



CLINTON COUNTY CENTRAL DISPATCH
100 E. STATE STREET
SUITE 1400
ST. JOHNS, MICHIGAN 48879

Director
Christine Collom
collomc@clinton-county.org
989 224 6792

AGENDA

ADMINISTRATIVE POLICY BOARD

Tuesday, January 17, 2023
10:00 a.m.

100 East State Street, St. Johns, Michigan 48879
First Floor Conference Room

1. Call to Order
2. Approval of Agenda
3. Presentation of October 25, 2022 Minutes
4. Election of 2023 Officers
 - a. Chair
 - b. Vice Chair
5. Director's Report
 - a. Staffing Update
 - b. LEIN Audit
 - c. Three employees will be recognized by DeWitt Township with Life Saving Award
 - d. Director's appointment as the Vice Chair of the State 911 Training Subcommittee
6. Old Business
 - a. Communications Radio Project
 1. Final Acceptance
 - i. Open Items
 2. Fire, Law mobiles- purchase agreement
 3. MMRMA RAP and CAP grants awarded
 4. Mobile Data Terminal Request for Proposal

- Adding EMS and Fire to the system
- 5. Computer Aided Dispatch replacement

7. New Business

- a. Policy and Procedure updates
 - Fire, EMS, and Special Teams
- b. Communications Training Program

8. Adjournment

Attachments:

- 1. APB Meeting Minutes- October 2022
- 2. APB 2023 Membership List
- 3. APB Approved 2023 Meeting Dates List
- 4. Fund Balance Report-November
- 5. [December Monthly Service Report](#)

**CLINTON COUNTY CENTRAL DISPATCH
ADMINISTRATIVE POLICY BOARD**

Minutes

**October 25, 2022, 10:00am.
Clinton County Courthouse
St. Johns, MI 48879**

CALL TO ORDER

The October 25, 2022, meeting of the Administrative Policy Board was called to order by Chairperson Lynn Weber at 10:00 a.m. A meeting quorum was present.

- **APB Voting Members Present:** Chief Bruce Ferguson, DeWitt City Police Department; Chief Joe Spagnuolo, Dewitt Area Fire Department, Fire Representative; Director Lynn Weber, Clinton Area Ambulance Service EMS Representative; Chief Matt Merony, DeWitt Township Police Department; Dennis Strahle, Citizen Representative; Lt. Brian Oleksyk, Michigan State Police Lansing Post
- **APB Voting Members Excused:** None
- **APB Voting Members Absent:** Sheriff Sean Dush, Clinton County Sheriff's Office
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch.
- **Other Personnel Present:** Mr. Aaron Schulz, Operations Supervisor, acting recording secretary from Clinton County Central Dispatch
- **Visitors Present:** None

APPROVAL OF AGENDA

APB Motion 2022-10-12: A motion was made by Mr. Dennis Strahle, supported Chief Bruce Ferguson, to approve the October 25, 2022, Administrative Policy Board meeting agenda as amended to include the addition of “*F. Frontier 911 Outage*” under “*Director’s Report*” and “*c. Village/Township appointment: Chief Rousseau*” under “*New Business*,” motion carried unanimously.

APPROVAL OF MINUTES

APB Motion 2022-10-13: A motion was made by Mr. Dennis Strahle, supported by Chief Bruce Ferguson, to approve the Administrative Policy Board meeting minutes of July 2022, as presented, motion carried unanimously.

1. Director's Report

a. Staffing Update-

Director Collom communicated the following Central Dispatch Staffing updates; Central Dispatch currently has three telecommunicator positions open. Central Dispatch is presently in the process of completing background investigations on two potential candidates and has a third possible candidate interviewing today. A start-date of mid-November is projected for the newly hired telecommunicators to begin, pending a successful background check/physical.

b. 911 Technology Updates

Director Collom informed the APB that Central Dispatch has implemented RapidSOS and What3Words as part of their 911 technology updates.

c. Telecommunicator Contract

Director Collom updated the board members that the Telecommunicator's have ratified their contract with Clinton County with the following provisions: 3% wage increase each year, a \$2,000 sign-on agreement, that they have already received, and an option to start new employees up to a third-year wage scale step, if they have prior emergency dispatch experience, was added to the verbiage of the Telecommunicator contract.

d. 2022 Capital Project Update

i. Mobile Data Units

The Mobile Data Unit Project includes new ruggedized laptops, wiring, modems, antennas and removal and installation. The User Agreement between the County and each department will also be updated for this project. Laptops will also be installed in certain fire department apparatuses throughout the County.

ii. Renovations

The Kitchen and Bathroom renovations for the Central Dispatch office, received final approval last week and are slated to be completed in the first quarter of 2023.

e. Director's Position with Industry Organizations:

Central Dispatch director, Christine Collom, provided the following information regarding her positions with industry organizations: Michigan-APCO Chapter president, NTS- Training Sub-Committee for the State, immediate past co-chair of the State 911 Conference, and immediate post chair of the Young Hero Committee.

f. Frontier 911 Telephone Outage:

Director Collom communicated that the Frontier St. John's Central Office experienced an equipment/software failure causing an outage that impacted all Frontier Customers from dialing out or receiving telephone calls. Director Collom expressed that this outage included dialing 911 and laid out the following impacts that affected Clinton County 911 Central Dispatch.

How does this impact 911 Here:

Diverse telephone lines

- *911- infrastructure is PFN*

- *Hang-up calls use dedicated outgoing only 10-digit numbers. (this outage impacted that)*

- *Administrative lines- Frontier*
- *Additional lines for intercounty calling WBI*
- *Backup lines (independent- desk phones through WBI)*

Redundancy:

PFN is like generator for the 911 infrastructure

All calls have a single point of failure from the handset to the CO. Once the 911 calls hit the PFN infrastructure it becomes redundant with two major paths to the 911 center as designed in a ring that is constantly tested and used.

OLD Business

a. Communications Radio Project:

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

- i. **Tornado Sirens**-- Issues with the backup sirens- reviewing the coding in the radio workstations. Primary System is working. In the last siren test, Fowler failed to activate and in Bath it appears the siren was shut off too soon.
- ii. **Decommissioning of Harris Equipment**- final acceptance of the radio system is projected to occur in early December. Vendors are currently moving equipment that Central Dispatch needs access to daily to the server room off dispatch floor. VHF paging- the southern portion of the County is showing some degradation in the signal and voice quality, which is unrelated to the MPSCS radio system.
- iii. **2023 Capital Projects**- Data Management Suite and Training Software
MMRMA Grant- A grant has been submitted through the insurance carrier to cover the expense of the training management system. This new data management suite will allow for seamless Policy Procedure updates, archives data, and allows easier access for the dispatch staff at their workstations. The Training management software will be implemented to streamline the employee onboarding process from day one until they successfully complete the training process and provides real-time employee profile training, certifications, etc. The new Online Scheduling manager software is being implemented due to issues with the current scheduling vendor.
- iv. **Fire Portables**-- Director Collom negotiated original pricing from contract that was signed in 2020 with Motorola. A fourth change order to the original contract- \$7.1 million to Motorola has been processed for this expense. This change order includes 114 new portables for nine departments, due to issues with current radio programming. A lease agreement with administrative changes and a 10% match of each department's associated costs as part of the \$415,000 Bond, which will include \$45,000 from the participating fire

agencies. A lease agreement was approved by the BOC and most of the agencies have already turned in the signed agreements.

b. MABAS

Operations Supervisor Aaron Schulz provided that Central Dispatch went live with MABAS on October 10th, 2022, with all but two County Fire departments participating in the MABAS program. The first MABAS level of auto aid is built into the CAD, the remaining levels have been input into a spreadsheet for reference. All Central Dispatch staff has been trained and departments have been notified that MABAS has been implemented.

NEW BUSINESS

A. 2023 APB recommendations to the BOC for 3-year terms-

- i. EMS/Alternate
 - a. Lynn Weber- CAAS
Alternate: Dennis Palmer- Mercy
- ii. Fire/Alternate
 - a. Joe Spagnuolo- DeWitt Area FD
Alternate: Dave DeKorte- DeWitt Township FD
- iii. City Law Appointment:
 - a. Chief Dave Kirk St. Johns PD
Alternate: Chief Bruce Ferguson- DeWitt City PD
- iv. Citizen Representative:
 - a. Dennis Strahle Eagle Twp.

B. 2023 TAC Appointments: APB to appoint TAC members-

- Clinton County Sheriff's Office:
Lt. Jeff Clarke
- Fire Representative/Alternate – 2-year term
 - Chief Dave DeKorte DeWitt Township FD
 - Alternate, Chief Joe Spagnuolo DeWitt Area FD
- EMS Representative/Alternate- 2-year term
 - Dennis Palmer- Mercy Ambulance
 - Alternate: Lynn Weber- CAAS
- City/Village Law
 - Chief Lisa Rousseau Ovid Village
- 911 Representative
Aaron Schulz

APB Motion 2022-10-14: Chief Joe Spagnuolo moved, supported by Director Lynn Weber, to accept the above appointments to the Technical Advisory Committee, motion passed unanimously.

C. 2023 Administrative Policy Board Meeting Date:

Director Collom brought it to the board's attention that the January APB meeting date needs to be moved to a week later due to all Central Dispatch Communication Training Officers and Director Collom are required to be out of town to attend CTO training. She provided that Central Dispatch will be moving away from the San Jose Method and that she has submitted a grant Request for six Central Dispatch personnel to attend this CTO training.

APB Motion 2022-10-15: Chief Joe Spagnuolo moved, supported by Chief Matt Merony, to accept the above change in APB meeting date to occur on January 17, 2023, motion passed unanimously.

D. Procedure Updates

Director Collom provided that the following updates were made to Central Dispatch Procedure 19.0 Outdoor Weather Sirens:

- Activating sirens with WEA Alerts

- Includes- tornado warnings and Severe thunderstorms with the destructive category.

- Testing: Updated the months and systems to include the primary and secondary systems. (one on the simulcast and one off the simulcast).

- Added Battery testing and the ability to test for preventative maintenance.

- All sirens received a preventative maintenance update and repaired if necessary.

E. School Mapping Grants

Director Collom informed the board members of School Mapping Grant, HB6012 Critical Incident mapping for K-12 Schools- Information was shared with Chief Kirk and Sheriff Dush, as they are on the School Safety Alliance. The schools must apply for the grant and from what Central Dispatch has been told by Chief Kirk, that is being done in all districts. To date, no school has reached out to 911. The note from one of the vendors states that 911 Center will have access to the maps but it does not state how the maps will be housed. i.e. paper, in CAD or through a Cloud. One Vendor states the product will be completely free through the Grant, with the clarification that it is FREE for the schools, but Central Dispatch has not seen a grant for 911 to implement the programs. The Grant period ended the week of October 17, Director Collom has requested the vendor to contact me and go through the technical requirements for 911 Centers.

F. LEIN Audit

Clinton County Central Dispatch's upcoming LEIN audit has been scheduled for the first week of December. Central Dispatch is currently in the process of putting our audit packet together and making sure all our information is current and up to date.

G. CAD Project

Director Collom explained the plan for the CAD Replacement Project, in that presently stakeholders have viewed two vendors software products and have scheduled to review two additional in the near future. The Request for Proposal will be pushed out in the first

quarter of 2023. She detailed that 911 will pay for CAD and Mobile software only and the County will pay for RMS and JMS only.

Public Comments:

None.

Attachments for the Board's review:

1. APB Minutes from July 2022
2. APB 2023 Proposed Meeting Dates
3. Fund Balance Report August2022
4. September 2022 Monthly Service Report

ADJOURNMENT

Motion by Mr. Dennis Strahle, supported by Chief Matt Merony to adjourn at 11:46 a.m. These minutes have not been approved as of October 26, 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 *January 17, 2023*, in the first floor Conference Room C.

Minutes submitted by:

Aaron Schulz, Operations Supervisor, Recording Secretary(Acting)
Clinton County Central Dispatch

Minutes approved on:

Lynn Weber, Chair
Administrative Policy Board

Clinton County Central Dispatch
2023 ADMINISTRATIVE POLICY BOARD MEMBERS

Representation	Member	Contact Information	Alternate Member
<i>Board of Commissioners (Chairperson)</i>	Mr. Bob Showers (Non-voting) District 5 Commissioner	Phone: (517)-6693732 rshowers49@gmail.com	
<i>Board of Commissioners (Appointee)</i>	Mr. Ken Mitchell (Non-voting) 15725 Grove Road Lansing, MI 48906	Cell: (517) 899-5334 KMitchellCC@gmail.com	
<i>Central Dispatch</i>	Director Christine Collom (Non-voting) 100 E. State St., Suite 1400 St. Johns, MI 48879	Office: (989) 224-3580 Fax: (989) 224-3758 collomc@clinton-county.org	
<i>Citizens</i>	Dennis Strahle 12833 W Clark Rd Eagle, MI 48822 Expires: 12/31/2025	Cell: 517-204-8600 dstrahle@eagletownship.org	
<i>Clinton County Sheriff</i>	Sheriff Sean Dush Clinton County Sheriff's Office 1347 E. Townsend Rd. St. Johns, MI 48879	Office: (989) 224-5200 Fax: (989) 224-5254 dushs@clinton-county.org	Undersheriff Mike Gute Clinton County Sheriff's Office 1347 E. Townsend Rd. St. Johns, MI 48879 gutem@clinton-county.org
<i>EMS</i>	Director Lynn Weber Clinton Area Ambulance PO Box 203 St. Johns, MI 48879 Expires: 12/31/2025	Office: (989) 227-5713 Home: (989) 224-8144 Cell: (517) 719-8090 lweber@frontier.com	Director Dennis Palmer Lansing Mercy Ambulance 1422 E. Michigan Ave. Lansing, MI 48912 Office: (517) 482-8220 denpalmer@comcast.net
<i>Fire</i>	Chief Joe Spagnuolo Dewitt Area Fire 414 E. Main St. Dewitt, MI 48820 Expires: 12/31/2025	Office: 517.669.5004 Fax: 517.669.6420 jspag@dewittareafire.org	Chief Dave DeKorte DeWitt Twp. Fire 1445 W Herbison Rd. Dewitt, MI 48820 Office: 517-669-0071 ddekorte@dewittwp.org
<i>Michigan State Police</i>	F/Lt. Darren Green Lansing Post 11 7119 N. Canal Rd. Lansing, MI 48913	Office: (517) 322-1907 Fax: (517) 322-0483 green4@michigan.gov	Lt. Brian Oleksyk Lansing Post 11 7119 N. Canal Rd. Lansing, MI 48913 oleksykb@michigan.gov
<i>Police (City)</i>	Chief Dave Kirk St. Johns Police Dept. 409 S Whittemore St. St. Johns, MI 48879 Expires 12/31/2024	Office: (989) 224-6721 Fax: (989) 224-2320 dkirk@sjpolice.org	Chief Bruce Ferguson DeWitt City Police Dept. 414 E. Main St. DeWitt, MI 48820 Office: (517) 669-9131 Fax: (517) 669-9018 bferguson@dewittmi.org
<i>Police (Township)</i>	Chief Matt Merony DeWitt Twp. Police Dept. 1401 W. Herbison Rd. DeWitt, MI 48820 *Expires: 12/31/2023	Office: (517) 669-6578 Fax: (517) 669-6583 mmerony@dewittwp.org	Chief Gary Smith Bath Township Police Dept. PO Box 247 14480 Webster Rd. Bath, MI 48808 Office: (517) 641-6271 Fax: (517) 641-4170



**CLINTON COUNTY E 9-1-1
CENTRAL DISPATCH**
Director Christine Collom
**100 E. State Street, Suite 1400
St. Johns, Michigan 48879**
Telephone: (989) 224-6792 • Fax: (989) 224-3758



Memo

To: Administrative Policy Board
From: Director Christine Collom
Date: October 17, 2022
Re: Approved meeting dates for APB 2023

The following meeting dates for the 2023-2024 Administrative Policy Board were approved at the October 25, 2022, meeting:

Date	Location	Time
Tuesday, January 17, 2023	Room C, First Floor Conference Room	10:00 a.m.
Tuesday, April 11, 2023	Room C, First Floor Conference Room	10:00 a.m.
Tuesday, July 11, 2023	Room C, First Floor Conference Room	10:00 a.m.
Tuesday, October 10, 2023	Room C, First Floor Conference Room	10:00 a.m.
Tuesday, January 9, 2024	Room C, First Floor Conference Room	10:00 a.m.

The dates listed above are those that follow our 9-1-1 Plan, setting the second Tuesday of each quarter for a Central Dispatch Administrative Policy Board meeting.

CLINTON COUNTY, MICHIGAN

Statement of Revenue, Expenditures and Changes in Fund Balances - Unaudited

Budget and Actual - 911 Central Dispatch

For the period ending: [November 31, 2022](#)

	Original Budget	Revised Budget	Actual Total	% of Budget
Revenues				
Current and delinquent property taxes	\$ 2,500,000	\$ 2,500,000	2,650,459.13	106.02%
State Surcharge	220,000	220,000	164,516.00	74.78%
State Training Funds	15,000	15,000	16,402.00	109.35%
Interest	10,000	10,000	102,419.95	1024.20%
Miscellaneous(Includes Local Com Stabi. 2610107 573010)	40,000	40,000	51,433.19	128.58%
Total revenues	2,785,000	2,785,000	2,985,230.27	107.19%
Expenditures				
Operations	2,273,740	2,273,740	1,768,661.87	77.79%
State Training Funds	15,000	15,000	16,056.04	107.04%
P25 project	-	3,022,951	1,608,143.50	53.20%
Total expenditures	2,273,740	5,303,891	3,392,861.41	63.97%
Revenue over (under) expenditures	-	(2,518,891)	(407,631)	16.18%
Net change in fund balances	0.00	(2,518,891.00)	(407,631.14)	-
Fund balances, beginning of year	\$ 8,235,183.92	\$ 8,235,183.92	8,235,183.92	\$ -
Fund balances, end of year	\$ 8,235,183.92	\$ 5,716,292.92	\$ 7,827,552.78	\$ -