

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

Minutes

**October 13, 2020 10:00am.
Clinton County Courthouse
Via ZOOM**

CALL TO ORDER

The October 13, 2020, meeting of the joint Administrative Policy Board and Technical Advisory Committee was called to order by APB Chairperson Lynn Weber at 10:04 a.m. A meeting quorum was present.

- **APB Voting Members Present:** Chief Dave Kirk, St. Johns Police Department; Sheriff Larry Jerue, Clinton County Sheriff's Office; Director Lynn Weber, Clinton Area Ambulance Service; F/Lt. Speights, Michigan State Police, Lansing Post; Chief Dean Mazzolini, St. Johns Fire Department, fire representative (Alternate)
- **APB Voting Members Excused:** Chief Lyle Lindemulder, Bath Township Police Department
- **APB Voting Members Absent:** Chief Joe Spagnuolo, Dewitt Area Fire Department,
- **TAC Voting Members Present:** Chief Dean Mazzolini, St. Johns Fire Department, fire representative; Lt. Jeff Clarke, Clinton County Sheriff's Office representative; Dennis Palmer, Lansing Mercy Ambulance, EMS representative; Operations Supervisor Aaron Schulz, Clinton County Central Dispatch representative; F/Lt. Speights, Michigan State Police, Lansing Post;
- **TAC Voting Members Excused:**, Chief Mike Gute, DeWitt Township Police Department, township police representative;
- **TAC Voting Members Absent:**
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch;
- **Other Personnel Present:** Board of Commissioners' Liaison Ken Mitchell; Ms. Christina Finch, recording secretary from Clinton County Central Dispatch
- **Visitors Present:** None.

APPROVAL OF AGENDA

APB Motion 2020-10-09: A motion was made by Chief Mazzolini, supported by Chief Kirk, to approve the October 13, 2020 joint Technical Advisory Committee and Administrative Policy Board meeting agenda as presented. Motion carried unanimously.

TAC Motion 2020-10-10: A motion was made by Director Dennis Palmer, supported by Chief Al Goodrich, to approve the October 13, 2020, Technical Advisory Committee meeting agenda as presented. Motion carried unanimously.

APPROVAL OF MINUTES

APB Motion 2020-10-10: A motion was made by Chief Mazzolini, supported by Chief Dave Kirk, to approve the Administrative Policy Board meeting minutes of July 14 2020, as presented. Motion carried unanimously.

TAC Motion 2020-10-11: A motion was made by Chief Mazzolini, supported by Director Dennis Palmer, to approve the Technical Advisory Committee meeting minutes of July 14, 2020, as presented. Motion carried unanimously.

OLD Business

1. MPSCS Integration Part 1 & Resolution for Signatures

Director Collom informed the committee members that Part 1 of the MPSCS Integration, as well as the resolution for signatures to accompany the part 1 MPSCS Integration was signed by the Clinton County Board of Commissioners in August.

2. 2020 Capital Updates-

Director Collom detailed the following updates regarding the status of the 2020 Capital Updates:

- a. CAD Hardware and data migration was successfully completed in September of 2020, which required approximately six hours of scheduled CAD downtime at the time of the migration.
- b. Scheduling Software- The new Aladtec Scheduling software adopted by Central Dispatch went live within the department on October 1, 2020. The new online schedule will be used to process all scheduling related activities and postings, as well as digital documentation/notifications of countless forms and interdepartmental correspondence.
- c. Nice Recorder- is scheduled to be updated in November of 2020. The integration of the MPSCS radio system requires two audio logging recorders, which will benefit the county in that the updated logging recorder will allow for further searching capabilities, user transparency, scenario reconstructions, and upgrades to Central Dispatch's Quality Assurance program.

Directors Report

1. Pandemic Response-

Director Collom provided that the Central Dispatch COOP Plan for personnel and dispatch center safety protocols continues to be successful and has resulted in zero Covid-19 infections among Central Dispatch, thus far. The coronavirus prescreening procedures, including increased disinfection and cleaning, will be updated within the department this week. Director Dennis Palmer commended Director Collom on her department's proactive response to the pandemic.

2. Resignation- Tiffany Solomon, Kevin Douglas

Central Dispatch processed the most current staff member resignations of Probationary Telecommunicator Tiffany Solomon, who resigned due to personal medical reasons. Lead Telecommunicator, Kevin Douglas, also resigned from his position within the department, to pursue a position with Bath Township as the Fire Marshall and Code Enforcement officer.

3. Retirement-Suzette Pross

Director Collom also reported that Suzzette Pross, a 20 year veteran of Clinton County Central Dispatch, has officially retired from the department, in order to pursue new career opportunities.

4. Hiring Process-

In response to the above staffing changes, Central Dispatch has hired the following two individuals as Telecommunicators.

Telecommunicator Lindsey Bowers, was hired in September and has six years prior dispatch experience with the Air Force within their military police and counter terrorism units. Ms. Bowers also possesses a Bachelor's of Science Degree in History.

Telecommunicator Jacklyn Dublin, was hired in October and has two years prior dispatch experience working for Ingham County Central Dispatch.

5. Schedule Changes

Director Collom detailed the following changes that she has enacted to assist in the current reduction in staffing, as well as to accommodate the training of the two newly hired Telecommunicators.

- Operations Supervisor & Lead Telecommunicator on a 12 shift that will overlap on nights 12p-12a and fill in for vacations of a week or longer.
- Moved a night Telecommunicator to a day position
- Lead Telecommunicator in a full night position
- Christina Finch has increased hours from 36-40 per week with the additional administrative workload.
- Added a temporary secretary position to assist with the basic secretarial tasks.

NEW BUSINESS

1. Resignation of APB Board Member James Wilson

The board members were informed of the resignation of Administrative Policy Board member James Wilson. The Board of Commissioners will appoint a new citizen representative to fill the vacancy.

2. **2021 Budget**

Director Collom provided the following updates regarding the Central Dispatch Budget for the 2021 fiscal year.

- Addition of an FTE
- MPSCS- Radio Project- Progress continues as tower work and engineering is occurring right now.
- Replacement of Dispatch Workstations, that will include a total redesign of Center- RFP
- New product design of the flooring throughout the Dispatch Center and the Administrative Offices has been selected.
- A redesign of the Administrative Offices, with the intent of reusing the older dispatch workstations that are being replaced.

3. **Funding**

Director Collom described the following quick glance changes to the Central Dispatch Monthly Budget Report.

- Local Surcharge**- was reduced to \$1.50 per line in July and the fees collected will go to a Debt services fund moving forward.
- Millage** is a one-time payment- Collect in December- after first of the year.
- State surcharge**- We are watching that very close right now due to current projections that the all state device fee MAY not meet the collection projections.
- Training funds** will remain constant for this year.
- Tower rent** is will decrease as American Messaging continues to reduce equipment and will eventually be asked to remove all equipment from the Tower.
- Miscellaneous**- User fees, FOIA, Fiber connection we share with Eaton,
- Notice the \$8.0 million bond** – this form will look different after January 2021 once
 - The investors paid the County a premium to get the business
 - Underwrites charged a lower amount
 - Total Bond amount once paid in full \$8.5 million dollars

4. **Subscriber Unit Agreements**

Director Collom spoke in detail regarding the upcoming Subscriber Unit Agreements, including specifics of the Local Lease Agreements and the MPSCS Agreements.

- The agreements have been approved by our legal counsel and will be presented to the BOC for approval on the 22nd. Once the agreements are approved, I will set up a meeting with the agencies to determine their final costs based on the inventory list provided to me.
- Local Lease Agreements- The County has to maintain ownership for the life of the radio/bond. The agreement outlines the financial and expectations of the County and the User agency. \$1.6 million dollars has been budgeted for the replacement of all the NON-P25 radios first. Law Enforcement will be considered first to replace all the radios for advanced encryption and GPS capabilities on the PORTABLES.
- MPSCS Agreements- are required for ALL user agencies by the MPSCS. The county has budgeted to pay for all the initial on-boarding fees with the State- thereafter will be the local agency responsibility to add additional equipment.

-Radio Workgroup will be back in action to start working with the departments, bordering counties and the State to develop our future radio templates.

5. TAC Meeting Reschedule for November 5, 2020-Discussion on Subscriber Lease Agreement

TAC Motion 2020-10-12: A motion was made by Director Dennis Palmer, supported by Chief Mazzolini, to approve rescheduling the December 15, 2020 meeting date for the Technical Advisory Committee meeting to November 5, 2020.

6. Draft 2021 Meeting Dates

APB Motion 2020-10-11: A motion was made by Chief Mazzolini, supported by Sheriff Jerue, to approve the 2021 joint meetings of the APB & TAC as presented below. Motion carried unanimously.

TAC Motion 2020-10-13: A motion was made by Chief Mazzolini, supported by Director Dennis Palmer, to approve the 2021 joint meetings of the APB & TAC as presented below. Motion carried unanimously.

Joint APB/TAC Meeting Dates 2021

January 12, 2021
April 13, 2021
July 13, 2021
October 12, 2021
January 11, 2022

Public Comments:

No comment.

Attachments for the Board's review:

1. APB/TAC Minutes from Joint Meeting in July 2020
2. Draft 2021 Joint Meeting Dates
3. September Monthly Service Report
4. August 2020- Fund Balance Report

ADJOURNMENT

Motion by Sheriff Jerue, supported by Chair Lynn Weber to adjourn at 10:46 a.m. These minutes have not been approved as of October 13, 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 *November 5, 2020*, in the first floor Conference Room C/via Zoom. The next scheduled meeting date for the Administrative Policy Board is *January 12, 2021*, in the first floor Conference Room C/ via Zoom.

Minutes submitted by:

Christina Finch, Recording Secretary
Clinton County Central Dispatch

Minutes approved on:

Lynn Weber, Chair
Administrative Policy Board

DRAFT