

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

**Minutes**

**April 12, 2022, 10:00am.  
Clinton County Courthouse  
St. Johns, MI 48879**

**CALL TO ORDER**

The April 12, 2022, meeting of the Administrative Policy Board was called to order by Chairperson Lynn Weber at 10:03 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), Sheriff Larry Jerue, Clinton County Sheriff's Office (St. Johns, MI)
- **APB Voting Members Excused:** Dennis Strahle, Citizen Representative (Eagle, MI)
- **APB Voting Members Absent:** F/Lt. Dietrich Speights, Michigan State Police (Lansing, 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; Operations Supervisor Aaron Schulz, Clinton County Central Dispatch
- **Visitors Present:** None

**APPROVAL OF AGENDA**

**APB Motion 2022-04-07:** A motion was made by Sheriff Jerue, supported by Chief Bruce Ferguson, to approve the April 12, 2022, Administrative Policy Board meeting agenda as presented, motion carried unanimously.

## **APPROVAL OF MINUTES**

**APB Motion 2022-04-08:** A motion was made by Sheriff Jerue, supported by Chief Bruce Ferguson, to approve the Administrative Policy Board meeting minutes of February 2022, as presented, motion carried unanimously.

### **1. Director's Report**

#### **a. Staffing Update-**

Director Collom apprised the membership that Central Dispatch continues to remedy staffing shortages and is currently only one position short of being fully staffed. Interviews have been scheduled for the following week to fill the current vacancy. One probationary Telecommunicator continues to excel within the current training program and the remaining two Probationary Telecommunicators have successfully completed the internal training program and can now act as a "second" Telecommunicator for staffing purposes.

#### **b. Policy Procedure Updates**

Several Policy and Procedure updates continue to occur due to new radio system procedures as well as Fire procedures related to MABAS. Director Collom provided that the department is diligently still working on transitioning into the new radio system procedures of establishing main channels and continually training on the updates to the following: BCP continuity of operations; Site Trunking and Failsoft procedures.

#### **c. Telecommunicator Week**

Director Collom updated the members that National Telecommunicator Week is currently occurring as it is the first full week in April annually. The Central Dispatch department will hold their first in person Staff Meeting since 2019, tonight to kick-off the National Telecommunicator Week festivities. The NTW Staff meeting will have a Murder Mystery Game Theme and recognize the following departmental awards: high score QAs, Recognize years of service, Kemp 30 years in February.

### **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--** was delayed a day because during the ATP the day prior it was discovered that the radio consoles were not programmed properly with encryption. Once the encryption issue was identified security reasons delayed encryption being transmitted, then the next transition day was delayed because the VHF radios weren't responded properly and ultimately Clinton County Central Dispatch went live for all radio end-users on March 9<sup>th</sup> 2022. The transition to the new radio system continues to be very

involved on the 911 side for the transition to new system as channels are working/process transmissions; a problem has been identified as VHF can talk on top of each other and the engineers are currently working on why the channel is not sending them a busy signal.

**ii. On-going Installations-** Director Collom will work with vendor, Procom, to communicate each department's needs and work toward transparency on the installation schedule of each department's in-car radio equipment.

**iii. Tornado Sirens-** lots of testing has occurred because all sirens are not functioning properly at the same time, in varying degrees of malfunction. The St. Johns tornado siren new converters not responding well to high frequency tones, in which normal tweaking is not unusual. In anticipation of the storm season approaching, Central Dispatch has created a template in RAVE alert for an all county-wide notification that will be set off in the event of a tornado warning and/or in the event of severe weather.

**iv. Spring Drive test** – A timeline of the Spring Drive acceptance test will be established in tomorrow's meeting with Motorola with the goal being to have it completed in June of 2022.

**v. Courthouse Communication Enhancement-** This sub-set of the project is currently delayed due to supply shortages of cabling and the Vendor is awaiting the amplifier. The new BDA will be replaced with addition of 24 antennas to enhance the radio communications within the Clinton County Courthouse building.

**vi. Decommission of EDAC equipment** – The Televate project consultant is working on identifying old system equipment that can be decommissioned, looking for buyers for old system radio equipment, tower equipment, which will include the County owned shelter at the Taft Rd tower site will be auctioned.

## **NEW BUSINESS**

### **A. Motorola Service Agreement-**

Director Collom apprised the APB members that the warranty period for the Motorola Service Agreement associated with the p25 Radio Communication Enhancement Project, started on the Go-Live date Monday March 8<sup>th</sup>.

### **B. MPSCS Integration Agreement-**

Director Collom provided that the MPSCS Integration Agreement has been drafted and is currently awaiting review from Clinton County attorneys and the Attorney General's office, prior to acceptance of the terms of the integration agreement.

### **C. RAVE Alert Policy Changes**

Central Dispatch has worked along with Commissioner Mitchell to identify the need for a Road Closure Traffic alert template to be utilized for incidents adversely affecting traffic on main roadways throughout Clinton County. Director Collom still asks that the request for the RAVE Alert continues to come from incident command on scene. Per this new Traffic RAVE Alert policy, the alert notifications will only be sent to text, email and Smart911 users within the system and any road reopening notifications will not be sent in the middle of the night, as not to unduly disrupt residents.

### **D. 2022 Capital Projects**

Central Dispatch will undergo kitchen, bathroom and lighting upgrades for capitol projects scheduled for 2022. The newly renovated center is open to the public come in and view new center renovation.

### **E. 2023 Budget**

CAD and mobile data upgrade/replacement project process will commence to include site visits and bring in vendors for presentations, MDC units will be replaced and will most likely be put on end users for maintenance because county IT is overwhelmed with all the MDC units countywide. The Central Dispatch 911 Department cannot pay for RMS due to misappropriation of funds and there is a possible option of exploring a shared CAD with Eaton County. Central Dispatch will create a consortium to discuss CAD upgrade with stakeholders moving forward, with the goal being to settle on product in 2023 and go-live in 2024.

### **F. MABAS (Mutual Aide Box Alarm System) Update-**

Several Clinton County Fire departments are joining MABAS which is a program for preplanning response to large fires. MABAS allows Fire departments to add departments outside of their original auto aid response plans in CAD. MABAS will not be integrated into CAD at this time as we are currently looking a CAD upgrade/replacement but will be built into the new CAD system.

### **Public Comments:**

None.

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

1. APB Minutes from February 2022
2. 2022 Administrative Policy Board Membership List
3. Fund Balance Report 2021 Year End
4. March 2022 Monthly Service Report

## **ADJOURNMENT**

Motion by Chief Mike Gute, supported by Sheriff Jerue to adjourn at 11:07 a.m. These minutes have not been approved as of April 12, 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 *July 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