

CHAIRPERSON
DALE COPEEDGE

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
VINCE DRAGONETTI

LAW ENFORCEMENT COMMITTEE
PENELOPE TSEBNOGLOU, CHAIR
DEBBIE DE LEON
VICTOR CELENTINO
CAROL KOENIG
RANDY SCHAFER
VINCE DRAGONETTI

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE LAW ENFORCEMENT COMMITTEE WILL MEET ON THURSDAY, NOVEMBER 29, 2012 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [November 15, 2012](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Controller's Office - Resolution Approving Various [Contracts](#) for the 2013 Budget Year
2. 911 Center – Lance Langdon
 - a. Resolution to Establish Special Part Time 911 Central Dispatch Center Background [Investigators](#) Positions
 - b. Report on Ingham County 911 Central Dispatch Operations (*No Materials*)
3. Board Referral - Letter from [Clinton County](#) Board of Commissioners Regarding the 911 Plan Amendment

Announcements

Public Comment

Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES
OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.

LAW ENFORCEMENT COMMITTEE
November 15, 2012
Minutes

Members Present: Debbie De Leon, Carol Koenig, Randy Schafer, and Vince Dragonetti

Members Absent: Penelope Tsernoglou and Victor Celentino

Others Present: Board Chairperson Copedge, Dianne Holman, John Neilsen,
Lance Langdon, Allan Spyke, Tom Krug and others

The meeting was called to order by Vice-Chairperson De Leon at 6:05 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the November 1, 2012 Minutes

The November 1, 2012 Minutes were approved as amended:

Page 1, Others Present, Change “Krub” to “**Krug**”

and

Page 5, Announcements, after the last word “structure.” add “**especially with regard to the combining of Law Enforcement and Judiciary Committees**” As follows:

Announcements

Vice-Chairperson De Leon expressed her concern of the 2013 Board of Commissioner’s Committee structure **especially with regard to the combining of Law Enforcement and Judiciary Committees.**

Additions to the Agenda

None.

Limited Public Comment

Tom Krug, FOP, informed the Committee he attended the 911 Advisory Board Meeting and the discussions were positive.

Mr. Krug described staffing concerns including overtime and vacations plus he encouraged the County to hire more 911 employees. Mr. Krug then described how the Union and County Staff have addressed employee complaints stating the employees would feel more comfortable if a locked suggestion box is made available. Mr. Krug thanked the County staff for working on the mapping. The Committee discussed employee suggestions, the complaint process and flow of suggestions.

Comm. Dragonetti asked if any of the employees are leaving the Ingham County 911 Central Dispatch Center to work at similar centers. Mr. Krug stated some police are being recalled from layoff while other employees are accepting positions in different fields of work.

Mr. Krug described the training and stress involved with Dispatch Positions. Mr. Krug informed the Committee he has been working with Mr. Parsons, Human Resources Director who is doing a good job. Comm. Dragonetti asked if any returning Military personnel are being considered for the positions. Mr. Krug stated he does not have the answer; however, there is minimal recruiting for the positions.

Vice-Chairperson De Leon asked how long the positions have been open. Mr. Krug explained the vacancies and historical vacancies. Mr. Neilsen added there were 120± applicants for the positions and 22± remain after testing. He noted that background checks still need to be done plus not everyone will make it through the probation period. Mr. Neilsen explained that both Lansing and East Lansing have had an open roster and were continually taking applications. Comm. Koenig questioned if the pay and stress of the positions are a retention factor. Mr. Krug stated he does not believe it is the pay rather working overtime, holidays and weekends. Board Chairperson Copedge expressed his concern that the positions are not normal hours, plus, individuals come in on a shift and cannot be relieved, sometimes working a second shift. Mr. Krug stated the shifts are typically 8 and 12 hours and most often individuals are working the 12 hour shift. He noted that the employees work hard and need time off. Comm. Koenig asked what the primary nature of employees' complaint is. Mr. Krug stated there are technology complaints; though, the County is working through that. The primary concern is working conditions; staffing and morale. Mr. Krug asked for vacation days for the current employees due to the overtime schedule. The Committee discussed vacation days.

Comm. Holman asked for clarification that these positions will be continuously posted. Mr. Neilsen stated the intent is to have a roster similar to the Sheriff's Office. Vice-Chairperson De Leon asked if the remaining applicants are qualified to fill the positions. Mr. Neilsen stated they are all qualified and once the background checks are complete it is possible they all could be offered positions. Comm. Schafer expressed his concern that many individuals do not pass the background check. Comm. Koenig noted they will still need training questioning how long training is. Mr. Krug stated to be completely trained takes approximately a year. He described the training processes and working with a seasoned employee.

Comm. Schafer asked for more information regarding Mayor Bernero's Task Force. Mr. Krug stated that the Union did not go to the Lansing City Council to address any issues rather at the request and on behalf of the Lansing Fire Department. He explained that he does not typically go to the Commissioners with training and equipment problems because he addresses those problems with the County Staff. He noted the County Staff was aware of the problems. Mr. Krug stated that it is his assumption the Task Force was established because there was some time between the opening of the Ingham County 911 Central Dispatch Center and the first 911 Advisory Board meeting. He suggested asking the Mayor for his reason because that would be more accurate.

1. Prosecuting Attorney Stuart Dunnings - Presentation on Gangs Task Force (*No Materials*)

Prosecuting Attorney Stuart Dunnings overviewed gang activity over the years, criminal organizations, initiations, independent contractors, drug trafficking, medical marijuana and crimes related to gang activity. He explained the decision to have a task force and violent crime initiative then pointed out the law enforcement agencies involvement in the force and its core group. He described the operations of the task force.

The Committee discussed recent crimes, how often the task force holds meetings, the unfunded detective position, and the County's collaboration with other law enforcement agencies throughout the State of Michigan.

2. Controller's Office

a. Ingham County Sheriff's Office Detective Position Recommendation

Undersheriff Spyke highlighted the recent challenge to fund the Detective Position and the suggested use of the Sheriff's Forfeiture Funds along with the County's Contingency Fund. Mr. Neilsen overviewed the memo in the agenda packet stating that the Controller's Office does not recommend funding this position. He reminded the Committee this is an ongoing expense and the Forfeiture Fund will run out, plus, there is an overall net reduction of twenty-six positions in the 2013 Budget. Mr. Neilsen stated that is not to say there is not merit to this position.

Undersheriff Spyke explained that the Sheriff's Office has lost thirty-nine positions in the past years and they are not able to do more with less any longer it is now do less with less. He described detective assignments, specialties and training. He then overviewed how this Detective Position is vital in fighting organized crime and the related follow-up work. Comm. Koenig asked if a Detective will be retiring in January. Undersheriff Spyke estimated the first week of March.

Comm. Dragonetti asked if the County's Detective is taking the lead in the Gang Task Force and do the other Counties depend on this position. Undersheriff Spyke answered yes. Mr. Dunnings answered yes and described the collaboration with law enforcement agencies in the tri-county area. Comm. Dragonetti questioned if Ingham County is absorbing all the costs. Mr. Dunnings explained that crimes can be cross jurisdictional.

Vice-Chairperson De Leon noted that during the Budget Hearings the Deputy Position was a higher priority than the Detective Position asking if given today's circumstances the ranking would be different. Undersheriff Spyke answered no describing the safety of the Deputies. Undersheriff Spyke acknowledged the Forfeiture Fund is just for a year; nonetheless, much can be accomplished in a year and there may be Federal Funds available again. Comm. Koenig noted that Federal Funds were not available for the 2012 or 2013 budget years cautioning that they should not be anticipated for the 2014 budget year.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. DRAGONETTI, TO FUND THE SHERIFF'S OFFICE DETECTIVE POSITIONS BY ALLOCATING \$39,000 FROM THE SHERIFF'S DEPARTMENTS FORFEITURE FUND AND \$40,000 FROM THE 2013 CONTINGENCY FUND.

Vice-Chairperson De Leon pointed out that there is a surplus in the 2012 Contingency Fund which will be transferred back to the reserves. Mr. Neilsen explained the proper fund to draw from would be the 2013 Contingency Fund and would need to be adopted by the Full Board. Comm. Dragonetti questioned if this can be done. Vice-Chairperson De Leon noted it has been done in the past. Comm. Schafer expressed his concern that County Parks are being funded over public safety and quality of life.

Mr. Neilsen suggested identifying another funding source perhaps by cutting a vacant position. Mr. Neilsen again stated the Controller's Office does not recommend this further stating twenty-six other positions did not receive funding.

Vice-Chairperson De Leon stated that if the Committee and Commissioners were made aware of the circumstances discussed in the presentation during the budget process they may have recognized the importance of this position. Undersheriff Spyke explained the information in the presentation was sensitive in nature during the budget process therefore it could not be discussed at that time. Comm. Koenig asked if someone would need to be hired because of the retirement. Undersheriff Spyke explained they promote from within which will cause a vacancy.

Comm. Dragonetti suggested the Sheriff's Office consider a millage so they are not required to continuously request funds.

MOTION CARRIED with Comm. Koenig Voting "no". Absent: Chairperson Tsernoglou and Comm. Celentino

Mr. Neilsen asked if it is the intent of this Committee for a resolution to come back next round or present a resolution to the Finance Committee. Vice-Chairperson De Leon requested a resolution be present to the Finance Committee.

b. Update on 911 Advisory Committee Meeting (*No Materials*)

Mr. Neilsen informed the Committee that the 911 Advisory Board had its first meeting today with all agencies in attendance. He stated that the discussions included the purpose of the advisory board, policy and procedures, as well as, the concerns that were discussed at the last Law Enforcement meeting.

Mr. Neilsen informed the Committee that Channel 6 interviewed Mr. Langdon and Mr. Krug.

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 7:22 p.m.

Respectfully submitted,

Julie Buckmaster

NOVEMBER 29, 2012 LAW ENFORCEMENT AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

The Deputy Controller is recommending approval of the following resolutions:

1. Controller's Office - *Resolution Approving Various Contracts for the 2013 Budget Year*

This resolution authorizes approval of a variety Law Enforcement Committee liaison contracts for the 2013 budget year. The list consists only of contracts that are included in the 2013 Adopted Budget.

The liaison committees may decide that there are some contracts included on the list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on the policy on cost increases for service related contracts authorized by Board Resolution #12-369, expenditure contracts with a 2013 increase of 1% or less are the only ones included in this resolution. (See attached memo from Mary Lannoye.)

2. 911 Center – Lance Langdon

a. *Resolution to Establish Special Part Time 911 Central Dispatch Center Background Investigators Positions*

This resolution authorizes up to three (3) special part time 911 Central Dispatch Background Investigator positions. These employees would conduct the necessary background investigations for the 911 Center Dispatcher positions applicants pool prior to an employment offer being made. The rate of compensation will be \$25.00 per hour with the total personnel costs being \$28.89 as needed up to a maximum of 600 hours with the total costs being up to \$17,334. The funds will come from salary attrition within the 911 Center budget. (See attached letter for details.)

This portion of the agenda is for informational purposes:

b. *Report on Ingham County 911 Central Dispatch Operations (No Materials)*

Agenda Item 1

DATE: November 19, 2012
TO: Finance and Liaison Committees
FROM: Mary A. Lannoye, Controller/Administrator
RE: Resolution Approving Various Contracts for the 2013 Budget Year

Commissioners:

This resolution will approve the attached list of contracts for the 2013 budget year. The list consists only of contracts that are included in the 2013 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

In the past, a limited amount of contract renewals have been included in the annual appropriations resolution. With the amendment of the county contract approval process authorized by Resolution 09-095, which reduced the maximum amount allowed for short form authorizations from \$25,000 to \$5,000, it was decided two years ago to expand this list and have the Board of Commissioners consider these contracts as a separate resolution. The liaison committees may decide that there are some contracts included on the list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on the policy on cost increases for service related contracts authorized by Board Resolution 12-369, expenditure contracts with a 2013 increase of 1% or less are the only ones included in this resolution.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2013 BUDGET YEAR

WHEREAS, county policy requires that all contracts over \$5,000 be approved by the Board of Commissioners, and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts, and

WHEREAS, funding for these contracts has been included within the 2013 Adopted Budget, and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part for in the adopted budget, and the remaining portion of the time period and funds are included in the Controller's Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over \$5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.

LAW ENFORCEMENT COMMITTEE										
Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2012 COST	2013 PROJECTED	Proj. Increase	% Increase over 2012	Funding Source
1	Animal Control	Spay/Neuter Services	Spay/Neuter Services	Mar-13	Feb-14	\$ 44,520	\$ 44,520	\$0	0%	General Fund
2	Comm. Corr	Weststaff	CCAB Administration & Data	Jan-13	Dec-13	\$ 43,288	\$ 43,288	\$0	0%	\$24,698 GF/\$12,500 State of MI/ \$5,740 from City
3	Prosecuting Attorney	Westlaw	Law Books	Jan-13	Dec-13	\$ 25,500	\$ 25,500	\$0	0%	General Fund
4	Prosecuting Attorney	Lexis	Law Books	Jan-13	Dec-13	\$ 10,500	\$ 5,000	-\$5,500	-52%	General Fund
5	Prosecuting Attorney	MGT	Applications and Billings for 2011-2012	Jan-13	Dec-13	\$ 6,000	\$ 6,000	\$0	0%	67% MDHS, 33% GF
5	Sheriff	Lansing-Mason Ambulance	Inmate Ambulance Service	Jan-13	Dec-13	\$ 22,500	\$ 22,500	\$0	0%	General Fund
6	Sheriff	I.D. Networks	Software in Jail - Main/LiveScan	Jun-13	Jun-13	\$ 7,000	\$ 7,000	\$0	0%	General Fund
7	Sheriff	Prisoner Transport Services	Inmate Extraditions	Jan-13	Dec-13	\$ 25,000	\$ 25,000	\$0	0%	General Fund
REVENUE CONTRACTS										
Line #	DEPARTMENT	CONTRACTOR NAME	REASON FOR CONTRACT	BEGIN DATE	END DATE	2012 COST	2013 PROJECTED	Proj. Increase	% Increase over 2012	
1	Prosecuting Attorney	State of Michigan	Cooperative Reimbursement Program	Oct-12	Sep-13	\$712,639	\$692,320	-\$20,319	-3%	
2	Prosecuting Attorney	State of Michigan	Juvenile Accountability Incentive Block Grant	Oct-12	Sep-13	\$22,843	\$4,000	-\$18,843	-82%	
3	Prosecuting Attorney	State of Michigan	Anti-Drug Abuse Program	Oct-12	Sep-13	\$155,000	\$50,498	-\$104,502	-67%	
4	Prosecuting Attorney	State of Michigan	Domestic Violence Prevention	Oct-12	Sep-13	\$65,000	\$65,000	\$0	0%	
5	Prosecuting Attorney	State of Michigan	Title IV E Grant	Oct-12	Sep-13	\$78,432	\$78,432	\$0	0%	
6	Prosecuting Attorney	State of Michigan	Victims Rights Grant	Oct-12	Sep-13	\$193,600	\$199,600	\$6,000	3%	
7	Sheriff	State of Michigan	Annual Grant for Secondary Road Patrol	Oct-12	Sep-13	\$248,002	\$248,002	\$0	0%	
8	Sheriff	State of Michigan	Annual Grant for Marine Safety Programs	Oct-12	Sep-13	\$4,109	\$4,109	\$0	0%	
9	Sheriff	State of Michigan	Annual Grant for Emergency Management	Oct-12	Sep-13	\$45,582	\$45,582	\$0	0%	
10	Ingham County	Tri-County Metro Narcotics Squad	Annual Grant for Drug Assets Forfeiture Program	Oct-12	Sep-13	\$271,805	\$271,805	\$0	0%	

Agenda Item 2a

To: Ingham County Law Enforcement and Finance Committees
From: Lance Langdon, Director 9-1-1
Date: November 21, 2012
Reference: Request for Background Investigator Positions

With the move to a consolidated 9-1-1 Center we have had several employees from both centers that did not move to the County. Three former East Lansing employees and eight former Lansing employees did not choose to make the move. Many of the Lansing staff members were laid off police officers who were recalled to their former positions. Since opening we have also lost two staff members one taking a 9-5 day job with MSU and a second left to start/run her own business. We also have at least a couple more employees that are in background stages for other positions, so we look to lose two or three more in the near future. To the positive side, we did hire one former contract employee from the Lansing Center and one new hire that was not involved at all with either center.

We have a hiring process well under way to fill our 13 open positions. We have 19 applicants that have made it through the process and background investigations are being started on them. With the two prior 9-1-1 Centers, staff was hired under the Police Departments, who used staff members to do background investigations for the 9-1-1 Centers. With the new center we do not have the staffing to perform these investigations.

All of the 9-1-1 Staff have been placed through a Police Officer level background investigation which is very extensive. With the access daily to the State's LEIN, NCIC, CJIS, Home Land Security, Secretary of State, Social Security, Police Agency Case information as well as Police and Fire Operational Procedures, a complete background is needed and warranted.

At the first 9-1-1 Advisory Board Meeting, East Lansing Police Chief Juli Liebler offered to assist us in having her staff perform some of these background investigations and on the 20th I did meet with one of her staff members leaving them four backgrounds to do. As a retired officer, I also am working to get a couple of these investigations done myself in addition to my other work. This gives us 6 investigations that are lined up to be completed with at a minimum of 7 more to be done, but history shows that we do usually wash a few applicants out as the result of backgrounds. As a result we will probably need to do backgrounds on this first batch of applicants to fill all of the openings we have or expect. This would be 19 in the next 6 to 10 weeks.

I did obtain a cost from the Sheriff's Department to conduct these backgrounds which would have to be done by their staff on overtime. They estimated 20-25 hours per investigation for a cost of \$1325.00 per applicant. I also contacted a company that the Lansing Center had requested a quote from some time ago; their cost for an investigation at that time was \$1500.00 per applicant plus expenses. The Lansing Center had gotten this quote as it was taking a long time to get the backgrounds done through the Lansing Police as the officers worked on these along with their regular duties.

With this in mind, I would like to request authorization to hire 3 Special Part time employees. The qualifications for the position would include being a current or prior law enforcement officer that has been trained and conducted law enforcement backgrounds. Initially the investigators would have several investigations to complete and after the large influx of employees would then be used as needed when staff would lose a member or if a new applicant did not make it through training. With the future work being hopefully much less frequent, having three investigators available should allow for at least one of them being available to do an investigation very quickly.

I am suggesting that we pay \$25.00 per hour (\$28.89 per hour, with unemployment, FICA, workers comp and liability) for the investigator position. This amount is in line with a normal officer's hourly wage. With the Sheriff's Departments estimate of 20-25 hours per investigation it would result in a cost of \$577.80 to \$722.25 in wage costs per investigation and mileage costs estimated at an additional \$150.00 to \$200.00. This would bring our total cost per investigation to \$727.80 to \$922.25, which is about half the cost estimated by the Sheriff's Office or Private Background firm.

With these numbers to do our 19 candidates backgrounds having 6 done by East Lansing or Myself, and the remainder through these new background investigators it would cost between \$9461.40 and \$11,989.25 compared to between \$17,225.00 and \$19,500.00 plus expenses for an outside investigation.

As these would be Special Part time employees they could be used as needed rather than being on staff regularly when not needed, and reduce the costs of regular full time positions to perform this function, especially when there is no need for this position to be working every day. Also with them working directly under the 9-1-1 Center it will result in better control of timelines and help to shorten the application process.

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ESTABLISH SPECIAL PART TIME 911 CENTRAL DISPATCH CENTER
BACKGROUND INVESTIGATORS POSITIONS**

WHEREAS, that the Ingham County Board of Commissioners has established the Ingham County 911 Central Dispatch Center; and

WHEREAS, the current staffing level requires the hiring of a large number of new employees to fill currently open positions as well as future positions that become available; and

WHEREAS, the 911 Center requires a law enforcement level background investigation be completed on each new employee, and currently does not have staff that is trained or able to conduct these background investigations; and

WHEREAS, the 911 Centers while under the operation of the Cities of Lansing and East Lansing, had sworn police officers on staff that conducted these background investigations while the centers were under their control; and

WHEREAS, there is not a need for a full time staff member to fill the needs of 911 Background investigator, however at times there may be a need for more than one person to be doing investigations at a given time; and

WHEREAS, there are many current or retired police officers that can perform these investigations as they are needed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes up to three (3) special part time 911 Central Dispatch Background Investigator positions.

BE IT FURTHER RESOLVED, that the rate of compensation will be \$25.00 per hour with the total personnel costs being \$28.89 as needed up to a maximum of 600 hours with the total costs being up to \$17,334.

BE IT FURTHER RESOLVED, that the funds will come from salary attrition within the 911 Center budget.

BE IT FURTHER RESOLVED, that the positions will be effective upon the passage of this resolution.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator's Office to make any necessary changes to the Position Allocation List and the Ingham County 911 Central Dispatch Center 2012 and 2013 Budget.

CLINTON COUNTY BOARD OF COMMISSIONERS

COURTHOUSE
100 E. STATE STREET
ST. JOHNS, MICHIGAN 48879-1571
989-224-5120



Administrator
 Ryan L. Wood
Clerk of the Board
 Diane Zuker

Chairperson
 Robert Showers
Vice-Chairperson
 David Pohl
Members
 Anne Hill
 Bruce DeLong
 Jack Enderle
 Larry Martin
 Adam C. Stacey

October 30, 2012

Mike Bryanton
 Ingham County Clerk
 PO Box 179
 Mason, MI 48854

RECEIVED
 NOV 01 2012
 INGHAM COUNTY CLERK

Dear Clerk Bryanton,

Re: 911 Plan Amendment

For your information, I am notifying you that the Clinton County Board of Commissioners has adopted the attached 9-1-1 Plan Amendment Resolution, including the attached Tentative 911 Plan. The new 911 Plan would republish Clinton County's 911 Plan, incorporating all prior amendments and updating it in light of changes to the underlying statute.

All affected local units (City of East Lansing & City of Lansing) have been advised of the following steps involved in the amendment process and their right to opt out. Opting out would result in the community not receiving 9-1-1 services. If a community wants to opt out, it must authorize the signature of one of the following "Notices". If an entire community wants out of the 9-1-1 system, they must approve, execute and return to me within 45 days, the "Notice of Exclusion (Complete)". If local unit wants a portion of their community's geographic boundaries out of the 9-1-1 system, they must approve, execute and return to me within 45 days the "Notice of Exclusion (Partial)".

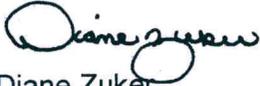
The steps in the amendment process are as follows:

1. County Board of Commissioners adopts a tentative plan amendment and sets a final hearing date for at least 90 days later. The Clinton County Commissioners have taken this action and the final hearing is scheduled for January 29, 2013.
2. Within 5 days after the tentative plan is adopted, the Clinton County Clerk must send each affected municipality this notice with a copy of the proposed amendment (and a notice of the opportunity to opt-out), certified mail, return receipt requested.

3. If a community wants to opt-out, it must return an opt-out resolution (signed notice) within 45 days.
4. After the 45 days, the tentative plan is modified by any exclusions and notice of the final hearing must be published twice in a newspaper of general circulation by the County Clerk; once more than 30 days before the final hearing and once within 30 days of the final hearing.
5. The Clinton County Board of Commissioners holds the public hearing, and must allow all who wish a reasonable opportunity to speak.
6. The only change that may be made to the final plan amendment is the modifications for communities that excluded themselves. If the final plan is adopted by the Clinton County Board of Commissioners, it is filed with the State Treasurer and the Michigan State Police.

If you have any questions, do not hesitate to contact me. If a community does nothing, the community will be automatically included within the new 9-1-1 Plan.

Sincerely,



Diane Zuker
Clerk of the Board of Commissioners

Enclosures

CLINTON COUNTY BOARD OF COMMISSIONERS

Chairperson
Robert Showers
Vice-Chairperson
David Pohl
Members
Jack Enderle
Anne Hill
Bruce DeLong
Larry Martin
Adam C. Stacey

COURTHOUSE
100 E. STATE STREET
ST. JOHNS, MICHIGAN 48879-1571
989-224-5120



Administrator
Ryan L. Wood
Clerk of the Board
Diane Zuker

Resolution 2012-19 **Adopting Tentative Final 911 Service Plan and Plan Service District**

At a regular meeting of the Clinton County Board of Commissioners held in St. Johns, Michigan on October 30, 2012, at 9:00 a.m.

PRESENT: Commissioners Bruce DeLong, Jack Enderle, Ann Hill, Larry Martin, David Pohl, Robert Showers and Adam Stacey.

ABSENT: None

The following resolution was offered by Commissioner Pohl and supported by Commissioner Enderle:

WHEREAS, Clinton County ("County") has adopted a Final 911 Service Plan ("Plan") and Plan Service District ("Service District") pursuant to the Emergency Telephone Service Enabling Act, 1986 PA 32, as amended ("Act");

WHEREAS, from time to time the County has adopted changes and amendments to the Plan to accommodate changes in the Act or the delivery of 911 services within the County;

WHEREAS, the County believes that it would be in the best interests to republish and repromulgate the 911 Plan to ensure that it contains all amendments that are presently relevant to the County and Service District and the latest amendments and changes to the Act and 911 technologies and to the Clinton County Consolidated Dispatch operation.

NOW, THEREFORE, BE IT RESOLVED that the 911 Plan attached, including its Appendices and the Bylaws attached is tentatively adopted:

BE IT FURTHER RESOLVED A final hearing on this Plan Amendment is set for January 29, 2013, and the County Clerk is directed to send a copy of the tentative Plan and attachments to all public agencies and to otherwise make the required postings under the Act.

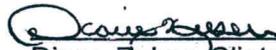
YEAS: Commissioners Larry Martin, Anne Hill, Adam Stacey, David Pohl, Jack Enderle, Bruce DeLong and Robert Showers.

NAYS: None

RESOLUTION ADOPTED

STATE OF MICHIGAN)
)
COUNTY OF CLINTON)

I, Diane Zuker, Clerk of the County of Clinton, do hereby certify that the foregoing resolution was duly adopted by the Clinton County Board of Commissioners at a regular meeting held on the 30th day of October, 2012.



Diane Zuker, Clinton County Clerk

**CLINTON COUNTY
EMERGENCY TELEPHONE SERVICE DISTRICT
FINAL PLAN**

Adopted on October 30, 2012

CLINTON COUNTY E-911 SERVICE PLAN

I. INTRODUCTION

Michigan Public Act 32 of 1986, MCL §484.11101 et seq, as amended, ("Act") authorizes Clinton County ("County") to enact a E-911 Service Plan ("Plan") that establishes a Service District ("Service District") in which enhanced 911 (E 911) services are provided to callers requesting emergency medical, police and fire services. The County has adopted a Plan and various amendments to that Plan¹. The present Plan is designed to replace, supersede, republish and/or update the Plan in light of present circumstances with the potential to more easily accommodate present and future technologies and management operations with the goal of facilitating a superior and ever improving E 911 system with the County. Unless otherwise noted herein, all terms within this Plan shall have the definition and/or meaning provided in the Act.

This Plan implements a Service District covering the entire geographic boundaries of the County by addressing the following:

- Technical considerations of the service supplier including system equipment for facilities that would be used in providing emergency telephone service and/or other communication technologies.
- Operational considerations including the designation of primary public safety answering points ("PSAP's"), secondary PSAP's, and alternative PSAP's, and the manner in which 911 calls would be processed, dispatch functions performed, and informational systems utilized.
- Managerial considerations including the organizational form and agreements that would control technical, operational, and fiscal aspects of the emergency telephone service.
- Fiscal considerations including projected recurring and non-recurring costs with a financial plan for implementing and operating the system

By facilitating the development and maintenance of enhanced 911 services in the County, this Plan provides multiple benefits, including but not limited to:

1) Use of the universal, simple, easy-to-remember, three digit number for all emergencies in any location within the County;

2) Automatic number identification (ANI), automatic location identification (ALI) for wire-based calls, digital calls, geographic positioning identification for mobile or wireless technologies, automatic and selective routing to increase the effectiveness of emergency response, and dispatch services;

¹ Appendix #8 – Historical listing of amendments to the Clinton County 9-1-1 Plan.

3) Establishment of financial, management and operational mechanisms designed to place the community in the best position to implement and maintain an up-to-date E 911 System; and

4) Establishment of a system for recruiting and training qualified telecommunicators, also known as “dispatchers”).

II. PLAN ADOPTION

1) The Act requires the County Board of Commissioners (“County Board”) to adopt by resolution a Tentative Plan creating a Service District.

2) The Act requires the resolution to include a date, time and place for a public hearing to be held on a final Service Plan not less than ninety (90) days after the date of adoption of the resolution.

3) The Act requires the County Clerk to give notice of the public hearing. Notice must be published twice in a newspaper of general circulation within the County. The first notice must be at least thirty (30) days prior to the hearing, and the second notice within thirty (30) days of the hearing.

4) The Act requires the County Clerk to forward a copy of the resolution, together with a copy of the Tentative Plan to the clerk of each community within the District.

5) A community has forty-five (45) days after receipt of the resolution to file with the County Clerk a notice of exclusion from the Plan (see Appendix #1 and Appendix #2). Failure to file a notice of exclusion within 45 days will result in the community being included in the Service Plan and the Service District.

6) The Clinton County Central Dispatch as established or recognized herein shall be the primary PSAP for all portions of the Service District, unless another public agency currently has on file with the County Clerk or files pursuant to the Act, a notice of intent to serve as primary PSAP to an area within the Service District. All such filings are preserved by this Plan. Any other public agency within the County that wishes to be a PSAP agency has 45 days after the receipt of the resolution tentatively adopting this Plan to file a notice of intent to function as a PSAP (see Appendix # 1 and Appendix #2). Any public agency whose geographic boundaries that is located completely outside the County or that is proposing to provide primary PSAP services to a portion of the Service District located outside of the public agency’s own boundaries must receive express and specific County Board approval for that PSAP service, either directly through this Plan, a Plan Amendment or an Administrative Finding Resolution, as further described in IV(1) below.

7) The Act requires the County Board to adopt the Tentative Plan as the Final Plan, except as modified by Plan Exclusions and PSAP Notices, as identified above.

III. **TECHNICAL CONSIDERATIONS**

1) **Service District.**

The Service District created by this Service Plan shall be coterminous with the boundaries of the County.

The Administrative Policy Board (hereinafter being referred to as "911 Board") created herein is authorized and directed to cooperate with the State 9-1-1 Committee or any other state, federal or local body or official authorized to install, operate, modify and maintain universal emergency number service systems, whether wire-based, cellular, wireless, digital or radio-based, within the Service District.

2) **Enhanced wire-based 911.**

This Plan requires an Automatic Number Identification ("ANI"), Automatic Location Identification ("ALI"), and selective Routing Network System, including "on screen" information to the telecommunicator of the caller's name, address, and telephone number and space provided for jurisdiction information in the areas of police, fire, and ambulance ("EMS"). (Collectively referred to as "Enhanced 911").

Presently AT&T and Frontier provide wire-based Enhanced 911 telephone services to service users in the County, and those companies must maintain their Enhanced 911 services in order to continue to serve users in the County. All wire-based telephone companies interested in providing wire-based services within the County must provide and maintain Enhanced 911 and will cooperate to supply, in accordance with the Michigan Public Service Commission tariff rates, rules and regulations, the design installation and maintenance of the network for all facilities involved in providing emergency response telephone service, including modifications to all pay telephones to provide free 911 service.

In this Plan the wire centers identified in Appendix #3 must be modified or maintained. These costs are included in the technical surcharge installation and maintenance costs.

The cities, townships and villages that are wholly or partially included in the Service District, as public agencies, include those identified in Appendix #4.

3) **Wireless Implementation.**

All Commercial Mobile Radio Service ("CMRS") or other wireless providers (collective "Wireless") providing service within the Service District are requested and directed to deploy Phase II, E 911 Enhanced service as provided in the wireless emergency service order ("Order"), FCC Docket No. 94-102, adopted June 12, 1996, with an effective date of October 1,

1996, including but not limited to provision of number, location and name. The County is Phase II compliant.

4) **VOIP Implementation.**

All providers of voice over internet (“VOIP”) and other communication technologies services to the service users in the Service District are required to provide Enhanced 911 services if the computer is wire based and service that is equivalent or exceeds Phase II, Enhanced service if mobile and wireless.

5) **Implementation—General.**

Commercial wire-based, wireless, VOIP, and/or other communication technology providers are “Service Suppliers” as that term is used herein. Service Suppliers shall automatically route all 911 calls originating from service users in the County to the primary PSAP serving the area from which the call originated, as identified in this Plan and/or the notice of intent to serve as primary PSAP as provided in this Plan and under the Act. All calls within the wire exchanges identified in this Plan but originating from within other counties shall be automatically routed as directed by the E 911 service plans adopted by the County Board from those counties, or, if no such provisions exist, to the appropriate secondary PSAP for selective routing to the appropriate public agencies and EMS providers within those counties. Any calls which cannot be automatically routed shall be selectively routed to the appropriate primary PSAP.

The County Board of Commissioners are authorized and directed to take any action necessary to implement the Order, the Act, this Plan or any other applicable state or federal law existing or subsequently adopted.

The County Board of Commissioners may require that every wire-based, CMRS/wireless or VOIP service provider billing service users within the District submit a written registration as a “Service Supplier” under the Act, including a contact person, telephone number and the type of service supplied. The Board of Commissioners may by resolution impose reasonable time limits on the registration and require periodic updates. The current service suppliers known to operate within the District are listed in Appendix #3.

6) **Service Supplier, Selective Router, and Public Agency Updates.**

In an Administrative Findings Resolution, the County Board of Commissioners shall periodically update the public agency, wire, wireless and digital service supplier, and selective router information described or required as provided in this Section of the Plan as well as the Act and Appendix #3 and Appendix #4.

IV.
OPERATIONAL CONSIDERATIONS

1) **Consolidated Dispatch.**

Clinton County Central Dispatch is established as a consolidated dispatch center and recognized herein as the primary PSAP for all portions of the Service District, unless another public agency files with the County Clerk, a notice of intent to serve as a primary PSAP to an area within the Service District as provided herein. Any public agency within the County that wishes to be a PSAP agency has 45 days after the receipt of the resolution tentatively adopting this Plan to file a notice of intent to function as a PSAP (Appendix #1 or Appendix #2).

If a public agency within the county files a notice of intent to serve as a primary PSAP to any portion of the Service District outside its borders or if a public agency located completely outside of the County files a notice of intent to serve as a primary PSAP for any portion of the Service District, the County Board must specifically approve such service through express provision in this Plan, a Plan Amendment, or any Administrative Findings Resolution. If the County Board does not expressly approve the notice of intent for such public agencies, Clinton County Central Dispatch shall continue to serve as the primary PSAP. Factors for the County Board to consider in deciding whether to approve a notice of intent for such public agencies shall include but are not limited to the following:

- A. Whether the proposed primary PSAP is currently dispatching first responders serving the area of the Service District involved;
- B. Whether the proposed primary PSAP service will impair the optimum functioning of Clinton County Central Dispatch in one or more of the following areas: financing, technological servicing, disaster planning, or general operations;
- C. Whether the proposed primary PSAP service is supported by the public safety agencies servicing that portion or surrounding portions of the Service District; and
- D. Whether the proposed primary PSAP service is in the best interests of the service users of the County.

In making a determination as to whether to accept the notice of intent to serve as a primary PSAP for a public agency outside of the proposed primary PSAP's boundaries, the County Board may attach conditions to its approval, including but not limited to the execution of a contract, provisions regarding operational surcharge or other revenue that may be provided under the Act and this plan, indemnification, duration and mutual aid., and any other provision that advances the best interests of the service users and the public safety agencies within the County.

2) **PSAP Operations**

This Plan shall, upon adoption by the Board of Commissioners, be and is designed to replace, supersede, republish, and update the 1991 service plan, as amended. The primary PSAP designation is the Clinton County Central Dispatch as established in the existing Plan. Any previously filed notices of intent to serve as primary PSAP are preserved, as described in Appendix #6. If no notice of intent to serve as primary PSAP is currently on file with the Clinton County Clerk or if any public agency that filed a notice of intent to serve as primary PSAP withdraws such notice under the Act, the primary PSAP will be the Clinton County Central Dispatch Center, presently located at 100 East State Street, Clinton County Courthouse, Suite 1400, St. Johns, MI 48879. All present PSAP's and the public agencies dispatched and dispatch methods are identified in Appendix #5 and Appendix #6. In an Administrative Findings Resolution, the County Board is authorized from time to time to update the list of PSAP's, public agencies dispatched and dispatch methods as provided in Appendixes #4, #5, and #6.

There are no secondary PSAPs authorized under this Plan.

All primary PSAP's must be staffed twenty-four (24) hours per day, every day of the year, and shall have at least one device for receiving calls for service from hearing or speech-impaired persons.

If a local unit of government or public safety agency that is identified in the Plan as being a primary PSAP or that has filed an intention to serve as a primary PSAP under the Act and Plan, and subsequently files a notice of intention to cease to function as a primary PSAP, the Clinton County Central Dispatch shall serve as the primary PSAP for the geographical area previously served by the local unit of government or public safety agency as soon as practicable and shall have the right to any millage or operational surcharge or any other 911 fee or transfer costs associated with the assumption of responsibility.²

Livingston, Eaton and/or Ingham Counties shall serve as back-up PSAP's in the event that selective routing services to Clinton County Central Dispatch are disrupted. Likewise, Clinton County Central Dispatch may serve as back-up PSAPs for Livingston, Eaton, and Ingham Counties.

3) **Dispatch Methods**

Calls to 911 will be processed by the direct dispatch method and/or relay Method. Calls for service from jurisdictions outside the geographical boundaries of Clinton County but which are included in this Service Plan will be handled by the manual transfer method. If, at any time, Selective Routing Transfer of the Manual Transfer method becomes unusable, the calls for service will be routed by the Relay Method.

Each public safety agency, designated above to serve as a PSAP or secondary PSAP, or back-up PSAP, shall file a notice of their intent, whether to serve or not to serve as a PSAP, not

² "Practicability" shall be determined in the sole discretion of the County Board after consultation with the 911 Board and local unit of government affected.

later than 45 days after the city or township which the agency serves, receive a copy of this Service Plan. Failure to file a notice of intent will result in the safety agency not being designated as a PSAP in the final E-911 plan.

While the Plan is designed solely for the benefit of the residents and service users of Clinton County, portions of other counties may be affected by the implementation of this plan. Agreements may be reached with these communities as to the proper forwarding of those 911 calls that originate beyond the boundaries of this Emergency Telephone Service District.

Public safety agencies identified within the Plan will be dispatched in either the direct or relay method. Dispatchers of Clinton County Central Dispatch will determine the appropriate³ public and private safety service unit, including the Michigan State Police, and will dispatch the appropriate closest available unit(s). Public Safety units when equipped with AVL (automatic vehicle locaters) will be utilized.

4) **Training.**

The 911 Board will ensure all telecommunicators who are required to meet State mandated designation are so designated and that all telecommunicators receive appropriate training for their function.

5) **Implementation—General.**

The 911 Board may require that all public and private safety agencies providing emergency response services within the District register with the County Clerk and execute service agreements with Clinton County Central Dispatch. The 911 Board may by resolution impose reasonable time limits on the registration and require periodic updates. The current public and private safety agencies known to operate within the District are listed in Appendix #5.

6) **PSAP/Public Safety Agencies Updates.**

The public and/or private agencies to be dispatched within the County and the dispatch methods are identified in Appendix #5. In an Administrative Findings Resolution, the County Board of Commissioners, in coordination with the 911 Board, is authorized from time to time to update the list of public and private safety agencies providing emergency response services within the District and the corresponding dispatch methods.

³ “Appropriate” public or private safety unit shall be determined in the sole discretion of the County Board after consultation with the 911 Board and the local unit of government affected.

V.
MANAGERIAL CONSIDERATIONS

1) **Legal Status.**

Clinton County Central Dispatch is a department of Clinton County and its personnel are County employees. The County Board, 911 Board and Director shall operate and manage the Clinton County Central Dispatch pursuant to the Act, this Plan, the Bylaws authorized herein as well as other County policies and practices.

2) **PSAP Management.**

Clinton County Central Dispatch and each additional public agency that files a notice of intent to function as a PSAP (either primary or secondary), by doing so accepts the responsibility for the management of the on-line public safety dispatch center including the personnel, operational configuration, level of service and equipment needs for the geographic and political boundaries identified in the notice of intent.

3) **Director.**

The County Board may hire a Director, subject to its personnel policies and practices. The Director shall report to the County Board and County Administrator and work with the 911 Board to implement this Plan, including but not limited to implementing dispatch protocols; communicating with the public safety agencies, private service entities, public agencies, service suppliers, State of Michigan and other interested parties; supervising telecommunicators and other dispatch staff subject to the County personnel policies; preparing a proposed and implementing an approved budget; establishing funding needs; and executing other duties as assigned by the County Board,

4) **911 Board.**

The 911 Board shall assist the County Board and the Director in the implementation of this Plan, and other 911 services for the Service District. The 911 Board shall meet at least quarterly and at such other times as the membership shall determine. The 911 Board shall be an "emergency 9-1-1 district board" as that term is used in Sections 301 and 320 of the Act.

A. Clinton County has a Central Dispatch that was created before March 2, 1994, therefore the governing board previously created is preserved. By resolution, the County Board shall adopt and from time to time amend bylaws for the 911 Board, specifying among other things, the number of Board members, how they are appointed, and the 911 Board's authority. The current bylaws for the 911 Board are attached hereto as Appendix #7.

B. If the County ceases to operate a Central Dispatch the 911 Board shall perform the nondispatch functions of this Plan, coordinate the delivery of dispatch

services in the County, assist the County Board in maintaining, improving and implementing the Plan, and assist the County Board in any other 911 related service that the County Board delegates to it.

C. In the sole discretion of the County Board as exercised by resolution, each neighboring county that executes a service agreement with the County Board to receive services from the Clinton County Central Dispatch may receive one (1) representative on the 911 Board which shall be expanded to accommodate such representative(s).

D. The County may indemnify members of the 911 Board to the limits of and if subject to coverage under the terms of the County's insurance coverage, against expense actually and necessarily incurred by such members in connection with the defense of any action or suit claiming money damages or other relief arising out of his or her service on the 911 Board; provided, however, Clinton County shall not be liable if the member has admitted to, or have been adjudged or found liable or guilty by any court of competent jurisdiction of fraud or malfeasance in the performance by such member(s) of his/her duties to the 911 Board.

E. The 911 Board may also appoint a Technical Advisory Committee ("TAC") that is to be composed of a majority of law enforcement representatives. The TAC shall be the "governing body" of the Central Dispatch for purposes of ensuring LEIN and NCIC compliance as described in R 28.5204. The 911 Board shall approve the TAC's bylaws and prescribe additional duties and responsibilities to it at the 911 Board's discretion and, except for LEIN and NCIC activities, its oversight.

VI. FISCAL CONSIDERATIONS

1) Technical Charges.

Estimated Network Charges. Network Charge will be collected by each wire based Service Supplier from all subscribers in the Service district, as approved by the Michigan Public Service Commission.

The Act requires each agency operating a PSAP to pay for all terminal equipment installation and for the actual PSAP equipment either through rental or capital acquisition. If the Act is modified, this Plan shall be automatically modified regarding the provision of such terminal or technical equipment.

The Clinton County Central Dispatch will utilize existing equipment. The cost of maintaining existing and acquiring new equipment shall be paid for by the County through the Central Dispatch Budget, as funded through Operational Funding, as described below. Grant monies, wherever applicable will be sought for equipment costs and planning and development of the database.

2) **Operational Funding.**

To finance the delivery of primary PSAP services, the County Board is authorized and directed to implement, receive and, in its discretion, to expend, consistent with all applicable laws and County resolutions, any voter approved millages, operational surcharge, County 9-1-1 charge (to the serviced agencies) or any other funding provided under state or federal law, including but not limited to such fees authorized, imposed, and collected under the Act. The County Board is authorized to make any request for funding from the Michigan Public Service Commission or State 911 Committee pursuant to the Act.

In addition, the County Board by resolution may accept at its discretion, to expend the County's share of the State's 9-1-1 Charge revenue as provided under the Act and to expend such funds on equipment and services benefiting the wireless telephone citizens operating within the County.

Because the County serves or is prepared to serve all portions of the County with E-911 answering and dispatch services, all operational surcharge and wireless surcharge funds arising from the County's landline and wireless residents shall be paid to Clinton County and the Clinton County Board of Commissioners shall appropriate those sums in its sole discretion towards the funding of E-911 answering and dispatch services provided to the County's residents and may appropriate up to the entire sum of revenues to Clinton County Central Dispatch even if some residents are receiving primary PSAP services from other jurisdictions.

All service suppliers must collect the operational surcharge or 9-1-1 charge under the Act as set by the County Board through resolution or implementing ordinance from services suppliers located within the Service District and remits such funds as provided under the Act to the County. The County Board may require that service suppliers provide an accounting of all funds collected and charged, including an identification of the number of service users that it is billing within the District. Any service supplier who fails to collect such funds and timely remit them as provided in this Plan and Act or to provide the reasonable accounting required hereby may be enjoined by the Clinton County Circuit Court from providing communication services to service users within the District and the County Board is authorized to sue such service supplier in the Circuit Court to obtain such injunctive relief and/or damage relief for the amount of uncollected or unremitted surcharge that the service supplier should have provided to the County.

In the event that millage and/or 911 operational surcharge revenues are insufficient to cover the costs of financing the Clinton County Central Dispatch, the County Board is authorized to negotiate fees for primary PSAP services rendered to public and private safety agencies and other emergency service providers dispatched by the Clinton County Central Dispatch, and if such fees cannot be negotiated, to set them at reasonable and fair levels in relation to the estimated cost of the services actually delivered to the public or private safety agencies. Furthermore, the County Board is authorized to set a service user fee at reasonable and fair levels in relation to the estimated cost of the services actually delivered to the service user or on his or her behalf or on behalf of a person or entity receiving the benefit of the emergency public and/or private services. The County Board may impose such fees through resolution or implementing

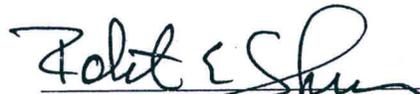
ordinance, including authorization to the State of Michigan District Court system to collect such fees from the party adjudicated at fault for creating the emergency service condition through civil and criminal infraction proceedings. The County Board may authorize the initiation of civil court proceedings to collect any such service user fee.

3) Past Plans or Amendments

These provisions are intended to modify, amend, supersede, republish and replace any and all prior Plan or Plan Amendment. This Plan may be amended in any manner and at any time consistent with the Act.

EXECUTION AND ACKNOWLEDGEMENT

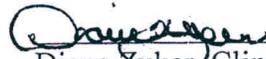
Date: Oct. 30, 2012



Robert Showers, Chairperson
Clinton County Board of Commissioners

I, Diane Zuker, the Clinton County Clerk, hereby attest that the Clinton County Board of Commissioners approved this Plan on October 30, 2012, and authorized the Chairperson to execute it on its behalf, which occurred in my presence.

Date: Oct. 30, 2012



Diane Zuker, Clinton County Clerk

APPENDICES

- Appendix #1 Notice of intent to function as a PSAP
- Appendix #2 Notice of Exclusion (Full Jurisdiction) and Notice of Exclusion (Partial Jurisdiction)
- Appendix #3 Service Suppliers
- Appendix #4 Public Agencies
- Appendix #5 List of public safety agencies serviced by the 911 network, and dispatch methods
- Appendix #6 List of PSAP(s) for Clinton County Service District
- Appendix #7 Clinton County Central Dispatch Administrative Policy Board Bylaws
- Appendix #8 Historical listing of amendments to the original Clinton County E 9-1-1 PLAN.

APPENDIX #1

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to the provisions of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, each public safety agency has forty-five (45) days after receipt of this tentative 911 Service Plan to file with the Clinton County Clerk a Notice of Intent to Function as a PSAP. The notice shall be in substantially the following form:

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act, _____ shall function as a PSAP within the 911 Service Plan adopted by resolution of the Clinton County Board of Commissioners on _____ (date).

(Appropriate official)

(Second)

APPENDIX #2

1. Notice of Exclusion--(Full Jurisdiction)

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, each public agency has forty-five (45) days after receipt of the Final 911 Service Plan to file a Notice of Exclusion from the 911-service district with the Clinton County Clerk. The Notice of Exclusion shall be in substantially the following form:

**NOTICE OF EXCLUSION
FROM THE 911 SERVICE DISTRICT**

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, the _____ of _____ hereby notifies the Clinton County Board of Commissioners that the _____ of _____ is excluded from the 911 Service District established by the Final 911 Service Plan adopted by the Board of Commissioners on _____ (date).

(Clerk or other appropriate official)

2. Notice of Exclusion--(Partial Jurisdiction)

Pursuant to the provisions of the Emergency Telephone Service Enabling Act, Michigan Public Act 32 of 1986, as amended, each public agency has 45 days after receipt of the Final 911 Service Plan to file a Notice of Exclusion from the 911 Service District with the Clinton County Clerk. If less than the entire jurisdiction of a public agency is to be excluded, the Notice of Exclusion shall be in substantially the following form:

**NOTICE OF EXCLUSION
FROM 911 SERVICE DISTRICT**

Pursuant to Section 306 of the Emergency Telephone Service Enabling Act, the _____ of _____ hereby notifies the Clinton County Board of Commissioners that the _____ of _____ described on the attached map is excluded from the 911 Service District established by the Final 911 Service Plan adopted by the Clinton County Board of Commissioners on _____ (date).

(Clerk or other appropriate official)

APPENDIX #3

SERVICE SUPPLIERS

The following service suppliers as that term is used in the Act operate in whole or in part within Clinton County and, therefore, the service district created by this Plan:

Wire-Based 911 Telephone Companies:

- ▶ AT & T
- ▶ Frontier

Wireless, VoIP, and other Communication Technologies:

- ▶ 123.Net
- ▶ ACD.NET, Inc
- ▶ ALL TEL
- ▶ AT & T CORP
- ▶ BIRCH TELECOM
- ▶ BULLS EYE TELCOM
- ▶ CHARTER FIBERLINK
- ▶ CLEAR RATE COMM
- ▶ COAST TO COAST
- ▶ COMTECH 21
- ▶ CORDIA COMM
- ▶ DIECA (COVAD) COMM
- ▶ FIRST COMM
- ▶ GLOBAL CONNECT
- ▶ GRANITE TELECOM
- ▶ IDT DOMESTIC TELECOM
- ▶ LDMI
- ▶ LINGO INC
- ▶ MCI METRO ACCESS
- ▶ MEGAPATH
- ▶ MET TEL OF MICH
- ▶ NEW CINGULAR
- ▶ NEXTEL WEST CORP
- ▶ PNG TELECOM
- ▶ QWEST COMM
- ▶ SPRINT SPECTRUM
- ▶ TALK AMERICA, INC
- ▶ TDS METRO COM
- ▶ THUMB CELLULAR
- ▶ VERIZON WIRELESS NEW PAR
- ▶ WESTPHALIA BROADBAND
- ▶ WINN TELECOM
- ▶ WORKING ASSETS FUND
- ▶ ZAYO
- ▶ 8X8, Inc
- ▶ ACN COMM
- ▶ AT&T COMM OF MI
- ▶ AT & T MIDWEST
- ▶ BUDGET PREPAY/SALIS
- ▶ CAUSE BASED COMM
- ▶ CINCINNATI BELL
- ▶ CMSINTER.NET LLC
- ▶ COMCAST
- ▶ CONSUMERS CELLULAR
- ▶ DAYSTARR LLC
- ▶ ENTELEGENT SOL
- ▶ FRONTIER NORTH
- ▶ GLOBAL CROSSING
- ▶ IBFA ACQUISITIONS
- ▶ ISERV
- ▶ LEVEL 3
- ▶ MATRIX TELECOM
- ▶ MCLEOD USA
- ▶ METRO PCS
- ▶ NEXTVIA INC
- ▶ NEW HORIZONS COMM
- ▶ NOS COMM
- ▶ PRIME CIRCUITS
- ▶ SAGE TELECOM
- ▶ T MOBILE
- ▶ TCG-DETROIT
- ▶ TELNET WORLDWIDE
- ▶ VONAGE
- ▶ VERIZON WIRELESS PERSONAL COMM
- ▶ WESTPHALIA TELEPHONE
- ▶ WOLVERINE TDS TELECOM
- ▶ XO COMM SERV

APPENDIX #4

PUBLIC AGENCIES

The following public agencies exist in whole or in part within the County and therefore, included in the service district created by this plan:

TOWNSHIPS OF:

Bath	Greenbush
Bengal	Lebanon
Bingham	Olive
Dallas	Ovid
DeWitt	Riley
Duplain	Victor
Eagle	Watertown
Essex	Westphalia

VILLAGES OF:

Eagle	Maple Rapids
Elsie	Ovid
Fowler	Westphalia
Hubbardston	

UNINCORPORATED AREAS OF:

Eureka	Shepardsville
Matherton	Wacousta

CITIES OF:

DeWitt	Lansing
East Lansing	St. Johns
Grand Ledge	

APPENDIX #5

PUBLIC & PRIVATE SAFETY AGENCIES SERVICED BY THE 9-1-1 NETWORK AND DISPATCH METHOD:

Law Enforcement Agencies:

Dispatch Method:

Bath Township Police Department	Direct
Capital Region International Airport (law & fire)	Direct
Clinton County Sheriff's Department	Direct
Department of Natural Resources	Direct
DeWitt City Police Department	Direct
DeWitt Township Police Department	Direct
East Lansing Police Department	Relay
Elsie Police Department	Direct
Lansing Police Department	Relay
Maple Rapids Police Department	Direct
Michigan State Police (Post 11 – Lansing)	Direct
Ovid Police Department	Direct
St. Johns Police Department	Direct

Emergency Medical Service Agencies:

Dispatch Method:

Clinton Area Ambulance Service	Direct
Ovid-Middlebury Ambulance Service	Direct
Elsie Area Ambulance Service	Direct
Lansing Mercy Ambulance	Direct
Portland Ambulance Service	Relay
Delta Township Fire Department	Relay

Fire Agencies:

Dispatch Method:

Bath Township Fire Department	Direct
Capital Region International Airport (law & fire)	Direct
Clinton Area Fire Department	Direct
Dallas Township Fire Department	Direct
Delta Township Fire Department	Relay
DeWitt Area Emergency Services	Direct
DeWitt Township Fire Department	Direct
DNR Forest Management	Relay
East Lansing Fire Department	Relay
Elsie Fire Department	Direct
Hubbardston Fire Department	Relay
Lansing Fire Department	Relay
Maple Rapids Fire Department	Direct
Ovid-Middlebury Township Fire Department	Direct
Pewamo Fire Department	Relay
St. Johns Fire Department	Direct
Westphalia Township Fire Department	Direct

APPENDIX #6

PSAP(s) for Clinton County Service District

PSAP:

Clinton County Central Dispatch

Geographic Boundary:

Clinton County

APPENDIX #7

Bylaws Of Clinton County Central Dispatch Administrative Policy Board

SECTION I NAME & PURPOSE

The name of the organization shall be the Clinton County Central Dispatch Administrative Policy Board (APB).

The purpose of the Clinton County Central Dispatch Administrative Policy Board is to create a public safety committee from service suppliers within the service district to assist the Director of Central Dispatch in the daily operational issues, policies and procedure development of a central dispatch.

SECTION II DEFINITIONS

As used in these Bylaws, the following terms shall have the following meanings:

- 2.1 “Budget” refers to the Annual Fiscal plan regarding anticipated expenditures and revenue adopted by the Clinton County Board of Commissioners.
- 2.2 “Committee” refers to the Administrative Policy Board (APB) described in these Bylaws.
- 2.3 “Direct Dispatch Method” refers to a method of responding to a request for service whereby a PSAP, in accordance with established operating standards and policies, decides on the proper action to be taken and dispatches the appropriate emergency service unit located in response to the request.
- 2.5 “Director” refers to Clinton County Central Dispatch Director who shall be appointed by the County Board of Commissioners.
- 2.6 “E 9-1-1 Plan” refers to the plan adopted by the Clinton County Board of Commissioners pursuant to the Emergency Telephone Service Enabling Act.
- 2.7 “Emergency Telephone Service Enabling Act” refers to 1986 P.A. No. 32, as amended, MCLA 484.1101 et seq.
- 2.8 “Fiscal Year” refers to the period of time in which the budget, as approved by the County Board of Commissioners, shall be effective and shall be conterminous with the calendar year.
- 2.9 “Legislative Body” refers to the governing body of a public agency.
- 2.10 “APB” refers to Clinton County Central Dispatch Administrative Policy Board as created herein.

- 2.11 “Private Safety Entity” refers to a private entity which provides emergency fire, ambulance, or medical services.
- 2.12 “Properly Convened Meeting” refers to a meeting where a majority of the appointed members are present and which was the subject of five days prior written notice to each member or prior attempts to reach each member either telephonically, or by email, if the meeting was called with less than five days notice. Meetings shall be convened in accordance with the provisions of the Open Meetings Act.
- 2.13 “Proper Vote” refers to a vote which results in an affirmative majority of those members present and voting.
- 2.14 “Public Safety Agency” refers to an operational division of a public agency which provides law enforcement, fire fighting, ambulance, medical, or other emergency services.
- 2.15 “Participating Public Safety Agency” refers to a public safety agency within Clinton County that participates in the Clinton County Central Dispatch System through either the direct dispatch, the relay method, or the transfer method.
- 2.16 “Public Safety Answering point” or “PSAP” refers to a communications facility operated on a 24 hour basis, assigned responsibility to receive both emergency and non-emergency requests for service and, as appropriate, to process service requests by means of either the direct dispatch method, the relay method, or the transfer method.
- 2.17 “Relay Method” refers to a method of responding to a request for service whereby a PSAP notes pertinent information and, in accordance with established operating standards and policies, relays it by telephone, radio, or private line to the appropriate public safety agency or other provider of emergency services that has an available emergency service unit in response to the request for service.
- 2.18 “Transfer Method” refers to a method of responding to a request for service whereby a PSAP, in accordance with established operating standards and policies, transfers the call directly to the appropriate public safety agency or other provider of emergency service that has an available emergency service unit in response to the request for service.
- 2.19 “Technical Advisory Committee” (TAC) composed of a majority of law enforcement representatives. The TAC shall be the “governing body” of the CCCD for purposes of ensuring LEIN and NCIC compliance as described in R 28.5204.

SECTION III
GOVERNANCE

3.1 Administrative Policy Board (APB)

3.1(A) Composition⁴

The rules and policies governing the operations of CCCD shall be established by an Administrative Policy Board of seven members to be composed of one representative from the following:

1. The Michigan State Police;
2. The Clinton County Sheriff's Department;
3. In alternating years, the City of St. Johns Police Department or City of DeWitt Police Department;
4. In alternating years, the DeWitt Township Police Department or Bath Township Police Department;
5. The Clinton County Fire Departments;
6. The Emergency Medical Service Community Serving Clinton County; and
7. A member of the general public (a Clinton County resident).

Appointment of the public safety or public agency representatives shall be at the discretion of each agency which may remove its appointee at will. The City of St. Johns and DeWitt Township shall select their respective representative to the first year of APB operation and then alternate each year as described above.

The representatives from the Clinton County Fire Association; and Emergency Medical Services Community and general public, shall be appointed by a proper vote of the Clinton County Board of Commissioners after receiving the recommendations of the Committee. The terms of the representatives selected by the Clinton County Board of Commissioners shall be three years each, although the initial term of the Emergency Medical Services Community representative shall be one year, and the initial term of the Area Police Department representative shall be two years. The Board of Commissioners may set by resolution a per diem or other compensation for the APB member in a manner that the County Board of Commissioners, in its discretion considers consistent with per diems or compensation provided for other County committees or boards. The Committee shall operate according to the County Board of Commissioners' policies and procedures including but not limited to its policies on ex officio membership.

Conference telephone. A member of the APB may participate in a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in or attending the meeting can hear each other. Participation in a meeting pursuant to this provision constitutes presence in person at the meeting. Notwithstanding this provision, each APB member shall participate via communication equipment only when an unavoidable scheduling conflict prevents in person attendance.

3.1(B) POWERS

⁴ MCL §484.1320 delineates 911 board's membership for plans created after March 2, 1994.

The Committee is empowered to perform the following functions for CCCD in order to facilitate the purpose of these Bylaws:

1. Make recommendations to the County Board of Commissioners on CCCD operational policies and priorities.
2. Provide advice to the Director and County Board of Commissioners regarding CCCD operations.
3. Appoint members of the TAC and approve the TAC's bylaws and prescribe additional duties and responsibilities to it in the 911 Board's discretion and, except for LEIN and NCIC activities, its oversight.

The Committee shall not have the power to contract nor possess the power to levy and type of tax or issue any type of bond in its name, in the name of CCCD, or in the name of Clinton County.

3.1(C) Exercise of Authority

The Committee shall plan to meet at least quarterly with mandatory meetings in January and October. The Committee may meet more frequently at its discretion. At its first meeting, and January meeting thereafter, the Committee shall elect a chairperson and vice-chairperson from its membership. Power shall be exercised upon a proper vote at a properly convened meeting. A majority of the members of the 911 Board shall constitute a quorum for the transaction of business and questions arising at meetings will be determined by a majority of the members present. Each member shall be entitled to one vote.

3.2 Technical Advisory Committee (TAC)

The TAC shall report to the APB through the Director, and shall be comprised of the following members:

1. Clinton County Central Dispatch Director – nonvoting.
2. A law enforcement representative appointed by, and from the Clinton County Sheriff's Office
3. A law enforcement representative appointed by, and from the Michigan State Police
4. A law enforcement member appointed by the APB to represent the city/village police departments
5. A law enforcement member appointed by the APB to represent the township police departments.
6. A member appointed by the APB from the county's fire departments.
7. A member appointed by the APB from the county's emergency medical service providers.
8. A member, appointed by the Director, who is a supervisor of dispatchers at the Clinton County Central Dispatch.
9. The Clinton County Emergency Management Director – nonvoting.

The Technical Advisory Committee may offer recommendations to the Committee on technical matters affecting the delivery of dispatch services. The Technical Advisory Committee shall

meet as often as it deems necessary, except that the Committee Chairperson may call a meeting of the Technical Advisory Committee in his or her discretion.

Members of the Technical Advisory Committee shall serve for terms established by the APB, although their appointing body or official may remove them at any time. The Director and Emergency Management Director shall not vote on matters brought before the TAC.

All members shall service without recompense and shall be allowed to designate, in a signed writing, an alternate to sit and vote in his or her place in the event the member is unable to attend the meeting. A quorum shall constitute a majority of the members and/or alternates in attendance, and all matters decided upon by the TAC are deemed approved upon a majority vote of a properly called meeting.

3.3 Election of Chairperson

The respective Committee and TAC chairperson elected at the Committee's and TAC's first meetings and January meeting thereafter shall preside over meetings of the Committee and TAC and cause minutes of each Committee and TAC meeting to be kept and distributed to each member. The Technical Advisory Committee chairperson shall cause minutes of each TAC meeting to be kept and distributed to each member and copies to the APB members.

Thereafter, the respective Chairperson shall preside over the meetings. The respective Chairperson shall exercise all powers and duties specified in these Bylaws or in Roberts Rules of Order, which shall govern meeting procedures to the extent such Rules are not in conflict with Michigan law or these Bylaws.

SECTION IV OPERATIONS

4.1 Personnel

The County Board of Commissioners shall appoint a "Clinton County Central Dispatch Director". The Director may appoint such other necessary personnel as authorized by the County Board of Commissioners. The Director and all such personnel shall be County employees whose terms and conditions of employment shall be determined by the County Board of Commissioners. Notwithstanding the above, all personnel decisions made by the Director shall be subject to review by the County Board of Commissioners, and the Director shall comply with such personnel policies and procedures as established by Clinton County.

4.2 Central Dispatch

CCCD is charged with the responsibility of operating an E-9-1-1, Public Safety Answering Point (PSAP) and Central Dispatch System for identified public safety agencies and private safety entities in Clinton County.

SECTION V
FISCAL ADMINISTRATION

5.1 Budget

The Director shall submit each year a proposed CCCD budget to the County Board of Commissioners for approval. The budget shall segregate anticipated revenues into accounts designed to cover expected expenditures. The Budget shall balance anticipated revenues with expected expenditures and contingency accounts. No expenditures may be authorized if it will result in an actual budgetary account deficit or is at a rate which will eventually lead to an actual budgetary account deficit prior to the end of the fiscal year. The Director shall recommend to the County Board of Commissioners that the budget be amended if necessary to meet deviations in expected revenues or authorized expenditures. The Director shall comply with such fiscal policies and procedures as established by Clinton County and its Chief Fiscal Officer.

5.2 Annual Audit

All CCCD finances and expenditures shall be subject to, and comply with the annual audit as required by MCL §484.1401b of the Act.

Such audit shall constitute part of the County's audit. The County shall establish procedures in conjunction with the auditor that preserve the confidentiality of CCCD's operations and notwithstanding anything contrary in this Agreement, the audit may be qualified to the extent necessary to preserve confidentiality.

SECTION VI
MISCELLANEOUS

6.1 Severability

These Bylaws shall be interpreted in a manner consistent with applicable law. If any portion is held to be illegal, invalid, or unenforceable, the remainder of the Bylaws shall be deemed severable and shall remain in full force and effect.

6.2 Term

These Bylaws shall remain in effect unless terminated by the Clinton County Board of Commissioners upon ninety days' notice to the identified public safety agencies. At all times during the term of these Bylaws and upon its termination, all CCCD funds and property shall be deemed assets of Clinton County.

6.3 Amendments

These Bylaws may be amended when necessary by a majority vote of the Board of Commissioners. Proposed amendments must be submitted to the Chairperson of the APB for reviewed prior to enactment.