

**CLINTON COUNTY CENTRAL DISPATCH
ADMINISTRATIVE POLICY BOARD**

Minutes

**September 20, 2016 - 1:30 p.m.
Clinton County Courthouse
First Floor Conference Room C
St. Johns, MI 48879**

CALL TO ORDER

The September 20, 2016, meeting of the Administrative Policy Board was called to order by Chairperson Lynn Weber at 1:40 p.m. A meeting quorum was present.

- **Voting Members Present:** Director Lynn Weber, Clinton Area Ambulance Service; Chief Kyle Knight, St. Johns Police Department; Sheriff Wayne Kangas, Clinton County Sheriff's Office; Chief Scott Rose, Bath Township Police Department; Chief Joe Spagnuolo; Dewitt Area Fire
- **Voting Members Excused:**
- **Voting Members Absent:** James Wilson, Citizen at Large; F/Lt. Joseph Thomas, Michigan State Police, Lansing Post
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch; Operations Supervisor Ellen Luttig, Clinton County Central Dispatch
- **Other Personnel Present:** Ms. Christina Finch, recording secretary from Clinton County Central Dispatch

APPROVAL OF AGENDA

Motion 2016-09-11: Chairperson Weber moved to amend today's Agenda to move Agenda item "Memorandum of Understanding" from New Business to follow Approval of Minutes. A motion was made by Knight, supported by Rose, to approve the September 20, 2016, Administrative Policy Board meeting agenda as amended. Motion carried unanimously.

APPROVAL OF MINUTES

Motion 2016-09-12: A motion was made by Knight, supported by Spagnuolo, to approve the Administrative Policy Board meeting minutes of April 12, 2016, as amended, to include Joseph Spagnuolo as an additional person present. Motion carried unanimously.

NEW BUSINESS

1. Memorandum of Understanding

Director Collom provided a concise overview of the Memorandum of Understanding (MOU) for the Clinton County Mobile Data Project. The MOU is necessary to define how each department that will be receiving the new equipment under the Mobile Data Project will reimburse the County for the costs associated with their department. The MOU also designates the expectations and responsibilities of each party involved in the Mobile Data Project.

Motion 2016-09-13: After a brief discussion and consideration a motion was made by Knight, supported by Rose, to approve the concept of the Memorandum of Understanding and recommend it to the Board of Commissioners for approval.

OLD BUSINESS

South East Tower Update

Per Director Collom, tower construction is well underway and there are currently 4 sections of the tower completed. The past issue with the FCC involving the signal infringement with Canada was resolved by lowering the antennae six feet and therefore approved by the FCC. There is currently a hold on the Fire paging VHF of the tower that we are waiting on approval from Canada and the County has also discovered they will need to obtain a letter of concurrence with a fire department out of Genesee County. Pending any issues, the tower construction is set to be completed within the next couple weeks, with hopes that the South East Tower will be “live” sometime in November of this year.

Surcharge Renewal

The Board was informed that the Surcharge Renewal/Increase that was on the August 2, 2016 ballot passed with a 62% approval rating. Many members of the APB expressed appreciation and congratulations to Director Collom for her work in promoting the surcharge information prior to the primary election. The new surcharge of \$2.75 will take effect July 1, 2017 pending the approval of the new resolution by the Clinton County Board of Commissioners.

Mapping

Director Collom expressed to the Board that the mapping project, which included over 23,000 points of addressing and structure outlines throughout the County, is nearing completion and is currently in the testing phase. The new maps plan to be pushed through Central Dispatch in mid-October of this year.

DIRECTOR’S REPORT

1. Huss Baby Delivery

Telecommunicator Tori Huss was awarded a blue stork pin for her aid in delivering a baby boy this past summer.

2. **Huss & Schulz Suicidal Subject**

Director Collom advised the Administrative Policy Board that Telecommunicators Tori Huss and Aaron Schulz had been commended for their exemplary performance in locating a suicidal subject in the city of St. Johns.

3. **Bath Twp. Recognition on Oct. 4th**

The Board was informed of an upcoming recognition ceremony, hosted by Bath Township, in which many of Central Dispatch's Telecommunicators will be recognized for their aid in two separate events that occurred in Bath Twp. Both events involved a Cardiac Arrest in which the dispatchers aided Bath Twp. Police Officers in performing lifesaving CPR and AED use.

4. **AVI Dispatch Training**

Director Collom reported that Central Dispatch recently participated in an all staff training involving Active Violence Incidents that was presented by Bath Township Sgt. Mardigan and Director Collom. The focus on the AVI training was "Hot Dispatch," in getting the pertinent information out over the radio as fast as possible.

NEW BUSINESS

1. **County Building Power Outage**

Director Collom informed the APB that the Clinton County Courthouse building sustained a partial power outage on Wednesday August 10, 2016. During the outage Central Dispatch was under the impression that they were on utility power only and the Generator failed to come on. The power outage has resulted in many follow up meetings and discussions regarding an overview of the power system of the Courthouse Building and the steps that can be taken in the future to ensure proper communication during an outage. A diagnostic of the Courthouse power system and its sources will be performed by Power Control Systems, in the immediate future.

2. **Ovid EMS**

Per Director Collom, Ovid EMS performed a last call for service via the radio as of midnight on August 1, 2016, without prior warning to Central Dispatch. This obviously created multiple issues for Central Dispatch which have been addressed and resolved throughout the month of August and Ovid went live with first responders in Clinton County as of September 8, 2016.

3. **Smart 911**

The board was informed that the County has decided to move forward with their participation in Smart 911 because the State of Michigan decided to provide a standard installation and deployment of the Smart 911 services and has agreed to cover the costs for installation, as well as service costs for the first 18 months, which equates to approximately \$25,000. After the first 18 months of Smart 911 services the Board of Commissioners would like to examine the participation rate in Clinton County to see if the Smart 911 program is being utilized by a

sufficient amount of citizens to make it beneficial to justify the \$13,500 yearly service costs associated with the Smart 911 program.

4. Text to 9-1-1

Per Director Collom, Central Dispatch will also be taking advantage of the chat feature made possible through Smart 911 and be going live with “Text to 9-1-1” yet this year. After the testing with various cell carriers active in the County, Central Dispatch along with Tri-County has hopes of running a Public Service Announcement to promote the Text to 9-1-1 feature and go live with texting approximately the same time as Ingham County.

5. Mobile Data Project

Director Collom expressed to the board that the Mobile Data Project is progressing well and the County MIS Director Craig Thelen, is currently testing two different modems in areas known to have low coverage in past and the results are positive. The RFP will be sent out to multiple suppliers in the near future and the County will review proposals received and then chose a supplier for the Mobile Data Project.

6. 2017 Proposed Meeting Dates for APB

The following are the proposed scheduled dates for the Administrative Policy Board to meet in the year of 2017: January 10, April 11, July 11, and October 10 of 2017 and January 9, 2018.

Motion 2016-09-14: After review of the 2017 list of meeting dates for the Administrative Policy Board a motion was made by Knight, supported by Spagnuolo, to approve the APB Meeting Dates for 2017 as presented. Motion carried.

Public Comments:

There were no public comments.

Attachments for the Board’s review:

1. July 2016 Minutes
2. Fund Balance Report ending July 2016
3. TAC Minutes from June 2016
4. 2017 Proposed Meeting Dates
5. Monthly Service Reports <http://www.clinton-county.org/LawJustice/CentralDispatch911/MonthlyServiceReports.aspx>
6. Draft MOU for MDC for Departments

ADJOURNMENT

Motion by Knight, supported by Sheriff Kangas to adjourn at 2:35 p.m. These minutes have not been approved as of September 27, 2016 and are subject to approval at the next scheduled meeting of the Administrative Policy Board. The next scheduled meeting date is *Tuesday, January 10, 2016*, in the first floor Conference Room C.

Minutes submitted by:

Christina Finch, Recording Secretary
Clinton County Central Dispatch

Minutes approved on:

Director Lynn Weber, Chairperson
Administrative Policy Board