

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

Minutes

**February 8, 2022 10:00am.
Clinton County Courthouse
St. Johns, MI 48879**

CALL TO ORDER

The February 8, 2022, meeting of the Administrative Policy Board was called to order by Chairperson Lynn Weber at 10:06 a.m. A meeting quorum was present.

- **APB Voting Members Present:** Chief Bruce Ferguson, DeWitt City Police Department (DeWitt, MI); Chief Joe Spagnuolo, Dewitt Area Fire Department, Fire Representative(DeWitt, MI), Director Lynn Weber, Clinton Area Ambulance Service EMS Representative (St. Johns, MI); Chief Mike Gute, DeWitt Township Police Department (DeWitt Township, MI), F/Lt. Dietrich Speights, Michigan State Police(Lansing, MI);
- **APB Voting Members Excused:** Sheriff Larry Jerue, Clinton County Sheriff's Office (St. Johns, MI);
- **APB Voting Members Absent:** Dennis Strahle, Citizen Representative (Eagle, MI)
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch;
- **Other Personnel Present:** Commissioner Ken Mitchell, Board of Commissioners liaison; Ms. Christina Finch, recording secretary from Clinton County Central Dispatch
- **Visitors Present:** None

APPROVAL OF AGENDA

APB Motion 2022-01-01: A motion was made by Chief Bruce Ferguson, supported by Chief Mike Gute, to approve the February 8, 2022, Administrative Policy Board meeting agenda as presented, motion carried unanimously.

APPROVAL OF MINUTES

APB Motion 2022-01-02: A motion was made by Chief Mike Gute, supported by Chief Bruce Ferguson, to approve the Administrative Policy Board meeting minutes of October 2021, as presented, motion carried unanimously.

1. Director's Report

a. Staffing Update-

Director Collom apprised the membership that Central Dispatch experienced a Covid Outbreak within the Dispatch center that required the change of the original APB meeting date in January 2022, in which required Central Dispatch to implement the Emergency Personnel plan per Covid, retrain former employees, and wanted to express her appreciation to the members for accommodating the rescheduled meeting date. Director Collom provided that probationary Telecommunicator, Sarah Finley, resigned her position in January 2022, creating an open dispatcher position to hopefully be hired in April and the vacancy be filled after the Radio Project Go-live completion date. She also relayed that Central Dispatch two other probationary Telecommunicator positions that are currently in the internal Training Program with hopes that one will be completing training in about four weeks and the other is in the early stages of the Training Program but expected to do well as he is former Ingham County 911 dispatcher and does have vital experience within a 911 center.

b. Policy Procedure Updates

i. Several Policy and Procedure updates have occurred due to Radio Project upgrade with change of verbiage due to switching to the MPSCS Radio system. The amendments and/or changes for each Policy or Procedure update have been outlined below.

16.0- FIRE PROCEDURE- Mayday, MABAS, building evacuation added, re-activated Alert Tones on Fire portable radios, dispatchers will monitor Fire Ground channel if time/call volume allows, reorganization for ease of use on floor for dispatchers

5.0- RADIO COMMUNICATIONS- FCC regulations and rules, added talk groups to Policy, Binder that includes all departments, X-ray code vs. outlined in Policy, Alert Tones step by step action procedure, 10-61 "are you clear to copy on sensitive traffic" added to Procedure. Chief Ferguson commended the addition of the 10-61 code and requested a copy of the Procedure be forwarded to all Chiefs once completed.

3.0- UPDATED TRI-CO- EMS policy no longer going to point from 11p-6am in middle of night, due to staffing eliminate having to get up in middle of night

26.0- Texty-language translation for text messaging, fully transparent on both sides, time saving. Language Line phone translation services for audio phone calls

Additionally Central Dispatch has added new COOP/BCP plans to their Policy and Procedure manuals and that the tower alarms have been transferred to NCC/MPSCS.

c. State 911 Law rewrite Update

Director Collom provided the update that the State 911 Law rewrite was successfully signed into law by Governor Whitmer in December 2021 and is valid through December 2027. This State 911 Law rewrite was sponsored by Rep. Calley and passed with NO opposition in either the Senate or House of Representatives. The following details of the law rewrite were included; 1) There will be no changes in approved surcharge amounts that may be collected, although surcharge amounts cannot be increased to surpass \$3.00 per line 2) Increased the prepaid surcharge amounts collected slightly 3) The State of Michigan awarded a \$16 million dollar appropriation to the 911 infrastructure, essentially eliminating the potential absorption of \$13,000 per month costs to the local Counties.

OLD Business

1. Communications Radio Project:

Director Collom presented the following updates regarding the status of the Communications Radio Project to the membership.

i. Go-Live Dates and transition plan- the originally scheduled Go-Live Date has now been delayed because the Chadwick Tower failed final ATP due to the tower's power bank would not support the Tower load. The provisioning of the equipment needed to correct this problem is currently on-site in Mt. Pleasant and will be installed soon. The microwave is continuing to be monitored

Director Collom outlined the following details of the current transition plan to the membership starting on March 8, 2022 at 9:00 a.m. all but Transit will transition on this date, as Transit is very Mobile driven. Radio Portables will transition first, followed by the Mobile installs which are expected to take 2-3 months to complete as the vendor has to transition approximately 100 LE mobiles before Transit/Support Agencies.

Director Collom advised that the Harris radio reprogramming is unfortunately not going as smoothly as initially anticipated. Chief Spagnuolo requested it be confirmed that end users will simply switch from Harris Zone over to State Zone once we transition to the MPSCS. Motorola radio programming is progressing, Emergency Button- Alert Tone, silent to pusher/end-user, audible to Dispatcher. Added encryption to Test Radios. The radio Vendor will come to each Agency for reprogramming of radios and the Alias manager was just sent over last week. It was affirmed that the departments still can have the same Alias format as we do now and that Central Dispatch will have Alias Control Manager spread sheet.

ii. Motorola Drive and Signal testing-

Director Collom provided that 1,800 plus points were covered during the drive and signal testing that was conducted in the fall. In which Motorola modified the portables to simulate in-building coverage and only 20 points required a second check; 8 points did initially fail but then passed at the 95% in-street portable coverage as outlined in our contract with

Motorola. A second modified drive test will occur once we have leaves on the trees-expected for June due to tree foliage coverage.

iii. Taft Road – County Equipment

Director Collom communicated to the membership that the County Equipment at the Taft Rd Tower location will all be transferred and installed in the MPSCS shelter. The newer shelter on Taft Rd will be going up for sale on behalf of Clinton County and the shelters are remaining in use at Chadwick & Upton Rd Towers.

vi. Courthouse Communications

It was provided that the Clinton County Board of Commissioners approved adding 24 antennas, new equipment and a new BDA to the Courthouse building to improve the in-building Courthouse Communications. An encrypted talk group has also been added for court security communications and the Court Security radios were replaced and now include a transport template to their new radios.

NEW BUSINESS

A. Election of Administrative Policy Board Chair

Lynn Weber opened up the floor for nominations for Chair.

APB Motion 2022-01-03: Chief Bruce Ferguson, supported by Chief Mike Gute, nominated Director Lynn Weber, EMS representative from Clinton Area Ambulance Service and current board chair, as Chair for the 2022 Administrative Policy Board, motion passed unanimously.

APB Motion 2022-01-04: Chief Mike Gute, supported by F/Lt. Speights, moved to close nominations for Administrative Policy Board Chair and accept the nomination of Director Lynn Weber, as Chair for the 2022 Administrative Policy Board. A Roll Call vote was performed, motion passed unanimously.

Election of Administrative Policy Board Vice Chair

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

APB Motion 2022-01-05: F/Lt. Speights, supported by Chief Mike Gute, nominated Chief Bruce Ferguson, as Vice Chair for the 2022 Administrative Policy Board, motion passed unanimously.

APB Motion 2022-01-06: F/Lt. Speights, supported by Director Lynn Weber moved to close the nomination process for the 2022 Administrative Policy Board Vice Chair position and accept the nomination of Chief Bruce Ferguson, motion passed unanimously.

B. Frontier Maintenance

Director Collom updated the membership that Central Dispatch has recently needed to acquire a new 911 line maintenance service provider as the previous vendor, Frontier which has been the 911 line provider since the beginning of implementation of 911 services in Michigan, notified Central Dispatch in mid-October that Frontier would not be renewing the Maintenance contract in place. Therefore, InDigital is the new vendor that has now taken over service and maintenance for the Central Dispatch 911 lines, on-site CPE and the 911 phone equipment.

C. Fund Balance Review

Director Collom gave a concise review of the Central Dispatch current fund balance report, supplying the Tower Rent amount line item has been removed in that the vendor no longer has equipment on the tower, subscriber lease agreements were added to Misc. Reimbursements line item category, and the overall fund balance is in line with expectations at this point in the year.

Public Comments:

None.

Attachments for the Board's review:

1. APB/TAC Joint Meeting Minutes October 2021
2. 2022 Administrative Policy Board Membership List
3. Approved 2022 APB Meeting Dates
4. November 2021 Fund Balance Report
5. December 2021 Monthly Service Report

ADJOURNMENT

Motion by Chief Bruce Ferguson, supported by F/Lt. Speights to adjourn at 11:03 a.m. These minutes have not been approved as of February 8, 2022 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 12, 2022*, 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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