

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

Minutes

**January 12, 2021 10:00am.
Clinton County Courthouse
Via ZOOM
St. Johns, MI 48879**

CALL TO ORDER

The January 12, 2021, a Virtual meeting of the joint Administrative Policy Board and Technical Advisory Committee was called to order by Chairperson Lynn Weber at 10:02 a.m. A meeting quorum was present.

- **APB Voting Members Present:** Chief Bruce Ferguson, DeWitt City Police Department (DeWitt, MI); Chief Joe Spagnuolo, Dewitt Area Fire Department, Fire Representative(DeWitt, MI), Sheriff Larry Jerue, Clinton County Sheriff's Office (St. Johns, MI); Director Lynn Weber, Clinton Area Ambulance Service EMS Representative (St. Johns, MI); Chief Lyle Lindemulder, Bath Township Police Department (Bath Township, MI), F/Lt. Dietrich Speights, Michigan State Police(Lansing, MI); Dennis Strahle, Citizen Representative (Eagle, MI)
- **APB Voting Members Excused: None**
- **APB Voting Members Absent: None**
- **TAC Voting Members Present:** Chief Dean Mazzolini, St. Johns Fire Department, fire representative (St. Johns, MI); Chief Al Goodrich, Ovid Police Dept., city/village police representative (Ovid, MI); Operations Supervisor Aaron Schulz, Clinton County Central Dispatch representative (St. Johns, MI), Chief Mike Gute, DeWitt Township Police Department, Township police representative (DeWitt, MI); Lt. Jeff Clarke, Clinton County Sheriff's Office representative (St. Johns, MI); Dennis Palmer, Lansing Mercy Ambulance, EMS representative (DeWitt, MI); F/Lt. Dietrich Speights, Michigan State Police(Lansing, MI);
- **TAC Voting Members Excused: None**
- **TAC Voting Members Absent:** Tom Helms, Emergency Services (non-voting)
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch;
- **Other Personnel Present:** Commissioner Kam Washburn, Board of Commissioners' Chair (Duplain Township, MI); Commissioner Ken Mitchell, Board of

Commissioners liaison (Watertown Township, MI); Ms. Christina Finch, recording secretary from Clinton County Central Dispatch (St. Johns, MI)

- **Visitors Present:** None

Director Collom provided a brief reminder to all the members of the open meetings act requiring everyone attending virtually is required to state their name and location and that each motion will require a “roll call vote” from its respective membership. Director Collom also introduced newly appointed Administrative Policy Board Citizen Representative member, Mr. Dennis Strahle.

APPROVAL OF AGENDA

APB Motion 2021-01-01: A motion was made by Lynn Weber, supported by F/Lt. Dietrich Speights, to approve the January 12, 2021, joint Technical Advisory Committee and Administrative Policy Board meeting agenda as amended, to add under New Business “C. Appointment of TAC Fire Representative and TAC City/Village Police Representative and D. Address Issues” A Roll Call vote was performed, motion carried unanimously.

TAC Motion 2021-01-01: A motion was made by Lt. Jeff Clarke, supported by Chief Dean Mazzolini, to approve the January 12, 2020, Technical Advisory Committee meeting agenda as amended above. A Roll Call vote was performed, motion carried unanimously.

APPROVAL OF MINUTES

APB Motion 2021-01-02: A motion was made by Sheriff Jerue, supported by Mr. Dennis Strahle, to approve the Administrative Policy Board meeting minutes of October 2020, as revised/presented, to include correction of typography errors under, Director’s Report item 5, and New Business “Tower rent will decrease.” A Roll Call vote was performed, motion carried unanimously.

TAC Motion 2021-01-02: A motion was made by Chief Mazzolini, supported by F/Lt. Dietrich Speights, to approve the Technical Advisory Committee meeting minutes of October 2020, as revised above. A Roll Call vote was performed, motion carried unanimously.

1. Election of Officers

Election of Administrative Policy Board Chair

Lynn Weber opened up the floor for nominations for Chair.

APB Motion 2021-01-03: Sheriff Jerue, supported by Chief Ferguson, nominated Director Lynn Weber, EMS representative from Clinton Area Ambulance Service and current board chair, as Chair for the 2021 Administrative Policy Board. A Roll Call vote was performed, motion passed unanimously.

APB Motion 2021-01-04: Sheriff Jerue, supported by Chief Lindemulder, moved to close nominations for Administrative Policy Board Chair and accept the nomination of Director Lynn Weber, as Chair for the 2021 Administrative Policy Board. A Roll Call vote was performed, motion passed unanimously.

Election of Administrative Policy Board Vice Chair

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

APB Motion 2021-01-05: Sheriff Jerue, supported by Chief Spagnuolo, nominated Chief Bruce Ferguson, as Vice Chair for the 2021 Administrative Policy Board. A Roll Call vote was performed, motion passed unanimously.

APB Motion 2021-01-06: Sheriff Jerue, supported by Dennis Strahle moved to close the nomination process for the 2021 Administrative Policy Board Vice Chair position and accept the nomination of Chief Bruce Ferguson. A Roll Call vote was performed, motion passed unanimously.

Election of Technical Advisory Committee (TAC) Chair

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

TAC Motion 2021-01-03: Lt. Jeff Clarke, supported by Operations Supervisor Schulz, nominated Chief Mike Gute from DeWitt Township Police Department for Chair for the 2021 Technical Advisory Committee. A Roll Call vote was performed, motion passed unanimously.

TAC Motion 2021-01-04: Director Dennis Palmer, supported by Lt. Clarke, moved to close nominations for Technical Advisory Committee Chair and accept the nomination of Chief Mike Gute, as Chair for the 2021 Technical Advisory Committee. A Roll Call vote was performed, motion passed unanimously.

Election of Technical Advisory Committee Vice Chair

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

TAC Motion 2021-01-05: Chief Dean Mazzolini, supported by Lt. Jeff Clarke, nominated Chief Al Goodrich, as Vice Chair for the 2021 Technical Advisory Committee. A Roll Call vote was performed, motion passed unanimously.

TAC Motion 2021-01-06: Operations Supervisor Schulz, supported by Lt. Clarke moved to close the nomination process for the 2021 Technical Advisory Committee Vice

Chair position and accept the nomination of Chief Al Goodrich. A roll call vote was performed, motion passed unanimously.

OLD Business

1. Communications Radio Project:

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

Lease Agreements-

The lease agreements for the radio subscriber equipment have been presented to all the agencies wishing to purchase radios through the County. Most of the agencies have reviewed their final inventory and approved the purchase of the radios identified in the respective Appendix A provided to their Department.

MPSCS Agreements-

Director Collom reminded the membership that the completion and acceptance of MPSCS agreement is required by every agency that wants to participate on the Michigan Public Safety Communications System.

User Agreements-

Director Collom clarified that a "User Agreement" will be presented to the agencies that are not leasing equipment but will still be operating their equipment via the MPSCS.

Change Order-

Director Collom provided that the first Change order to the Motorola contract for the Communications Radio Project was approved at the November meeting of the Clinton County Board of Commissioners. This change order was necessary in that it was discovered that the additional weight of the microwave dishes on the Upton Road tower requires re-enforcement at 220-240 feet. The steel materials have been ordered and the modifications to the Upton Road tower will begin once the materials delivered.

Project meetings with MPSCS and Motorola

Director Collom informed the members that last Thursday representatives from the MPSCS, Motorola, and the County Consultant discussed the project, which lead to finalizing the infrastructure and timeline. The transition will be completed in phases and by agency. She discussed that it will be a balancing act as we schedule the transition and the radios and frequencies. Central Dispatch will receive its equipment in June to start building and training on it. The required user training will be conducted approximately six weeks prior to the go-live date (so early Fall). The goal is to be transitioned to the new system no later than December 31, 2021.

2. Staffing Update-

Director Collom provided that Central Dispatch has promoted 21 year veteran Telecommunicator, Jared Spears to one of the open Lead Telecommunicator positions within the department. Central Dispatch has also recently hired, Cassandra Crocker to fill one of the open Telecommunicator positions open within the department. Director Collom

also updated the memberships that the second round of interviews for the final remaining Lead Telecommunicator positions will be held in the immediate future.

3. Director's Report-

a. Pandemic Response

Director Collom discussed with the membership that in November of 2020 Central Dispatch had an exposure that resulted 6 people being placed in quarantine for 14 days. During the two weeks the department covered the shifts with only six employees and a lot of overtime. She provided that currently, all affected employees are back to work and doing much better. Central Dispatch's pandemic response involved identifying the exposed employees, professionally cleaning the Dispatch Center, and the utilization of the Department's backup plan for dispatching, which entailed all employees continuing dispatch operations out of the Center and in the backup Center location for approximately 3 hours.

Central Dispatch's pandemic response process currently includes the health pre-screening prior to entering the building, masks to be worn anytime an employee is not at their immediate workstation and that all employees wear masks during each shift change. In addition, Plexiglas barriers have been installed between the workstations and disinfectant spray of each station is completed when possible to allow 12 hours between each use of a workstation area.

A brief discussion among the membership took place regarding the quality response that Clinton County as a whole has taken in response to the Covid-19 Pandemic, in which Commissioner Washburn encouraged everyone to view the most recent video from the Clinton County Health Department regarding updated vaccine information that has been posted to the Clinton County website.

NEW BUSINESS

A. 2020 Budget

Director Collom gave a brief overview of the current status of the 2020 budget and the intricacies of the methods in which Central Dispatch is funded to the membership. The new amounts will start to be collected on January 1 and the County should start seeing the millage revenue at the beginning of the second quarter.

B. 2021 Meeting Dates

The following 2021 joint APB and TAC approved meeting dates were reviewed once again by the membership.

Tuesday, January 12, 2021

Tuesday, April 13, 2021

Tuesday, July 13, 2021

Tuesday, October 12, 2021

Tuesday, January 11, 2022

C. APB Appointments of Technical Advisory Committee Fire & City/Village Police Representatives

APB Motion 2021-01-07: Chief Lindemulder, supported by Sheriff Jerue, moved to accept the Fire Chiefs' recommendation for Chief Dean Mazzolini to continue to serve as the Technical Advisory Committee Fire Representative. A Roll Call vote was performed, motion passed unanimously.

APB Motion 2021-01-08: Sheriff Jerue, supported by Chief Lindemulder moved to close the nomination process and accept the nomination of Chief Dean Mazzolini as the TAC Fire Representative. A Roll Call vote was performed, motion passed unanimously.

APB Motion 2021-01-09: Sheriff Jerue, supported by Chief Bruce Ferguson, moved to recommend that Chief Al Goodrich continue to serve as the Technical Advisory Committee City/Village Police Representative. A Roll Call vote was performed, motion passed unanimously.

APB Motion 2021-01-10: Chief Ferguson, supported by Mr. Dennis Strahle, moved to close the nomination process and accept the nomination of Chief Al Goodrich as the TAC City/Village Police Representative. A Roll Call vote was performed, motion passed unanimously.

D. Addressing/Zip Code Layer

In response to recent addressing issues that Central Dispatch, and the offices of Clinton County Equalization and GIS have experienced in working with the United States Postal Service, Director Collom demonstrated the following in depth review of the Clinton County addressing process. Clinton County has an address ordinance that defines how addresses are established in the County. The Equalization Department assigns addresses for every community in the county with the exception of the City of DeWitt and Watertown Township. The assignment and changing of addresses starts with the permits/building department, addresses are then assigned by the Address Administrator (Equalization) in coordination with 9-1-1. She provided that new construction of homes will sometimes result in having to change addresses to meet the number and directional formatting established by the Clinton County Address Ordinance. If an existing address is changed, the resident has the option of complying, in which Equalization and Central Dispatch contact the post office, township, and the GIS department. The resident then has the responsibility of changing their personal information with any additional departments/companies and/or offices.

Director Collom provided that the resident does have the option to appeal the decision in which the Administrative Policy Board would schedule a public hearing and allow the Address administrator and the resident an opportunity to speak on their behalf. The Administrative Policy Board is the final decision making board, for this process.

Director Collom referenced a recent news article in which Meridian Township officials are experiencing similar issues with their addresses and the USPS. Central Dispatch has been having some issues with the postal service arbitrarily changing their address database for

Clinton County. Therefore, it creates problems as residents trying to renew driver's licenses or receive packages from businesses that use the postal service database for shipping are experiences discrepancies between the two separate address databases.

Most recently Central Dispatch has been working on a zip code/city change between St. Johns and DeWitt. The map layer through Fetch-GIS acquired from the Census data is what the County has used and what is listed on the Clinton County GIS webpage. In this instance, using that map the address was assigned to St Johns. The USPS is using DeWitt city codes based on their postal routes, which doesn't always match or follow the information provided by Clinton County address databases. Director Collom has made contact with the postal service in attempts to resolve this issue and is working in conjunction with the Clinton County Equalization and GIS departments to review the current Address Ordinance. A brief discussion took place among the APB membership of past address appeal issues and the specifics of how they were resolved.

Public Comments:

Newly appointed APB Citizen Representative, Mr. Dennis Strahle, commended and expressed his praise for the 9-1-1 emergency response speed and quality of customer service he has experienced in the past and his excitement to serve in his new capacity as the Citizen Representative on the Administrative Policy Board.

Attachments for the Board's review:

1. APB/TAC Joint Meeting Minutes October 2020
2. 2021 Administrative Policy Board Membership List
3. 2021 Technical Advisory Committee Membership List
4. Approved 2021 joint APB/TAC Meeting Dates
5. December Monthly Service Report
6. November 2020 Fund Balance Report
7. Electronic Participation Procedure

ADJOURNMENT

Motion by Chief Mazzolini, supported by Sheriff Jerue to adjourn at 11:00 a.m. These minutes have not been approved as of January 14, 2021 and are subject to approval at the next scheduled meeting of the Administrative Policy Board and Technical Advisory Committee. The next scheduled joint meeting date for the APB and TAC is *April 13, 2021*, virtually via Zoom meetings or in the first floor Conference Room C, if allowable.

Minutes submitted by:

Christina Finch, Recording Secretary
Clinton County Central Dispatch

Minutes approved on:

Chief Mike Gute, Chair
Technical Advisory Committee

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