

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

**Minutes**

**January 17, 2023 10:00am.  
Clinton County Courthouse  
St. Johns, MI 48879**

**CALL TO ORDER**

The January 17, 2023, meeting of the Administrative Policy Board was called to order by Chairperson Lynn Weber at 10:05 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; Sgt. Don Rochford DeWitt Township Police Department, Dennis Strahle, Citizen Representative; Sheriff Sean Dush, Clinton County Sheriff's Office
- **APB Voting Members Excused:** None
- **APB Voting Members Absent:** Chief Joe Spagnuolo, Dewitt Area Fire Department, Fire Representative (DeWitt, MI), F/Lt. Darren Green, Michigan State Police (Lansing, MI);
- **Non-Voting Members Present:** Director Christine Collom, Clinton County Central Dispatch.
- **Other Personnel Present:** Ms. Christina Finch, recording secretary from Clinton County Central Dispatch
- **Visitors Present:** None

**APPROVAL OF AGENDA**

**APB Motion 2023-01-01:** A motion was made by Mr. Dennis Strahle, supported by Chief Kirk, to approve the January 17, 2023, Administrative Policy Board meeting agenda as presented, motion carried unanimously.

**APPROVAL OF MINUTES**

**APB Motion 2023-01-02:** A motion was made by Mr. Dennis Strahle, supported by Sheriff Sean Dush, to approve the Administrative Policy Board meeting minutes of October 2022, as presented, motion carried unanimously.

## **Election of 2023 Officers**

### **Election of Administrative Policy Board Chair**

Lynn Weber opened the floor for nominations for Chair.

**APB Motion 2023-01-03:** Chief Dave Kirk, supported by Sheriff Sean Dush, nominated Director Lynn Weber, EMS representative from Clinton Area Ambulance Service and current board chair, as Chair for the 2023 Administrative Policy Board, motion passed unanimously.

**APB Motion 2023-01-04:** Chief Kirk, supported by Mr. Dennis Strahle, moved to close nominations for Administrative Policy Board Chair and accept the nomination of Director Lynn Weber, as Chair for the 2023 Administrative Policy Board. Motion passed unanimously.

### **Election of Administrative Policy Board Vice Chair**

Lynn Weber opened the floor for nominations for Vice Chair.

**APB Motion 2023-01-05:** Sgt. Don Rochford, supported by Mr. Dennis Strahle, nominated Chief Matt Merony, as Vice Chair for the 2023 Administrative Policy Board, motion passed unanimously.

**APB Motion 2023-01-06:** Sgt. Rochford, supported by Chief Kirk moved to close the nomination process for the 2023 Administrative Policy Board Vice Chair position and accept the nomination of Chief Matt Merony, motion passed unanimously.

## **1. Director's Report**

### **a. Staffing Update**

Director Christine Collom provided that currently Central Dispatch has one remaining vacant Telecommunicator position the department is attempting to fill. Central Dispatch administrative personnel have been utilizing an INDEED account and inviting people that match criterion to apply for the position. Central Dispatch has an impending retirement that will occur in January 2024 and we are hoping to have someone starting in June in preparation for that retirement. Central Dispatch is also exploring the possibility to host an HR job fair in Spring to drum up interest in the Telecommunicator position.

### **b. LEIN Audit**

The LEIN audit for Central Dispatch was conducted on December 7, 2022, which resulted in no findings, making Central Dispatch 100% compliant. This is now Central Dispatch's second consecutive audit to be found 100% compliant. Central Dispatch has received a letter of recognition from the State acknowledging this accomplishment.

### **c. Employee Recognition DeWitt Twp.**

Clinton County Central Dispatch has been notified by DeWitt Township that they will be recognizing six Central Dispatch telecommunicators for their efforts and performance for two separate life-saving incidents recently. Cindy Vermillion, Cassie Crocker, and Chelsea Hoppes will be recognized on January 23, 2023 for a CPR save. Ross Lauback, Jacklyn Dublin and Cassie Crocker will be recognized on February 13, 2023 for another CPR save.

**d. Director's Appointment- State 9-1-1 Training Subcommittee**

Director Collom informed the members of the Administrative Policy Board of her recent appointment to the State 9-1-1 Training Subcommittee and provided a brief overview of her past years of experience with this committee. Director Lynn Weber commended Director Collom for her work outside the department and her contributions to the 9-1-1 industry as a whole. Director Collom will be present to various members of the House and Senate during the "911 Goes to Washington in February 2023.

**OLD Business**

**1. Communications Radio Project:**

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

**Final Acceptance-** The County signed final acceptance of the radio System with Motorola in late December of 2022. The only two remaining updates regarding the transition to the MPSCS radio system, includes final decommissions of the Harris in equipment in 911 and additional equipment – for the SO- mobile and consolette and encryption for one mobile.

**2. Fire, Law Mobiles-** Director Collom updated the board members that a Purchase Agreement has been signed with two fire departments, the jail and one local police department for the purchase of additional Fire & Law mobile radio equipment. Sheriff Dush commended Chris for efforts and time involved to enhance in jail communications, which was echoed by the other members as well. Director Collom continues to be in negotiations with the State for Radio programming templates. Sgt. Rochford questioned how long the radio equipment is guaranteed for and Director Collom provided that the first five years are under warranty purchased by County, and the remaining 5 years of the contact each department is responsible.

**3. MMRMA RAP & CAP Grants-**

Director Collom apprised the board that back in December 2022 she wrote and applied for a grant through MMRMA & CAP programs and that Central Dispatch has been awarded \$5737- for the suite policy management, FTO and online scheduling software. Central Dispatch was also awarded \$1,197- for training on the program the FTO program is based on, which paid for half of the recent training to send the CTO staff through.

**4. Mobile Data Terminal Request for Proposal-**

Director Collom discussed that Clinton County will be adding EMS and Fire to the MDT system in the new RFP. The Clinton County BOC approved to release RFP soon, the County is asking for the same Panasonic model that is in use today but will update to newer model. This decision should save money by not having to remove the current docking stations/wiring. Updates included in the upcoming MDT replacement project include the following: Clinton County EMS providers will move to AVL in ambulances, IPADs will be installed in Fire department apparatuses.

#### **5. Computer Aided Dispatch-**

Director Collom advised the membership that the County has been researching vendors for the CAD replacement project and has had four separate demos thus far. Central Dispatch along with various county departments have agreed to eliminate two options and will continue to demo and research the remaining two options for the new CAD vendor. 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 has been working diligently 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 Police, Fire, EMS, and Special Teams have been reviewed and updated for the Fire policy/procedure to include MABAS, radio channel usage. Discussion commenced among the membership regarding available EAP programs and if an option exists to look for an EAP program for use/availability for all public safety agencies county wide. The Central Dispatch procedure involving the SOT Team has been completely rewritten and Central Dispatch worked closely with CLSH and the SOT commander to do so.

#### **B. Communications Training Program**

Director Collom advised the members of the Administrative Policy Board that Central Dispatch's current Communications Training Program is under review currently, as the Central Dispatch CTO program will be moving away from San Jose model and implementing new software for training program, which is called PowerFTO.

#### **Public Comments:**

None.

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

1. APB Meeting Minutes October 2022
2. 2023 Administrative Policy Board Membership List

3. Approved 2023 APB Meeting Dates
4. November 2022 Fund Balance Report
5. December 2022 Monthly Service Report

## **ADJOURNMENT**

Motion by Mr. Dennis Strahle, supported by Sheriff Dush to adjourn at 11:02 a.m. These minutes have not been approved as of January 18, 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 *April 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