

**CLINTON COUNTY CENTRAL DISPATCH  
ADMINISTRATIVE POLICY BOARD**

**Minutes**

**January 8, 2019 10:00am.  
Clinton County Courthouse  
First Floor Conference Room C  
St. Johns, MI 48879**

**CALL TO ORDER**

The January 8, 2019, meeting of the Administrative Policy Board was called to order by Chairperson Lynn Weber at 10:00 a.m. A meeting quorum was present.

- **Voting Members Present:** Director Lynn Weber, Clinton Area Ambulance Service; Sheriff Larry Jerue, Clinton County Sheriff's Office; Chief Dave Kirk, St. Johns Police Department; F/Lt. Lisa Rish, Michigan State Police, Lansing Post; Acting Chief Lt. Jason Jones, Dewitt Twp. Police Department; Chief Joe Spagnuolo, Dewitt Area Fire Department
- **Voting Members Excused:** James Wilson, Citizen at Large
- **Voting Members Absent:**
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch; Operations Supervisor Ellen Luttig, Clinton County Central Dispatch; Commissioner Ken Mitchell, Board of Commissioners' Liaison
- **Other Personnel Present:** Ms. Christina Finch, recording secretary from Clinton County Central Dispatch
- **Visitors Present:**

**APPROVAL OF AGENDA**

**Motion 2019-01-01:** A motion was made by F/Lt. Lisa Rish, supported by Sheriff Jerue, to approve the January 9, 2018, Administrative Policy Board meeting agenda as amended, to add "Election of Officers" and "Meeting Date for April" under New Business, subsequent renumbering of New Business items.

**APPROVAL OF MINUTES**

**Motion 2019-01-02:** A motion was made by Sheriff Jerue, supported by F/Lt. Lisa Rish, to approve the Administrative Policy Board meeting minutes of October 2018, as presented. Motion carried unanimously.

## NEW BUSINESS

### 1. Election of Officers

Director Collom opened up the floor for nominations for Chair.

**Motion 2019-01-03:** Sheriff Jerue, supported by Chief Kirk, nominated Director Lynn Weber, EMS representative from Clinton Area Ambulance Service and current board chair, as Chair for the 2019 Administrative Policy Board. Motion passed unanimously.

**Motion 2019-01-04:** Sheriff Jerue, supported by Chief Ferguson, moved to close nominations for Administrative Policy Board Chair and accept the nomination of Director Lynn Weber, as Chair for the 2018 Administrative Policy Board. Motion passed unanimously.

### Election of Administrative Policy Board Vice Chair

Chair Lynn Weber opened up the floor for nominations for Vice Chair.

**Motion 2019-01-05:** Chief Ferguson, supported by Lt. Rish, nominated Chief Dave Kirk, as Vice Chair for the 2019 Administrative Policy Board. Motion passed unanimously.

**Motion 2019-01-06:** Lt. Rish, supported by Chief Ferguson, moved to close the nomination process for the 2019 Administrative Policy Board Vice Chair position and accept the nomination of Chief Dave Kirk. Motion passed unanimously.

### 2. Frontier Outage

Director Collom informed the Board of a Frontier Outage that occurred in mid-December of 2018. The details of the outage were that Frontier lines could not dial 9-1-1 for approximately a four hour time period in the middle of the night. Central Dispatch chose not to activate a CodeRed notification during the outage because of the time of the incident, and the only residents that would have received the alert were ones that weren't affected by the Frontier outage.

### 3. Smart 911 App

The members of the Administrative Policy Board were apprised of the new Smart 911 Application that was launched by Rave Mobile Safety. The Smart 911 App can be downloaded to any smartphone through Android or IOS and is a very functional user friendly application that can be used by Smart 911 users to manage their safety profile information as well as have the option to opt-in to receive emergency notifications through Rave Alert, which is powered by Smart 911.

4. **Rave Alert Error Message** Director Collom notified the Administrative Policy Board that while training with the new RAVE Alert system on December 27, 2018, a Central Dispatch employee inadvertently sent out a false message to a geographically defined

area near DeWitt through the new Rave-Alert System. Immediately upon recognition of the alert sent in error, Central dispatch sent an updated alert message to disregard the previous message. This resulted in comprehensive retraining for the entire Central Dispatch staff. Overall the situation resulted in mostly positive feedback and increased sign-ups among Clinton County residents.

## **5. April APB Meeting Date**

Director Collom informed the members of the Administrative Policy Board that there was a schedule conflict with the next scheduled meeting of the APB set for April 9, 2019 and she would like to request to reschedule the April APB meeting to March 19, 2019.

**Motion 2019-01-07:** A motion was made by Sheriff Jerue, supported by Chief Kirk, to reschedule the next Administrative Policy Board Meeting originally scheduled for April 9, 2019 to meet March 19, 2019. Motion passed unanimously.

## **OLD BUSINESS**

### **PFN- Update**

Director Collom provided an update of the PFN system being that AT&T and Frontier will be the last carriers to transition. The new PFN phone system was tested in that Central Dispatch did have one fiber go down and the redundancy of the system worked exactly as it should in that the fiber outage was not even noticeable to dispatch center until we got a call and were notified by PFN of the fiber being down.

### **Radio Infrastructure**

The APB members were informed that the Board of Commissioners did approve to move forward with negotiations to move toward State radio system. The County has decided to wait until the Taft Rd co-location with State system has occurred and thoroughly test the system and coverage throughout the entire County prior to moving forward with signing agreements with the MPSCS. Commissioner Mitchel brought up a question regarding an update on the functionality of pagers for Clinton County Fire Departments once the County moves to the State radio system and was told that there was nothing new to report on that subject, until the process moves forward and coverage studies were conducted.

### **MPSCS Tower Co-location**

Director Collom provided that the MPSCS Tower C-location project has been slightly delayed on behalf of the MPSCS. The MPSCS plans to place warming blankets on ground at tower site in order to keep the ground from freezing, so they can start construction as soon as they are ready to begin.

### **County-wide Notification System-**

Clinton County Central Dispatch went live January 1, 2019 with the new County-wide notification system of RAVE Alert. Central Dispatch implemented the new Rave Alert system on January 2, 2019 for missing person. Discussion took place in regards as to when to activate an alert from the Law Enforcement perspective. The Board was informed that Clinton County purchased two Keywords that can be used for festivals, road closures, etc.

## **DIRECTOR'S REPORT**

### **1. Staffing Update**

Director Collom informed the members of the Board that Central Dispatch hired Noah Ruegsegger, a member of the DeWitt Township Fire Department, to replace Erin Karns that resigned to take a dispatch position with the Michigan State Police. General discussion commenced regarding the overall shortage of qualified applicants for public safety positions count, state and nationwide.

### **2. Fund Balance Report**

Director Collom explained the collection time period of the fourth quarter local surcharge and how the current surcharge funds were on target to meet the estimated revenue for 2019. She also provided that the state training funds would be distributed in February of 2019. She also provided a brief overview of the details of the Fund Balance report.

### **Public Comments:**

No comments.

### **Attachments for the Board's review:**

1. October 2018 Minutes
2. 2019 Meeting Dates
3. 2019 Membership List

## **ADJOURNMENT**

Motion by Sheriff Jerue, supported by Chief Kirk to adjourn at 10:45 a.m. These minutes have not been approved as of January 10, 2019 and are subject to approval at the next scheduled meeting of the Administrative Policy Board. The next scheduled meeting date is *March 19, 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