radios in which both of the aforementioned items will require amendments to the current Fire Procedure. Director Collom also stated that Central Dispatch will provide a copy of Policy & Procedure changes via spreadsheet moving forward with Radio Project.

c. 911 Center Remodel Updates- The Board members were apprised of an update regarding the timeline of the 911 Center Remodel in which the Central Dispatch stations were transitioned to the EOC on July 9th and moved back to the remodeled Dispatch Center on August 12th in a smooth transition. Some discussion took place amongst Board members in that the transition was very transparent to end user and Director Collom expressed appreciation to Operations Supervisor Schulz for his work on the Dispatch Center remodel project.

d. FCC 911- Director Collom explained that currently the FCC is looking at restricting what 911 fees can be used for which may impact 911's ability to fund the MDCs. Strike force sent a report to FCC regarding the impact this decision would have on local departments. A penalty for noncompliance with the FCC could potentially be removal of FCC licensing could cripple communications statewide due to most counties being on the MPSCS system. Sheriff Jerue commented that the FCC has implemented some mandates that have impacted the jail revenue, as well.

e. State 911 Law rewrite Update- MI local911 law sunsets in Dec 2021 and is not up for extension and the House reviewed the rewrite last week. TAM is in support of the 911 law rewrite. Originally they wanted a 2% increase for statewide all device fee- increase Burner phone fees, but now has found 3 billion dollars surplus that was not budgeted – now will only increase all device fee 1% increase. Governor Whitmer has signed a 16 million dollar appropriation to 911. The next reading of the State 911 Law rewrite goes to vote on House floor next week; then pending approval will move to Senate for vote.

OLD Business

1. Communications Radio Project:

- a. Communications Radio Project- Director Collom provided the following detailed update in regards to the Communications Radio Project: go-live dates are still on schedule to go live in December in which Law Enforcement will transition first to the MPSCS system. They have started splitting talk-groups in preparation for transition. An interim patch will be put in place to have the ability to talk on both systems at same time. Motorola is currently setting up the new Radio Consoles for Dispatcher training and the Motorola radios are ready for programming. She also explained that the Rainbow Lake Tower has been outfitted by the State and will serve as a secondary backup tower, if necessary.
 - i. Go-Live Dates- still on track to go-live by end of December 2021.
 - ii. Templates/radio programming
 - iii. Radio Training- (Train the Trainer and User training)- A brief discussion took place regarding scanning, in that scanning will differ from the old system. Director Collom is in talks with the Vendor to see if scanning can be set-up to match old-system and if possible, they will keep the same. Radios were updated with Alias to identify what County tower they are hitting. Clinton County has kept LAW & Fire Main to themselves to limit Ingham not obstructing Clinton County priority radio traffic. The board was informed that twenty-seven people across two weeks of training took place for the MPSCS Train the Trainer program.
 - iv. Motorola Drive and Signal testing- has been delayed again from August-October-November-extend “beneficial use” acceptance date- negotiations still occurring on this issue.
 - v. Taft Road – County Equipment- all equipment will be moved out of Shelter into the State co-location shelter plus taking over maintenance of towers; the County will look to sell the shelters, no longer in use, in 2023.
 - vi. Courthouse Communications- has been an issue so a prop study was conducted by the Televate Consultant. He identified the bi-directional antennae that sits in basement is not up to Public Safety grade and therefore the County will add equipment to BDA, and add additional antennae’s in ceiling that will look like cameras to improve Communications within the Courthouse.

NEW BUSINESS

A. 3G cellular devices- The Board was informed that as early as January 2022 mobile carriers are shutting down their 3G networks, which rely on older technology, to make room for more advanced network services, including 5G. As a result, many older cell phones will be unable to make or receive calls and texts, including calls to 911, or use data services. This will affect 3G mobile phones and certain older 4G mobile phones that do not support Voice over capabilities.

B. 10-digit dialing mandate- The FCC designated 988 as suicide hotline number which effected all 989 phone exchanges, requiring mandatory 10 digit dialing. Central Dispatch checked internal systems to identify any issues effected by the additional digit dialing.

C. 2022 Capital Projects- Director Collom provided that Central Dispatch plans to slow down a little bit in terms of implementing new Capital Projects, with its primary focus to have the Radio Project up and running seamlessly. Central Dispatch will research vendors and products to replace CAD/RMS/JMS in the fall of 2022.

D. 2022 Meeting Dates-

APB Motion 2021-10-15: A motion was made by Sheriff Jerue, supported by Chief Ferguson, to approve the 2021 joint meetings of the APB as presented below. Motion carried unanimously.

Approved APB Meeting Dates: January 11, 2022 10am, April 12, 2022 10am, July 12, 2022 10am and October 11, 2022 10am

TAC Motion 2021-10-11: A motion was made by Lt. Clarke, supported by Operations Supervisor Schulz, to solely call meetings of the Technical Advisory Committee to be required to meet only as deemed necessary by the TAC Chair for the future. Motion carried unanimously.

E. TAC -2022 appointments- will be approved by the Administrative Policy Board at their next regularly scheduled meeting in January of 2022.

F. APB Appointments- appointments are made by the BOC and will occur by BOC at first meeting in January 2022.

Public Comments:

None.

Attachments for the Board's review:

1. Joint APB & TAC Minutes from April 2021
2. APB & TAC 2021 and 2022 Membership List
3. APB & TAC 2022 Proposed Meeting Dates List
4. Fund Balance Report ending August 2021
5. September Monthly Service Report

ADJOURNMENT

Motion by Sheriff Jerue, supported by Chief Ferguson to adjourn at 10:41 a.m. These minutes have not been approved as of October 13, 2021 and are subject to approval at the next scheduled meeting of the

Administrative Policy Board and Technical Advisory Committee. The next scheduled joint meeting date for the APB is *January 11, 2022* in the first floor Conference Room C, if allowable per the County's Covid Response Plan.

Minutes submitted by:

Christina Finch, Recording Secretary
Clinton County Central Dispatch

Minutes approved on:

Lynn Weber, Chair
Administrative Policy Board

Mike Gute, Chair
Technical Advisory Committee

DRAFT



**CLINTON COUNTY E 9-1-1
CENTRAL DISPATCH**

Director Christine Collom
**100 E. State Street, Suite 1400
St. Johns, Michigan 48879**
Telephone: (989) 224-6792 • Fax: (989) 224-3758



Memo

To: Administrative Policy Board
From: Director Christine Collom
Date: October 12, 2021
Re: Proposed meeting dates for APB 2022

The following meeting dates for the 2022-2023 Administrative Policy Board were approved at the October 12, 2021 meeting:

Date	Location	Time
Tuesday, January 11, 2022	Room C, First Floor Conference Room	10:00 a.m.
Tuesday, April 12, 2022	Room C, First Floor Conference Room	10:00 a.m.
Tuesday, July 12, 2022	Room C, First Floor Conference Room	10:00 a.m.
Tuesday, October 11, 2022	Room C, First Floor Conference Room	10:00 a.m.
Tuesday, January 10, 2023	Room C, First Floor Conference Room	10:00 a.m.

The dates listed above are those that follow our 9-1-1 Plan, setting the second Tuesday of each quarter for a Central Dispatch Administrative Policy Board meeting.

Clinton County Central Dispatch
2022 ADMINISTRATIVE POLICY BOARD MEMBERS

Representation	Member	Contact Information	Alternate Member
<i>Board of Commissioners (Chairperson)</i>	Mr. Kam Washburn (Non-voting) 5201 E French Rd. Elsie, MI 48831	Phone: (989) 862-5565 wash@mutualdata.com	
<i>Board of Commissioners (Appointee)</i>	Mr. Ken Mitchell (Non-voting) 15725 Grove Road Lansing, MI 48906	Cell: (517) 899-5334 KMitchellCC@gmail.com	
<i>Central Dispatch</i>	Director Christine Collom (Non-voting) 100 E. State St., Suite 1400 St. Johns, MI 48879	Office: (989) 224-3580 Fax: (989) 224-3758 collomc@clinton-county.org	
<i>Citizens</i>	Dennis Strahle 12833 W Clark Rd Eagle, MI 48822 Expires: 12/31/2022	Cell: 517-204-8600 dstrahle@eagletownship.org	
<i>Clinton County Sheriff</i>	Sheriff Larry Jerue Clinton County Sheriff's Office 1347 E. Townsend Rd. St. Johns, MI 48879	Office: (989) 224-5200 Fax: (989) 224-5254 jeruel@clinton-county.org	Undersheriff Fritz Sandberg Clinton County Sheriff's Office 1347 E. Townsend Rd. St. Johns, MI 48879 sandberg@clinton-county.org
<i>EMS</i>	Director Lynn Weber -Chair Clinton Area Ambulance PO Box 203 St. Johns, MI 48879 Expires: 12/31/2022	Office: (989) 227-5713 Home: (989) 224-8144 Cell: (517) 719-8090 lweber@frontier.com	Director Dennis Palmer Lansing Mercy Ambulance 1422 E. Michigan Ave. Lansing, MI 48912 Office: (517) 482-8220 denpalmer@comcast.net
<i>Fire</i>	Chief Joe Spagnuolo Dewitt Area Fire 414 E. Main St. Dewitt, MI 48820 Expires: 12/31/2022	Office: 517.669.5004 Fax: 517.669.6420 jspag@dewittmi.org	VACANT TBD
<i>Michigan State Police</i>	F/Lt. Detrich Speights Lansing Post 11 7119 N. Canal Rd. Lansing, MI 48913	Office: (517) 322-1907 Fax: (517) 322-0483 speightsd@michigan.gov	Lt. Aric Dowling Lansing Post 11 7119 N. Canal Rd. Lansing, MI 48913 dowlinga@michigan.gov
<i>Police (City)</i>	Chief Bruce Ferguson-Vice Chair DeWitt City Police Dept. 414 E. Main St. DeWitt, MI 48820 *Expires: 12/31/2022	Office: (517) 669-9131 Fax: (517) 669-9018 bferguson@dewittmi.org	Chief Dave Kirk St. Johns Police Dept. PO Box 477 109 E. State St. St. Johns, MI 48879 Office: (989) 224-6721 Fax: (989) 224-2320 dkirk@ci.saint-johns.mi.us
<i>Police (Township)</i>	Chief Mike Gute DeWitt Twp. Police Dept. 1401 W. Herbison Rd. DeWitt, MI 48820 *Expires: 12/31/2023	Office: (517) 669-6578 Fax: (517) 669-6583 mgute@dewittwp.org	Chief Lyle Lindemulder Bath Township Police Dept. PO Box 247 14480 Webster Rd. Bath, MI 48808 Office:(517) 641-6271 Fax: (517) 641-4170 llindemulder@bathtownship.us

CLINTON COUNTY, MICHIGAN

Statement of Revenue, Expenditures and Changes in Fund Balances - Unaudited

Budget and Actual - 911 Central Dispatch
 For the period ending: [November 30, 2021](#)

	Original Budget	Revised Budget	Actual Total	% of Budget
Revenues				
Current and delinquent property taxes	\$ 2,500,000	\$ 2,500,000	2,550,441.78	102.02%
State Surcharge	220,000	220,000	161,521.00	73.42%
State Training Funds	15,000	15,000	6,062.00	40.41%
Interest	10,000	10,000	9,757.12	97.57%
Tower Rent	5,000	5,000	0.00	0.00%
Miscellaneous (Includes Proj #26107 Reimbursements & Public Sfty/Hlth t	35,000	35,000	188,966.32	539.90%
Total revenues	2,785,000	2,785,000	2,916,748.22	104.73%
Expenditures				
Operations	2,077,718	2,179,841	1,650,118.90	75.70%
State Training Funds	18,000	18,000	21,553.93	119.74%
P25 project	-	5,112,846	1,968,198.57	38.50%
Total expenditures	2,095,718	7,310,687	3,639,871.40	49.79%
Revenue over (under) expenditures	689,282	(4,525,687)	(723,123)	15.98%
Net change in fund balances	689,282.00	(4,525,687.00)	(723,123.18)	-
Fund balances, beginning of year	\$ 9,307,991.30	\$ 9,307,991.30	9,307,991.30	\$ -
Fund balances, end of year	\$ 9,997,273.30	\$ 4,782,304.30	\$ 8,584,868.12	\$ -



**CLINTON COUNTY 9-1-1 CENTRAL DISPATCH
MONTHLY SERVICES REPORT**

Clinton County
911
Police Fire EMS
Central Dispatch

MONTH / YEAR:	DECEMBER 2021		
TODAY'S DATE:	January 3, 2022		
CALL TOTALS			
CALLS LOGGED			
<i>Total</i>	6,648		
CALL SERVICE			
Wire-line (Landline)	2,326		
Wireless (Cellular)	2,640		
VoIP (Voice over Internet Protocol)/Unknown	39		
Outgoing	1,643		
<i>Total</i>	6,648		
REQUESTS FOR SERVICE			
Total Requests for Service	6,648		
Average Per Day	214		
Average Per Hour	8		
SUMMARY OF CALLS FOR SERVICE			
Law Dispatches	6,211		
Fire Dispatches	103		
Medical First Responder Dispatches	379		
Ambulance Dispatches	673		
<i>TOTAL DISPATCH ACTIVITY</i>	7366		