

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

Minutes

**August 22, 2019 10:00am.
Clinton County Courthouse
First Floor Conference Room C
St. Johns, MI 48879**

CALL TO ORDER

The August 22, 2019, joint meeting of the Administrative Policy Board and Technical Advisory Committee was called to order by APB Vice Chairperson Chief David Kirk at 10:00 a.m. A meeting quorum was present.

- **APB Voting Members Present:** Chief Dave Kirk, St. Johns Police Department; Lt. Michael Dillon, Michigan State Police, Lansing Post; Chief Mike Gute, Dewitt Twp. Police Department; Chief Joe Spagnuolo, Dewitt Area Fire Department, Under Sheriff Fritz Sandberg, Clinton County Sheriff's Office, James Wilson, Citizen at Large
- **APB Voting Members Excused:** Director Lynn Weber, Clinton Area Ambulance Service.
- **APB Voting Members Absent:** None.
- **TAC Voting Members Present:** Chief Dean Mazzolini, St. Johns Fire Department, fire representative; Dennis Palmer, Lansing Mercy Ambulance, EMS representative; Lt. Michael Dillon, representative from the Michigan State Police Lansing Post; Chief Al Goodrich, Ovid Police Dept., city/village police representative; Operations Supervisor Aaron Schulz, Clinton County Central Dispatch representative, Chairperson Chief Lyle Lindemulder, Bath Township Police Department, township police representative; Lt. Jeff Clarke, Clinton County Sheriff's Office representative
- **TAC Voting Members Excused:** None.
- **TAC Voting Members Absent:** None.
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch; Commissioner Ken Mitchell, Board of Commissioners' Liaison, Mr. Larry St. George, Emergency Services
- **Other Personnel Present:** Ms. Christina Finch, recording secretary from Clinton County Central Dispatch
- **Visitors Present:** None

APPROVAL OF AGENDA

APB Motion 2019-01-10: A motion was made by Chief Mike Gute, supported by Mr. James Wilson, to approve the March 19, 2019, Administrative Policy Board meeting agenda as presented. Motion carried unanimously.

TAC Motion 2019-01-03: A motion was made by Chief Dean Mazzolini, supported by Chief Lyle Lindemulder, to approve the March 19, 2019, Technical Advisory Committee meeting agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES

APB Motion 2019-01-11: A motion was made by Undersheriff Fritz Sandberg, supported by Lt. Michael Dillon, to approve the Administrative Policy Board meeting minutes of March 19, 2019, as presented. Motion carried unanimously.

TAC Motion 2019-01-04: A motion was made by Chief Al Goodrich, supported by Director Dennis Palmer, to approve the Technical Advisory Committee meeting minutes of March 2019, as presented. Motion carried unanimously.

OLD BUSINESS

Radio Project

Director Collom informed all members of the boards of the current status of the radio project is that Motorola and the MPSCS are in the process of working with the engineers to encapsulate the concept of the total project. She did confirm that the Clinton County Board of Commissioners did approve to hire a consulting firm, Televate, to ensure the proper details and specifications of the project are addressed through the scope of the project. Director Collom also provided that she is receiving monthly project status updates from Motorola and the County is in constant communication with MPSCS.

MPSCS Tower Co-location

Director Collom provided that the MPSCS Tower Co-location project on the Taft Rd tower still hopes to go-live in the late fall or early winter of 2019. The MPSCS is experiencing a slight delay on their part, due to the fact that they discovered the base of Taft Rd tower needed to be reinforced and a new generator will be installed in the immediate future. In all, the MPSCS will invest 1.5 million for this tower, which Clinton County has not had to pay. Director Collom also detailed that with the decision to move to the MPSCS radio system and the co-location on this tower that the MPSCS will take over maintenance of Taft Tower in the future.

2019 Capital Project-Update

Director Collom expressed that Central Dispatch is currently in the process of updating all CAD servers and hardware on all CAD systems, logging recorder, and telephone servers, as continuation of the 2019 Capital Projects. All projects are progressing satisfactorily at the moment.

DIRECTOR'S REPORT

1. Staffing Update

Director Collom shared that the expected retirement of Operations Supervisor Luttig took place on August 2, 2019 and that former Lead Telecommunicator Aaron Schulz was promoted to Operations Supervisor. This staffing update then lead to the promotion of Telecommunicator Kevin Douglas to the vacant Lead Telecommunicator position. Central Dispatch is currently in the process of hiring to fill the subsequent Telecommunicator vacancy.

2. Texty Platform (Text to 911)

Director Collom provided that Central Dispatch recently upgraded test messaging platforms from Gem to Texty to receive and send text messages to 911. Texty is a very user friendly texting platform and each dispatcher training will receive hands-on training with the new platform.

3. June 2019 Fund Balance Report

Director Collom gave a brief overview of the June 2019 Fund Balance Report, in that Central Dispatch is continually seeing a loss of funding for the telephone surcharge due to a continued loss of landlines that residents are not replacing with additional cell phones. However the current fund balance is as projected for revenues and expenditures at this time of the fiscal year.

4. LEIN Audit

The board members were informed of the upcoming LEIN audit for Central Dispatch scheduled to take place on September 5, 2019. A few departments across the County have taken place already and most of the departments are experiencing minimal issues with LEIN compliance. The next scheduled LEIN audits will occur in the summer of 2022, most likely.

NEW BUSINESS

1. Central Dispatch 2020 Budget

Director Collom detailed that Central Dispatch is planning a cyber security audit in conjunction with MIS for 2020 Budget year with plans to contract a company to test and hack the Central Dispatch and MIS systems to test any vulnerabilities. As part of the 2020 Budget process, all Central Dispatch equipment was broken down by major components cost and replacement of all these systems, including five, ten and fifteen year projections for associated costs.

2. Long Term Planning

Director Collom also brought to the attention of all present members that Central Square, the current CAD vendor of Clinton County, has been bought out by a different company which

recently informed Central Dispatch that they have decided to not support research development for the current CAD system, in use in Clinton County. The new company is pushing their “premier” product and down the road Clinton County and all departments using CAD will need to replaced CAD RMS JMS and Mobiles system, applicable to each department.

Discussion commenced among many board members regarding the subsequent long term planning costs regarding this potential update/upgrade, as well as departmental costs associated with the upcoming radio project. Director Collom provided that current projections are between approximately \$8-\$11 million dollars for the communication systems and further exploring back-up center. Commissioner Mitchell expressed that the Board of Commissioners is aware of the impending costs associated with the upcoming projects and they are exploring funding options. Director Collom reminded the members that the 911 funding law sunsets along with the Clinton County surcharge in 2021 and that she is keeping apprised of legislative action affecting 911. To date, there is not a lot of action, but she is fully expecting more legislative action in the next two years for a stable funding source to proceed with 911 operations and infrastructure.

Public Comments:

No comments.

Attachments for the Board’s review:

1. Joint APB & TAC Minutes March, 2019
2. Fund Balance Report- June 2019
3. July Monthly Service Report

ADJOURNMENT

Motion by Dean Mazzolini, supported by James Wilson to adjourn 10:39 a.m. These minutes have not been approved as of August 22, 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 *October 8, 2019* and for the Technical Advisory Committee is September 17, 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