

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

**Minutes**

**March 19, 2019 10:00am.  
Clinton County Courthouse  
First Floor Conference Room C  
St. Johns, MI 48879**

**CALL TO ORDER**

The March 19, 2019, joint meeting of the Administrative Policy Board and Technical Advisory Committee was called to order by APB Chairperson Lynn Weber at 10:00 a.m. A meeting quorum was present.

- **APB Voting Members Present:** Director Lynn Weber, Clinton Area Ambulance Service; Sheriff Larry Jerue, Clinton County Sheriff's Office; Chief Dave Kirk, St. Johns Police Department; Sgt. Kevin Beasley, Michigan State Police, Lansing Post; Chief Mike Gute, Dewitt Twp. Police Department; Chief Joe Spagnuolo, Dewitt Area Fire Department
- **APB Voting Members Excused:** None.
- **APB Voting Members Absent:** James Wilson, Citizen at Large
- **TAC Voting Members Present:** Chief Dean Mazzolini, St. Johns Fire Department, fire representative; Dennis Palmer, Lansing Mercy Ambulance, EMS representative; Sgt. Kevin Beasley, representative from the Michigan State Police Lansing Post; Chief Al Goodrich, Ovid Police Dept., city/village police representative; Operations Supervisor Ellen Luttig, Clinton County Central Dispatch representative
- **TAC Voting Members Excused:** Chairperson Chief Lyle Lindemulder, Bath Township Police Department, township police representative; Lt. Jeff Clarke, Clinton County Sheriff's Office representative
- **TAC Voting Members Absent:**
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch; Commissioner Ken Mitchell, 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 2019-01-08:** A motion was made by Sheriff Jerue, supported by Chief Kirk, to approve the March 19, 2019, Administrative Policy Board meeting agenda as presented. Motion carried unanimously.

**TAC Motion 2019-01-01:** A motion was made by Ops. Supervisor Luttig, supported by Chief Mazzolini, to approve the March 19, 2019, Technical Advisory Committee meeting agenda as presented. Motion carried unanimously.

## **APPROVAL OF MINUTES**

**APB Motion 2019-01-09:** A motion was made by Sheriff Jerue, supported by Chief Kirk, to approve the Administrative Policy Board meeting minutes of January 8, 2019, as presented. Motion carried unanimously.

**TAC Motion 2019-01-02:** A motion was made by Chief Al Goodrich, supported by Ops. Supervisor Luttig, to approve the Technical Advisory Committee meeting minutes of December 2018, as presented. Motion carried unanimously.

## **OLD BUSINESS**

### **PFN- Update**

Director Collom provided a review of the PFN project detailing that the old copper analog system was converted to a fiber link system through PFN in order to increase redundancy of the system. She updated the members of both the TAC and APB that 15 carriers have been transitioned to date, with the last two remaining carriers left to transition being our largest customer base of Frontier and AT&T. Director Collom detailed a brief outage for PFN occurred when the primary fiber was taken down for maintenance and calls were not routed properly through the system. The issue was quickly resolved and PFN was brought in to the Dispatch Center to conduct thorough testing.

### **Radio Project**

Director Collom relayed that the Clinton County BOC approved for Central Dispatch to move to adopt/join the MPSCS back in November 2018 and that the County's go live date with the MPSCS radio system is December 2021. Motorola will be tasked to conduct modulation studies once the MPSCS colocation on the Taft Road Tower goes live. Director Collom, County Administrator Wood, and Deputy County Administrator Longnecker met last week with MPSCS to move forward with contract negotiations for radio system.

### **MPSCS Tower Co-location**

Director Collom provided that the MPSCS Tower C-location project has been slightly delayed on behalf of the MPSCS. The MPSCS Tower Co-location project on the Taft Rd tower hopes to go-live in the fall of 2019.

### **County-wide Notification System-**

Central Dispatch has continued to use Rave Alert with more frequency than the last Emergency Communications Notification System and the rollout of the new RAVE Alert system has been fairly successful. Central Dispatch continues to learn more about the system settings on which alerts can and

cannot be received and the department has devoted much time to additional training for all dispatch staff.

## **DIRECTOR'S REPORT**

### **1. Staffing Update**

Director Collom provided all members with a concise update of staffing throughout the Dispatch Center working increased overtime hours due to many considerations. These considerations include currently having our newest staff member still in the training process, one open position that has been interviewed for but not yet filled and having one dispatcher about to commence a maternity leave.

### **2. Retirement**

Director Collom informed the APB & TAC members that Operations Supervisor Ellen Luttig has officially announced her retirement for August 2019. Many members expressed well wishes and gratefulness for Operations Supervisor Luttig's service to Clinton County for her lengthy career. Director Collom provided she has submitted a formal request to the Clinton County Board of Commissioners to post and fill the position, with hopes of having the new hire in position to train alongside Ops. Supervisor Luttig prior to her retirement in August.

### **3. National Telecommunicator Week**

National Telecommunicator Week is scheduled for the week of April 14- 20, 2019 and all agencies were encouraged to stop into the center that week and celebrate.

### **4. Policy Update**

All APB and TAC members were informed that the Central Dispatch Rave Alert Policy had been updated to reflect the current details of the new Emergency Communications Notification system and detailed the appropriate usage and abilities of the Emergency Communication Notification system RAVE Alert.

### **5. January 2019 Fund Balance Report**

Director Collom reviewed the January 2019 Fund Balance Report with the APB and TAC members and reported that revenues were just as projected for current surcharge totals and that the Central Dispatch 2018 budget was not officially closed for the 2018 year yet, but numbers are reporting as expected.

## **NEW BUSINESS**

### **1. Central Dispatch Systems Overview**

Director Collom provided an in-depth explanation and overview of the integral Central Dispatch CAD, Radio, and Phone systems and the drafted Business Continuity Plans for

each system, which she will present to the Clinton County Board of Commissioners on Thursday March 21, 2019.

## **2. 2019 Major Capital Projects**

Director Collom explained the details and budgetary considerations regarding each the approved major capital projects slated to commence in the 2019 fiscal year, listed below.

- a. CAD and telephone workstations
- b. Secondary Server
- c. Secondary Circuit
- d. Courthouse communication

### **Public Comments:**

No comments.

### **Attachments for the Board's review:**

1. January 2019 APB Minutes
2. TAC Minutes December, 2018
3. Fund Balance Report- January 2019
4. February Monthly Service Report

## **ADJOURNMENT**

Motion by Sheriff Jerue, supported by Chief Kirk to adjourn at 11:16 a.m. These minutes have not been approved as of March 27, 2019 and are subject to approval at the next scheduled meeting of the Administrative Policy Board. The next scheduled meeting date for the Administrative Policy Board is July 9, 2019 and for the Technical Advisory Committee is *June 11, 2019*, 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