



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

JOINT ADMINISTRATIVE POLICY BOARD

October 25, 2022

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 July 2022 Minutes**
4. **Director's Report**
 - a. Staffing Update
 - b. 911 technology updates
 - c. Telecommunicator Contract
 - d. 2022 Capital Project Update
 - i. Mobile Data Units
 - ii. Renovations
 - e. Director's position with Michigan APCO
5. **Old Business**
 - a. Communications Radio Project
 - i. Tornado Sirens
 - ii. 2023 Capital Projects
 - iii. Fire Portables
 - b. MABAS
6. **New Business**
 - A. 2023 APB recommendations to the BOC for three-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
 - B. City Law Appointment:
 - a. Chief Dave Kirk St. Johns PD
Alternate: Chief Bruce Ferguson- DeWitt City PD

C. 2023 TAC Appointments APB to appointment 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

- 911 Representative
Aaron Schulz

D. 2023 Proposed Meeting Dates

E. Procedure Updates

F. School mapping grants

G. LEIN Audit

H. CAD Project

7. Adjournment

Attachments:

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

**CLINTON COUNTY CENTRAL DISPATCH
ADMINISTRATIVE POLICY BOARD**

Minutes

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

CALL TO ORDER

The July 12, 2022, meeting of the Administrative Policy Board was called to order by Chairperson Lynn Weber at 10:01 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; Lt. Jason Jones, DeWitt Township Police Department, Sheriff Sean Dush, Clinton County Sheriff's Office; Dennis Strahle, Citizen Representative; F/Lt. Darren Green, Michigan State Police Lansing Post
- **APB Voting Members Excused:** None
- **APB Voting Members Absent:** None
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch.
- **Other Personnel Present:** Commissioner Ken Mitchell, Board of Commissioners liaison; Commissioner Kam Washburn, Clinton County Board of Commission; Ms. Christina Finch, recording secretary from Clinton County Central Dispatch
- **Visitors Present:** None

APPROVAL OF AGENDA

APB Motion 2022-07-09: A motion was made by Chief Bruce Ferguson, supported by Mr. Dennis Strahle, to approve the July 12, 2022, Administrative Policy Board meeting agenda as amended to include the addition of “*c. Tornado Warning*” and “*d. Jail Radios*” under “*Director’s Report*” and “*c. TAC Board Appointments*” under “*New Business*”, motion carried unanimously.

APPROVAL OF MINUTES

APB Motion 2022-07-10: A motion was made by Chief Bruce Ferguson, supported by Mr. Dennis Strahle, to approve the Administrative Policy Board meeting minutes of April 2022, as presented, motion carried unanimously.

1. Director's Report

a. Staffing Update-

Director Collom communicated the following Central Dispatch Staffing update, with the most important being that all FTE positions are currently filled. One probationary telecommunicator will be commencing the last phase of the Communications Training Program and will start to complete the "shadow" phase next week. Another probationary telecommunicator is currently in Phase #1 of the CTO program. Director Collom also provided that the trainers involved in the CTO program have been working diligently to complete the process for the probationary telecommunicators. She also informed the Board members that Central Dispatch is exploring the opportunity to create a free recruitment/hiring video with Xybix.

b. RAVE Alert Updates

Christina Finch, Central Dispatch administrative assistant, gave a brief update regarding how Clinton County is leveraging the RAVE Alert/Smart 911 platform county-wide. The most recent updates in how Central Dispatch is utilizing the RAVE Alert system include the following: implementing Traffic Alerts to notify Smart 911 users of accidents on major roadways within the County, creating a "Burn Ban" alert template for the St. Johns Fire Department coverage area and working in conjunction with DeWitt City Police Department to create Alert Templates and Lists for the DeWitt Public Schools. Central Dispatch has also designed and purchased a variety of new promotional items to educate and hand-out at the upcoming community events Central Dispatch has been asked to participate in to encourage Smart 911 Safety Profile enrollments.

c. Tornado Warning last night

Director Collom provided the following information regarding a Tornado Warning that occurred in Clinton County on the evening of July 11, 2022(last night). The National Weather Service detected a lone cell, that appeared to have a tornado in it, which included power flashes near Westphalia and continued to move East. The below is a detailed breakdown of the Tornado Warning event.

- Timeline:
 - o 22:15 Clinton County Weather announcement activated via the NWS- (no communication prior with CCCD, (text, telephone, email)
 - o 22:17- contacted NWS to find out what was happening
 - o 22:20 Siren Activation
 - o 22:24 First2Warn/WEA activation and ELOP notified CCCLD
 - o 22:45- weather alert was cancelled.

The above order of events created some confusion as typically the Dispatch Center receives a message from ELOP first regarding a Tornado Warning and yet last night- the first form of notification came from the Clinton County RAVE Alert and the Warning Emergency Alerts systems. The NWS used an algorithm to determine the area under the greatest threat from the storm and alerted those residents, therefore not all users of the RAVE Alert and WEA system did not receive notification as they did not reside within the polygon created by the NWS.

d. Jail Radios

Director Collom informed the Administrative Policy Board members that the Board of Commissioners approved to purchase 18 new portables for the Sheriff's Office Jail end users.

These new portables will improve communications with 911, road officers, Court Security officers and the transport vans. The vendor has provided a go-live date about 6 months out due to a current supply shortage of equipment. The channels that will be programmed into these new jail portables will be encrypted for jail transports and travel.

OLD Business

a. Communications Radio Project:

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

i. Transition Update-- All radios, including those of Clinton Transit, have been transitioned to the radio system.

ii. Tornado Sirens- Problems have been identified with the Tornado Sirens experiencing inconsistent activation, due to non-standard legacy tones. Therefore, the Board of Commissioners have allocated funds and approved to update and address the following items:

- Update the Firmware.
- Check for damages or repairs- contact the local owners of repairs outside of this project if required.
- Change the codes in all the sirens to meet the standards for today.
- Add- an All-Call tone to activate all sirens at once.
- Add a method for checking sirens with batteries.
- Add a silent testing method- sirens rotates and ends with a low grunt noise.
- Update the workstations in 911 with the Tornado Siren tab information.
- Also, to note that Watertown Twp. is potentially looking to add a tornado siren in their area.

iii. Spring Drive Test- The spring drive test went well and provided good coverage of the “trouble” areas identified during the drive test conducted in the Fall of 2021. Important to note that this test was solely conducted off the use of Clinton County towers. Maple Rapids Fire department has stated that they are noticing a significant improvement in radio communications withing their coverage area.

iv. Courthouse Communication Enhancement– This enhancement was fully implemented on June 6th, 2022. During the Building Security Committee Meeting that occurred this morning, the Court security officers advised that their communications are improved, and they are no longer experiencing the issues previously encountered.

v. Decommission of EDAC equipment- This process will start in late summer to early fall and will include replacing the UPS at Upton Rd tower and the County will look to sell the shelter at the Taft Rd Tower site.

b. MABAS

Director Collom re-introduced the MABAS system which is a statewide mutual aid response system for fire departments. Most Clinton County fire departments, with the exceptions of SJFD and DAFD, are going to use the MABAS system to also pre-plan for large scale events for mutual aid, beyond the auto-aide we currently use today. Central

Dispatch will be presenting the 911 portion of MABAS at the Clinton County Fire Chiefs' meeting in August.

NEW BUSINESS

A. 2023 Budget-

Director Collom apprised the APB members that there will be no significant day to day operational changes for the Central Dispatch department for the 2023 budget year. Central Dispatch is currently identifying potential personnel changes, due to upcoming staff retirements.

B. 2023 Capital Projects-

Director Collom identified the major capital project slated for 2023 to be the replacement of the Public Safety Suite, including CAD, RMS, and JMS, with the caveat that 911 funds shall only be used for software/hardware that directly benefits 911. It is the hope to have an RFP published by early Fall for this project. She also provided that the County has approved a \$500,000 investment by 911, to purchase new MDCs and modems for in-car computers. This MDC project will include replacement of Computer Aided Dispatch, Mobile Data software, mapping and mobile data hardware and any necessary end user reprogramming. Central Dispatch will also look to replace Fire portables- for Fire departments that did not participate in the first round. An additional capital project for 2023 is to replace the Tower lights on Chadwick and Taft Rd-, which are now monitored by the State. Central Dispatch has also allocated funds to implement a new workforce Management Platform to include policy/procedure tracking, which will also interface with the training program and online scheduling software.

C. TAC Board Appointments

APB Motion 2022-07-11: Lt. Jason Jones moved, supported by Sheriff Sean Dush, to accept the below appointments to the Technical Advisory Committee, motion passed unanimously.

- a. Township Police- Lyle Lindemulder
- b. EMS- Dennis Palmer of Mercy Ambulance
- c. Village/City: Bruce Ferguson, DeWitt City Police Department
- d. Fire- through end of term- Dave DeKorte, DeWitt Twp. Fire Dept.

Public Comments:

None.

Attachments for the Board's review:

1. APB Minutes from April 2022
2. 2022 Administrative Policy Board Membership List
3. APB 2022 Meeting Dates
4. Fund Balance Report May 2022
5. June 2022 Monthly Service Report

ADJOURNMENT

Motion by Chief Spagnuolo, supported by Chief Ferguson to adjourn at 11:39 a.m. These minutes have not been approved as of July 13, 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 *October 18, 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

DRAFT



**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: Proposed meeting dates for APB 2023

The following meeting dates for the 2023-2024 Administrative Policy Board were proposed 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: [August 31, 2022](#)

	Original Budget	Revised Budget	Actual Total	% of Budget
Revenues				
Current and delinquent property taxes	\$ 2,500,000	\$ 2,500,000	2,650,415.26	106.02%
State Surcharge	220,000	220,000	131,125.00	59.60%
State Training Funds	15,000	15,000	6,782.00	45.21%
Interest	10,000	10,000	41,622.94	416.23%
Miscellaneous(Includes Local Com Stabi. 2610107 573010)	40,000	40,000	37,741.51	94.35%
Total revenues	2,785,000	2,785,000	2,867,686.71	102.97%
Expenditures				
Operations	2,273,740	2,273,740	1,308,482.27	57.55%
State Training Funds	15,000	15,000	12,441.19	82.94%
P25 project	-	3,022,951	1,536,054.82	50.81%
Total expenditures	2,273,740	5,303,891	2,856,978.28	53.87%
Revenue over (under) expenditures	-	(2,518,891)	10,708	-0.43%
Net change in fund balances	0.00	(2,518,891.00)	10,708.43	-
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	\$ 8,245,892.35	\$ -



**CLINTON COUNTY 9-1-1 CENTRAL DISPATCH
MONTHLY SERVICES REPORT**



MONTH / YEAR: **September 2022**

TODAY'S DATE: October 10, 2022

CALL TOTALS

CALLS LOGGED		
<i>Total</i>	6,729	

CALL SERVICE		
Wire-line (Landline)		2,936
Wireless (Cellular)		2,517
VoIP (Voice over Internet Protocol)/Unknown		27
Outgoing		1,249
<i>Total</i>		6,729

REQUESTS FOR SERVICE		
Total Requests for Service		6,729
Average Per Day		224
Average Per Hour		9

SUMMARY OF CALLS FOR SERVICE		
Law Dispatches		7,341
Fire Dispatches		102
Medical First Responder Dispatches		355
Ambulance Dispatches		672
<i>TOTAL DISPATCH ACTIVITY</i>		8470