



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, July 11, 2023 at 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 April 11, 2023, Minutes
4. Director's Report
 - a. Staffing Update
 1. Modified pre-hiring testing
 2. Recruitment Video
 - b. Employee recognition
 1. Life Saving Awards (Spears and Felker)
 - c. LEIN Outage
5. Old Business
 - a. Mobile Data Communications Project Update
 - b. Computer Aided Dispatch Replacement Update
 - c. Recruitment Video filming will occur in late August.
6. New Business
 - a. School Safety Alliance
 1. Maps
 2. Video Agreements
 - b. State 911 Committee
 1. Certification Review
 2. Allowable and Disallowable Expenses
 - c. 2024 Budget Review
 - d. Project25- (Radio Project)
 1. Budget
 2. Bond
 - e. Proposed change in APB October Meeting Date- From October 10, 2023 to October 3, 2023
7. Adjournment

Attachments:

APB Meeting Minutes- April 2023

Fund Balance Report-MAY 2023

[Monthly Service Report- MAY 2023](#)

**CLINTON COUNTY CENTRAL DISPATCH
ADMINISTRATIVE POLICY BOARD**

Minutes

**April 11, 2023, 10:00am.
Clinton County Courthouse
St. Johns, MI 48879**

CALL TO ORDER

The April 11, 2023, 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 David Kirk, St. John’s City Police Department; Director Lynn Weber, Clinton Area Ambulance Service EMS Representative; Chief Matt Merony, DeWitt Township Police Department, Dennis Strahle, Citizen Representative; Sheriff Sean Dush, Clinton County Sheriff’s Office; Chief Joe Spagnuolo, Dewitt Area Fire Department, Fire Representative, F/Lt. Darren Green, Michigan State Police
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- **APB Voting Members Excused:** None
- **APB Voting Members Absent:** None
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch.
- **Other Personnel Present:** Ms. Christina Finch, recording secretary from Clinton County Central Dispatch; Commissioner Ken Mitchell, BOC liaison.
- **Visitors Present:** None

APPROVAL OF AGENDA

APB Motion 2023-04-07: A motion was made by Sheriff Dush, supported by Chief Merony, to approve the April 11, 2023, Administrative Policy Board meeting agenda as presented, motion carried unanimously.

APPROVAL OF MINUTES

APB Motion 2023-04-08: A motion was made by Mr. Dennis Strahle, supported by Sheriff Sean Dush, to approve the Administrative Policy Board meeting minutes of January 2023, as presented, motion carried unanimously.

1. Director's Report

a. Staffing Update

Director Christine Collom provided that currently Central Dispatch has two vacant Telecommunicator positions that the department is attempting to fill.

b. Recruitment

Central Dispatch administrative personnel have been utilizing multiple online employment sites i.e., ZipRecruiter, INDEED, Handshake accounts to advertise the open Telecommunicator positions and inviting people that match criterion to apply for the position. Central Dispatch continues to use social media, the Clinton County website, Facebook page, and local partner agency Facebook pages to advertise the position. Central Dispatch has also started to participate in the local RESA internship program to bring in potential future candidates that have an interest in becoming a Telecommunicator. Director Collom also informed the APB members that Central Dispatch will be coordinating with a vendor to create a recruitment video, that will be used for promotional and advertisement purposes.

c. Employee Recognition

Clinton County Central Dispatch has recently been the recipient of three Smart Save Awards, via the RAVE mobile safety platform, for three dispatch employees that were instrumental in locating a missing elderly male. Director Collom also reminded the members of the APB that National Public Safety Telecommunicator Week is currently happening, and that this year will be a Carnival theme and will include daily prizes, treats, and will culminate with a Carnival themed staff meeting, in which the Fire Chiefs are graciously providing dinner for the Central Dispatch Staff.

d. MSU Active Violence Incident

Director Collom informed the members of the Administrative Policy Board of Central Dispatch's response and aide provided to the MSU AVI that took place on February 13, 2023. Clinton County Central Dispatch called in four people, with two dispatchers being assigned to the ICP, and two additional dispatchers working dispatch stations to keep up with the increased call volume from our residents and parents of local MSU students. Central Dispatch identified that the AVI Procedure required review and updating. Central Dispatch will continue to work with Chief Merony to review Alert Training, use cases and acronyms.

e. 911 Goes to Washington Update

Director Collom provided a very thorough synopsis of her recent trip to Washington, D.C. as part of the 911 Goes to Washington initiative, as highlighted below.

- Classification
 - Michigan uses the Federal Classification as assigned by the BSL.
 - On Michigan front:
 - SNC- sent a letter from the 911 LAS supporting reclassification.
 - APCO/NENA will present information at the meeting next week.
 - Senator Singh will present a resolution to the Senate.
 - Federal Level
 - Re-introduced- Norma Torres- California
 - Hasn't made it out of Committee (2 years in a row)
 - Job Descriptions nationwide do not reflect standard requirements.
 - Job descriptions were developed long before the added responsibilities.
 - BLS- reviews classifications every 10 years- 2028
 - Eligible for grants
 - Protective Class
 - Local Level
 - Updating job descriptions
 - SNC just approved a job description template
 - What will it get the 911 Staff?
 - Opportunity for DCs to discuss earlier retirement packages.
 - Opportunity to receive additional workman Comp benefits for PTSD.
 - CISM- already identified.
 - Mental Health – already included.
 - Governor included 911 for public safety day (October 28th)
 - Make 911 upgrades, fund mental health services for first responders.
- NG911 Funding
 - \$ 15 Billion for nationwide 911 funding-
 - FCC spectrum auction
 - Recently turned down at FCC

f. Outdoor Warning Siren Testing

Director Collom provided the following update regarding the Outdoor Warning Siren Testing, that per policy and procedure commenced again in April, in preparation for potential hazardous weather. She reminded the Board that many Siren updates were instituted in 2022 to improve redundancy, install a primary, backup, battery, and test mode. In April Central Dispatch tested all four modes and identified the following issues: St. John's Hospital siren (failed information relayed to St. Johns); Bath failed (information relayed to Bath); Eagle batteries failed (ordered new batteries) and that the Fowler failed (information relayed to FWFD- already fixed).

OLD Business

1. Mobile Data Communications Project Update:

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

- a. **RFP-** All received Request for Proposals were reviewed by a committee of Central Dispatch and IT personnel, which lead to the review committee to recommend to the Board of Commissioners to contract with ProComm for the MDC project, based on past performance, proposed equipment warranty and price.
- b. **Mobile Data Communications User Agreement-** All participating agencies had an opportunity to review the agreement and with no opposition to it, Director Collom will be presenting the MDC User Agreement to the BOC this week for final approval.
- c. **Mobile Data Communications Policy/Procedure-** Central Dispatch updated this procedure to outline the County support versus departmental responsibilities, cyber security concerns, etc.
- d. **Computer Aided Dispatch Replacement Update-** Director Collom advised the membership that the County continues to do their due diligence in researching potential vendors for the CAD replacement project. Central Dispatch along with various county departments will soon have the opportunity for a site visit to observe one of the CAD replacement options in a surrounding county Dispatch Center. She provided that Central Dispatch will be placing a slight pause on the CAD project momentarily but will pick back up by inviting the top two vendors back in for more in depth review from initial demo.

NEW BUSINESS

A. Policy & Procedure Updates

Director Collom informed the APB members that Central Dispatch continues to work meticulously to review and update multiple Policy and Procedures prior to going live with their new Policy & Procedure Management software suite. The policies and procedures that affect the internal Quality Assurance process, as well as Employee Training have been included in the most recent updates.

B. Out of State Conferences

Director Collom apprised the APB members of two upcoming out of State conferences that Central Dispatch team members have been approved to attend. One being the National Emergency Number

Association National Conference in June and additionally the Association of Public Safety Communications Official National Conference scheduled in August.

C. Training

Director Collom provided an in-depth review of the many training opportunities that the Central Dispatch staff has participated in/or are currently scheduled that include the following: Denise Amber Lee- A Victims Plea, Hope in the Midst of Chaos, Michigan Public Safety Telecommunications Conference, Active Shooter Incidents for Dispatch, Robb Elementary School Shooting, Investigation, Evaluation, Analysis (Uvalde TX), National Emergency Number, Supervisory School and In-House Training to include activating the special operations team and the mobile command post.

D. State 911 Committee

Director Collom informed the APB membership of an upcoming SNC certification review that has been scheduled for the Central Dispatch department in July. Statutorily the State 9-1-1 Committee will review the surcharge expenditures to ensure that the County follows the law that mandates appropriate uses of surcharge funds.

E. School Safety Alliance

Director Collom, along with other public safety officials from the County, have been working with schools that have received grant funding for the mapping of each school. Once the first school is done, we will begin working on the delivery format and tagging in the system. This safety upgrade will include school Cameras that 911- MICP will have access to the cameras for emergencies. The schools are still working through the logistics of the monitoring of the camera systems. A door boot system has recently been installed at RESA with the BOOT technology, the employee/student will place the BOOT at the bottom of the door and once it is engaged- it activates an in-house alert to shelter in place. Notification of the any emergency will then occur by a student/staff/resident dialing or texting 911.

Public Comments:

None.

Attachments for the Board's review:

1. APB Meeting Minutes January 2023
2. 2023 Administrative Policy Board Membership List
3. February 2023 Fund Balance Report
4. March 2023 Monthly Service Report
5. Annual Fund Balance Report 2022

ADJOURNMENT

Motion by Chief Merony supported by Mr. Dennis Strahle to adjourn at 11:18 a.m. These minutes have not been approved as of April 11, 2023, 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 11, 2023*, 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

DRAFT

CLINTON COUNTY, MICHIGAN

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

Budget and Actual - 911 Central Dispatch

For the period ending: [May 31, 2023](#)

	Original Budget	Revised Budget	Actual Total	% of Budget
Revenues				
Current and delinquent property taxes	\$ 2,500,000	\$ 2,500,000	2,801,849.79	112.07%
State Surcharge	220,000	220,000	67,110.00	30.50%
State Training Funds	15,000	15,000	7,908.00	52.72%
Interest	10,000	10,000	134,852.69	1348.53%
Miscellaneous	43,000	43,000	38,503.67	89.54%
Total revenues	2,788,000	2,788,000	3,050,224.15	109.41%
Expenditures				
Operations	2,247,932	3,251,811	738,867.58	22.72%
State Training Funds	15,000	15,000	10,370.88	69.14%
P25 & MDC project	-	3,022,951	107,969.93	3.57%
Total expenditures	2,247,932	3,251,811	857,208.39	26.36%
Revenue over (under) expenditures	-	(463,811)	\$ 2,193,015.76	-472.83%
Net change in fund balances	0.00	(463,811.00)	2,193,015.76	-
Fund balances, beginning of year	\$ 7,144,459.02	\$ 7,144,459.02	7,144,459.02	
Fund balances, end of year	\$ 7,144,459.02	\$ 6,680,648.02	\$ 9,337,474.78	\$ -



**CLINTON COUNTY E 9-1-1
CENTRAL DISPATCH**

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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.