

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

Minutes

**January 14, 2020 10:00am.
Clinton County Courthouse
First Floor Conference Room C
St. Johns, MI 48879**

CALL TO ORDER

The January 14, 2020, meeting of the joint Administrative Policy Board and Technical Advisory Committee was called to order by Chairperson Lynn Weber at 10:01 a.m. A meeting quorum was present.

- **APB Voting Members Present:** Chief Dave Kirk, St. Johns Police Department; Chief Joe Spagnuolo, Dewitt Area Fire Department, Sheriff Larry Jerue, Clinton County Sheriff's Office; Director Lynn Weber, Clinton Area Ambulance Service.; Chief Lyle Lindemulder, Bath Township Police Department
- **APB Voting Members Excused:**
- **APB Voting Members Absent:** James Wilson, Citizen at Large; Lt. Michael Dillon, Michigan State Police, Lansing Post
- **TAC Voting Members Present:** Chief Dean Mazzolini, St. Johns Fire Department, fire representative; Chief Al Goodrich, Ovid Police Dept., city/village police representative; Operations Supervisor Aaron Schulz, Clinton County Central Dispatch representative, Chief Mike Gute, DeWitt Township Police Department, township police representative; Lt. Jeff Clarke, Clinton County Sheriff's Office representative
- **TAC Voting Members Excused:** Dennis Palmer, Lansing Mercy Ambulance, EMS representative
- **TAC Voting Members Absent:** Lt. Michael Dillon, Michigan State Police, Lansing Post
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch;, Mr. Tom Helms, Emergency Services
- **Other Personnel Present:** Commissioner Kam Washburn, Board of Commissioners' Chair; Mr. Ryan Wood, County Administrator; Mr. Craig Longnecker, Assistant County Administrator; Ms. Christina Finch, recording secretary from Clinton County Central Dispatch

- **Visitors Present:** Chief Bruce Ferguson, DeWitt City Police Department

APPROVAL OF AGENDA

APB Motion 2020-01-01: A motion was made by Sheriff Jerue, supported by Chief Lyle Lindemulder, to approve the January 14, 2020, joint Technical Advisory Committee and Administrative Policy Board meeting agenda as amended, to add “5. Storm Update” and “6. Radio Issues” under “Director’s Report.” Motion carried unanimously.

TAC Motion 2020-01-01: A motion was made by Chief Dean Mazzolini, supported by Chief Al Goodrich, to approve the January 14, 2020, Technical Advisory Committee meeting agenda as amended above. Motion carried unanimously.

APPROVAL OF MINUTES

APB Motion 2020-01-02: A motion was made by Chief Lindemulder, supported by Sheriff Jerue, to approve the Administrative Policy Board meeting minutes of October 2019, as presented. Motion carried unanimously.

TAC Motion 2020-01-02: A motion was made by Chief Mazzolini, supported by Lt. Jeff Clarke, to approve the Technical Advisory Committee meeting minutes of August 2019, as presented. Motion carried unanimously.

NEW BUSINESS

1. Election of Officers

Election of Administrative Policy Board Chair

Lynn Weber opened up the floor for nominations for Chair.

APB Motion 2020-01-03: Sheriff Jerue, supported by Chief Kirk, nominated Director Lynn Weber, EMS representative from Clinton Area Ambulance Service and current board chair, as Chair for the 2020 Administrative Policy Board. Motion passed unanimously.

APB Motion 2020-01-04: Chief Dave Kirk, supported by Sheriff Jerue, moved to close nominations for Administrative Policy Board Chair and accept the nomination of Director Lynn Weber, as Chair for the 2020 Administrative Policy Board. Motion passed unanimously.

Election of Administrative Policy Board Vice Chair

Director Collom opened up the floor for nominations for Vice Chair.

APB Motion 2020-01-05: Chief Lyle Lindemulder, supported by Sheriff Jerue, nominated Chief Dave Kirk, as Vice Chair for the 2020 Administrative Policy Board. Motion passed unanimously.

APB Motion 2020-01-06: Sheriff Jerue, supported by Chief Lindemulder moved to close the nomination process for the 2020 Administrative Policy Board Vice Chair position and accept the nomination of Chief Dave Kirk. Motion passed unanimously.

Election of Technical Advisory Committee (TAC) Chair

Lynn Weber opened up the floor for nominations for TAC Chair.

TAC Motion 2020-01-03: Lt. Jeff Clarke, supported by Chief Al Goodrich, nominated Chief Mike Gute from DeWitt Township Police Department for Chair for the 2020 Technical Advisory Committee. Motion passed unanimously.

TAC Motion 2020-01-04: Chief Dean Mazzolini, supported by Chief Al Goodrich, moved to close nominations for Technical Advisory Committee Chair and accept the nomination of Chief Mike Gute, as Chair for the 2020 Technical Advisory Committee. Motion passed unanimously.

Election of Technical Advisory Committee Vice Chair

Lynn Weber opened up the floor for nominations for Vice Chair.

TAC Motion 2020-01-05: Chief Dean Mazzolini, supported by Lt. Jeff Clarke, nominated Chief Al Goodrich, as Vice Chair for the 2020 Technical Advisory Committee. Motion passed unanimously.

TAC Motion 2020-01-06: Lt. Jeff Clarke, supported by Chief Dean Mazzolini moved to close the nomination process for the 2020 Technical Advisory Committee Vice Chair position and accept the nomination of Chief Al Goodrich. Motion passed unanimously.

OLD Business

1. MPSCS Co-Location

Director Collom provided that the MPSCS Co-Location project on the Taft Rd Tower continues to progress and that while the project was slightly delayed due to the poor weather conditions of the fall of 2019, the new shelter and equipment is in place and the co-location on the tower should be live in the near future.

2. PFN Transition-

Director Collom gave a brief update regarding the PFN (Peninsula Fiber Network) transition in that Central Dispatch is now fully transitioned to the new telephone network system and the system seems to be working as it should.

3. Televate Radio Project Consultant-

The Board members were informed by Director Collom that the County continues to work with radio project consultant contracted through Televate with regards to the upcoming transition to the MPSCS. Director Collom explained that the radio project consultant's role will become much more important and apparent once the County moves forward with contracts with the MPSCS.

4. 2019 Completed Capital Projects-

Director Collom explained to the board members that the following 2019 Capital Projects were completed as planned. All CAD workstations were upgraded to Windows 10, and an update to Windows 10 for the CAD servers will occur within the next month. She provided that the hardware refresh was completed as well, with no issues of concern. Director Collom expressed that the courthouse communications capital projects and circuit project have been rolled over to the 2020 fiscal year.

Directors Report

1. Staffing update-

Director Collom spoke briefly regarding the Central Dispatch current staffing in that Ruegsegger has successfully completed the training program and is now available to work as a "second" dispatcher on the floor. She also spoke of the two new hires and that they are each progressing well through the training program at this time.

2. Recognitions-

Director Collom made the boards aware that Central Dispatch has recently had multiple staff members recognized for their work from events that occurred in 2019. Dewitt Township recognized the work of Kevin Douglas and Aaron Schulz for their work on a Cardiac Arrest event. The City of St. Johns recognized staff members Chelsea Hoppes, Jared Spears and Ross Lauback for their involvement in a shooting event that occurred in the City of St. Johns in March of 2019.

3. State Training Forms-

Director Collom gave a brief update regarding the SNC State Training Funds in that she has successfully submitted the 2019 State Training Forms and that the Central Dispatch department spent approximately \$15,000 dollars last year in SNC training funds, allocated by the State 911 Office, in training the Central Dispatch staff.

4. November Fund Balance-

Director Collom provided that the November Fund Balance report is as expected and that the County is awaiting the 2019 fourth quarter surcharge payments and final state surcharge payment. Director Collom explained the collection time period of the fourth quarter local surcharge and how the current surcharge funds were on target to meet the estimated revenue for 2019.

5. Storm Update-

Director Collom gave a brief overview of the ice storm that occurred last week. The dispatch center was fully staffed in preparation and that in coordination with the EOC staff, two volunteer EOC members were brought into the Dispatch Center with then intent to notify Consumers of downed power lines. Director Collom mentioned that the use of the fluorescent

orange tape to tag cars already checked by the Sheriff's department staff served as a huge time saver and improved efficiency for 9-1-1 and the deputies.

6. Radio Issues-

Director Collom informed the APB & TAC members of current radio issues that are being experienced. Harris was contacted and discovered that the link between dispatch and Taft Rd tower had went down. The necessary steps were taken to inform all users of the radio issue. Harris will be replacing the link and it should be fully operational by the end of today.

NEW BUSINESS

2020 TAC Meeting Dates

TAC Motion 2020-01-07: Chief Dean Mazzolini, supported by Lt. Jeff Clarke, motioned to approve the 2020 TAC Meeting dates as presented below. Passed unanimously

Tuesday, March 17, 2020

Tuesday, June 16, 2020

Tuesday, September 15, 2020

Tuesday, December 15, 2020

Ballot Proposal

Director Collom provided an in-depth PowerPoint presentation on the upcoming Clinton County Public Safety Millage Proposal that will be on the ballot for the March 10, 2020 Presidential Primary Election. She provided a thorough review of the current revenue funding for Central Dispatch, the proposed Millage & Surcharge Combination funding mechanism, the actual ballot proposal verbiage and further details on the short-term and long-term advantages of joining the MPSCS radio system. Much discussion amongst the members and County personnel followed regarding the implementation, technical operations of 9-1-1, associated cost increase of the proposed funding mechanism and the goals for end user equipment followed. It was generally expressed that the County would be reaching out to the public, community groups and all townships to educate as many residents as possible on the upcoming Ballot Proposal and the continued support and further education on behalf of both the Administrative Policy Board and Technical Advisory Committee members would be appreciated.

Public Comments:

No comments.

Attachments for the Board's review:

1. APB October 2019 Minutes
2. TAC Minutes August, 2019
3. Fund Balance Report- Nov. 2019
4. Approved 2020 APB Meeting Dates
5. Proposed 2020 TAC Meeting Dates
6. 2020 Membership Lists APB & TAC
7. December Monthly Service Report

ADJOURNMENT

Motion by Sheriff Jerue, supported by Chief Dave Kirk to adjourn at 11:14 a.m. These minutes have not been approved as of January 14, 2020 and are subject to approval at the next scheduled meeting of the Administrative Policy Board. The next scheduled meeting date for the Technical Advisory Committee is *March 17, 2020*, in the first floor Conference Room C. The next scheduled meeting date for the Administrative Policy Board is *April 14, 2020*, 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

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