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CLINTON COUNTY CENTRAL DISPATCH
ADMINISTRATIVE POLICY BOARD
TUESDAY, APRIL 14, 2026, AT 10:00 A.M.
CLINTON COUNTY COURTHOUSE
FIRST-FLOOR CONFERENCE ROOM
100 E STATE STREET, ST. JOHNS, MI 48879

AGENDA

1. **CALL TO ORDER**
2. **ADDITIONS OR CHANGES TO THE AGENDA**
3. **PRESENTATION OF JANUARY 2026, MINUTES**
4. **DIRECTOR'S REPORT**
 - a. Staffing Update
 - b. National Public Safety Telecommunicator Week
 - c. Director's absence
5. **OLD BUSINESS**
 - a. Emergency Fire Protocols
 - b. Cyber audit
6. **NEW BUSINESS**
 - a. Digital Fire Paging
 - b. April's Outdoor Warning Siren Testing
 - c. Policy and Procedure Updates
 - i. Fire, EMS, On-going Training, Quality Assurance
 - d. State Reports submitted
7. **BOARD MEMBER COMMENTS**
8. **PUBLIC COMMENTS**
9. **ADJOURNMENT**

ATTACHMENTS:

- 1) January 2026 Minutes
- 2) Annual 2025 Fund Balance Report
- 3) March 2026 Monthly Service Report

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

Minutes

**January 13, 2026, 10:00am.
Clinton County Courthouse
St. Johns, MI 48879**

CALL TO ORDER

The January 13, 2026, meeting of the Administrative Policy Board was called to order by Chairperson Lynn Weber at 10:00 a.m. A meeting quorum was present.

- **APB Voting Members Present:** Director Lynn Weber, Clinton Area Ambulance Service EMS Representative., Dennis Strahle, Citizen Representative; Sheriff Sean Dush, Clinton County Sheriff's Office; Chief Kevin Douglas, St. Johns Fire Department, Fire Representative; Lt. James Hutchinson, MSP Lansing Post, MSP Police Representative, Chief Bryan Curtis, DeWitt City Police Department, Chief Matt Merony, DeWitt Twp. Police Department
- **APB Voting Members Excused: None**
- **APB Voting Members Absent: None**
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch; Commissioner Nicole Fickes, Board of Commissioners' Liaison
- **Other Personnel Present:** Ms. Christina Finch, recording Secretary from Clinton County Central Dispatch
- **Visitors Present:** None

APPROVAL OF AGENDA

APB Motion 2026-01-01: A motion was made by Chief Kevin Douglas, supported by Mr. Dennis Strahle, to approve the January 13, 2026, Administrative Policy Board meeting agenda as presented, motion carried unanimously

APPROVAL OF MINUTES

APB Motion 2026-01-02: A motion was made by Mr. Dennis Strahle, supported by Ast. Chief Kevin Douglas, to approve the Administrative Policy Board meeting minutes of October 14, 2025, as presented, motion carried unanimously.

Election of 2026 Officers

Election of Administrative Policy Board Chair

Director Collom opened the floor for nominations for Chair.

APB Motion 2026-01-03: Chief Kevin Douglas, supported by Mr. Dennis Strahle, nominated Director Lynn Weber, EMS representative from Clinton Area Ambulance Service and current board chair, as Chair for the 2026 Administrative Policy Board, motion passed unanimously.

Election of Administrative Policy Board Vice Chair

Lynn Weber opened the floor for nominations for Vice Chair.

APB Motion 2026-01-04: Chief Kevin Douglas, supported by Mr. Dennis Strahle, nominated Chief Kevin Douglas as Vice Chair for the 2026 Administrative Policy Board, motion passed unanimously.

1. Director's Report

a. Staffing Update

Director Christine Collom provided the following staffing update:

Central Dispatch currently employs seven fully trained telecommunicators. One probationary telecommunicator, Mychal, is progressing well through training, has recently completed Emergency Medical Dispatch (EMD) training, and is entering Step 4 of the training program.

Recent staffing changes include one employee resignation due to job fit, one employee departing for a law enforcement position at Michigan State University, and one employee relocating out of state.

Central Dispatch will be reviewing applicants soon and continues recruitment efforts through Indeed and Facebook. Due to training limitations, no more than three trainees can be trained at one time. The goal is to hire two candidates in the next hiring cycle. Director Collom noted the loss of experienced staff due to retirements.

The Board of Commissioners approved a 12th full-time equivalent (FTE) position for 2026, with the goal of increasing minimum staffing levels to three telecommunicators per shift.

Discussion included the potential development of a state-level 911 Dispatcher Academy to assist with recruitment challenges. Director Collom advised that APCO and NENA organizations are actively exploring solutions, including outreach at job fairs and high schools.

Additional discussion included wages and benefits in comparison to neighboring counties, as well as workforce retention challenges and work-life balance considerations.

b. Angelia Beals Retirement

Director Collom advised the Board of the upcoming retirement of Angelia Beals.

A retirement open house is scheduled for January 23 from 3:30 p.m. to 5:30 p.m., with formal recognition by the Board of Commissioners scheduled for January 27.

OLD Business

a. Mobile Data Communications Project

Director Collom reported that the Mobile Data Communications (MDC) Project has been completed. Approximately 45 fire units are now in service.

The project began in 2023 and was implemented in three phases, including law enforcement MDC deployment, EMS integration, and deployment of the Freedom application to fire department apparatus. The project has been vetted and is now officially closed

b. Emergency Fire Protocols

Director Collom advised that administrative training for Emergency Fire Dispatch (EFD) protocols has begun.

Central Dispatch staff evaluated software utilized by Livingston County to determine compatibility with Clinton County call volume.

The project timeline includes:

- Stakeholder kickoff in early February
- Employee training in mid-February
- Target go-live date in March

The implementation will establish a standardized fire call intake process using a priority scale similar to EMD protocols.

c. 2026 Meeting Dates

The APB membership was provided with a copy of the upcoming 2026 meeting dates to review, that were approved by the Administrative Policy Board in October of 2025.

NEW BUSINESS

A. 2025 Year End Reports

Director Collom advised that the 2025 year-end reports will be presented at the April meeting.

B. 2026 Capital Projects

Cybersecurity Audit

Central Dispatch is in the process of obtaining three quotes for a cybersecurity audit. The purpose is to evaluate and strengthen the security of 911 systems, including computer and radio networks.

This initiative builds on prior cybersecurity training and is expected to be finalized in alignment with the 2027 budget cycle.

Radio Updates (Firmware and Templates)

This project is scheduled to begin in the second quarter of 2026, with completion targeted for the first quarter of 2027.

The project will include a full inventory and update of portable radios. Coordination with local agencies will ensure proper configuration, including alias assignments and template updates.

Discussion included the transition to digital paging and the need for a state-level study to ensure system capacity across neighboring counties.

Outdoor Warning Sirens

Central Dispatch plans to issue a Request for Proposal (RFP) in the third quarter of 2026 to engage a consultant for evaluating siren locations and coverage.

Recommendations are expected by the first quarter of 2027. Discussion included current alerting capabilities and system delays related to National Weather Service notifications.

Chadwick Tower Generator

Director Collom reported that a generator issue was identified in December after it failed to cycle properly. A temporary generator was installed to maintain operations.

The issue was traced to a faulty motherboard, which has since been replaced. The generator is now fully operational.

Courthouse Generator

The courthouse generator is fully operational. Previous issues with diesel fumes have been resolved, and the system is now capable of powering the entire building.

Board Member Comments:

Board members commended Director Collom and Central Dispatch staff for their continued efforts and performance.

Discussion included challenges across agencies, with staffing shortages and recruitment identified as primary concerns. Additional comments addressed increasing expectations in law enforcement and workforce trends.

Chairperson Weber noted an upcoming CAAS meeting to discuss future operational logistics.

Public Comments:

None.

Attachments for the Board's review:

1. APB Meeting Minutes October 2025
2. 2026 Administrative Policy Board Membership List
3. Approved 2026 APB Meeting Dates

4. October 2025 Fund Balance Report
5. December 2025 Monthly Service Report

ADJOURNMENT

Motion by Chief Matt Merony, supported by Mr. Dennis Strahle to adjourn at 11:18 a.m. These minutes have not been approved as of January 14, 2026, and are subject to approval at the next scheduled meeting of the Administrative Policy Board. The next scheduled meeting date for the APB is *April 14, 2026*, in the first floor Conference Room C.

Minutes submitted by:

Christina Finch, Recording Secretary
Clinton County Central Dispatch

Minutes approved on:

Lynn Weber, Chair
Administrative Policy Board

DRAFT

CLINTON COUNTY, MICHIGAN

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

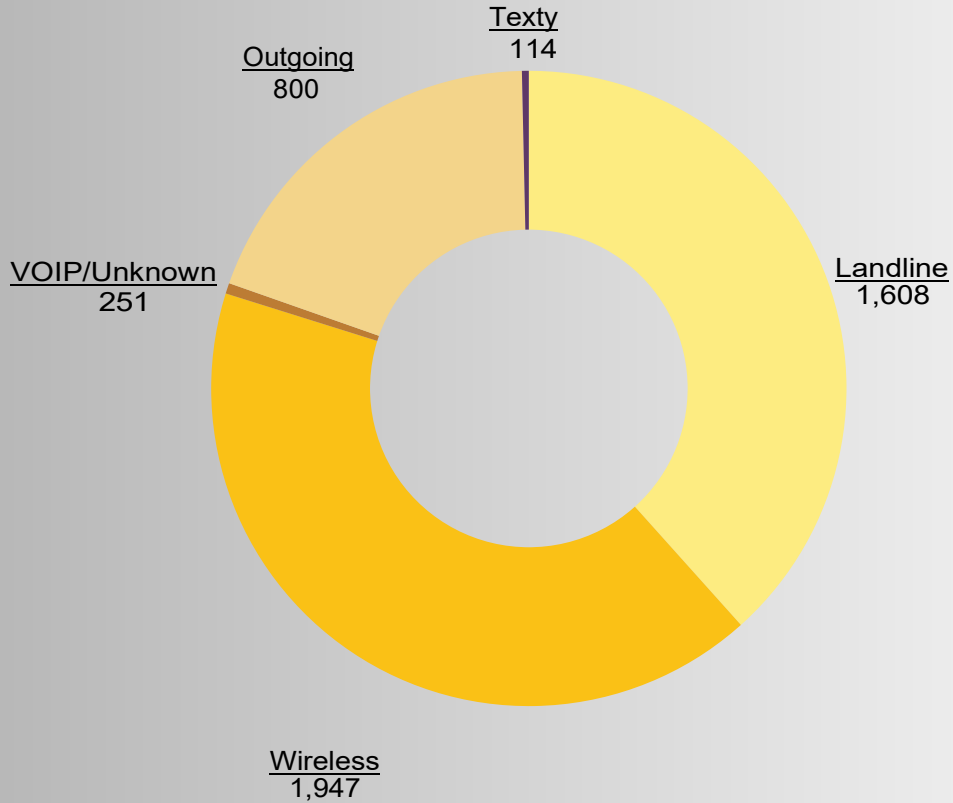
Budget and Actual - 911 Central Dispatch

For the period ending: [DECEMBER 2025](#)

	Original Budget	Revised Budget	Actual Total	% of Budget
Revenues				
Current and delinquent property taxes	\$ 3,100,000	\$ 3,100,000	3,179,713.51	102.57%
State Surcharge	225,000	225,000	242,314.00	107.70%
State Training Funds	15,000	15,000	16,721.00	111.47%
Local Comm Stability	25,000	25,000	13,925.20	55.70%
Interest	50,000	50,000	427,848.15	855.70%
Miscellaneous	40,000	40,000	32,517.42	81.29%
Capital Grant-Public Safety	-	-	163,456.98	
Total revenues	3,455,000	3,455,000	4,076,496.26	117.99%
Expenditures				
Operations	2,750,896	3,501,998	2,919,504.89	83.37%
State Training Funds	18,000	18,000	16,274.88	90.42%
MDC project	-	146,687	32,249.50	21.99%
Total expenditures	2,247,932	3,251,811	2,968,029.27	91.27%
Revenue over (under) expenditures	-	203,189	\$ 1,108,466.99	545.53%
Net change in fund balances	0.00	203,189.00	1,108,466.99	-
Fund balances, beginning of year	\$ 8,320,002.28	\$ 8,320,002.28	8,320,002.28	
Fund balances, end of year	\$ 8,320,002.28	\$ 8,523,191.28	\$ 9,428,469.27	\$ -

MONTHLY SERVICE REPORT

MARCH 2026



TOTAL CALLS: 4,606



199



916



6,922



452

TOTAL RESPONSE: 8,489

