

## S T A T E O F M I C H I G A N

## BOARD OF COMMISSIONERS OF THE COUNTY OF ALLEGAN

**911 POLICY BOARD-APPROVE AMENDED BY-LAWS**

**WHEREAS**, on July 21, 2021, the Allegan County Central Dispatch 911 Policy Board (Policy Board) by-laws recommended to the Board of Commissioners changes to its by-laws; and

**WHEREAS**, at a subsequent Board of Commissioners Meeting, the County Administrator discussed this change; however, no formal board action can be found.

**THEREFORE BE IT RESOLVED**, that the Board of Commissioners hereby approves the following amendment to Section III, 3.2:

- A) The Board shall be made up of one representative from each of the following:

## Appointed Members

- Representative of township government within Allegan County
  - Representative of city or village government within Allegan County
  - Private citizen residing in Allegan County
  - East side and (1) West side Fire Officer from within Allegan County (recommended by the Allegan County Fire Chief's Association)
  - Representative of E.M.S. providers within Allegan County
  - Allegan County Medical Control
  - City or Village Police Chief from within Allegan County;
- and

**BE IT FURTHER RESOLVED**, that these changes shall be incorporated into the Policy Board by-laws and posted online, as attached; and

**BE IT FINALLY RESOLVED**, that these attached by-laws supersede any previously established by-laws.



ALLEGAN COUNTY  
REQUEST FOR ACTION FORM

RFA#: 216568

Date: 8/15/22

Request Type	<u>Routine Items</u>	<b>Select a Request Type to reveal and complete required form.</b>
Department Requesting	<u>Central Dispatch</u>	
Submitted By	<u>Jeremy Ludwig, Director</u>	
Contact Information	<u>ext 2406</u>	

Description

Request the Board of Commissioners approve the Allegan County Central Dispatch 911 Policy Board (Policy Board) By-laws attached. The Policy Board recommended changes during its July 21, 2021, Meeting that need Board adoption.

RECOMMENDATION: Better define Elected Representative of City or Village Government in the bylaws and provide this Board's recommendation to the BOC.

-Motion by R. Sarro to change section "Appointed Members" to read:

- Representative of township government within Allegan County
- Representative of city or village government within Allegan County
- Private Citizen at large
- (1) East side and (1) West side Fire Officer from within Allegan County (recommended by the Allegan County Fire Chief's Association)
- Representative of E.M.S. providers within Allegan County
- Allegan County Medical Control
- City or Village Police Chief from within Allegan County

Support by D. Haverdink. All in favor, motion carried.

-Motion by R. Sarro to change Private Citizen at large to read:

- Private citizen residing in Allegan County

Support by K. Disselkoen. All in favor, motion carried.

# Allegan County

## 911 Policy & Procedural Board



911 Central Dispatch Center  
3271 – 122<sup>nd</sup> Avenue  
Allegan, MI 49010  
269-673- 0316 Main Office  
269- 686-5211 Main Fax

*Dean Kapenga, Chairman*  
*Brandon Weber, Vice Chairman*

### 911 POLICY & PROCEDURE BOARD MEETING - Minutes

Mike Larsen  
Undersheriff  
Co. Sheriff's Representative

Dean Kapenga  
County Commissioner

Robert J. Sarro  
County Administrator

Pam Crandle  
Citizen Representative

Jim Pitsch  
Salem Township  
Co. Twp. Association  
Representative

F/LT Keith Disselkoen  
Wayland State Police Post  
MSP Representative

Vicki Maguire  
American Medical Response  
EMS Representative

Markie McGowan  
Life EMS  
Medical Control  
Representative

Dennis Wilkins  
GLPS Director  
Tribal Police Representative

Jay Gibson  
Allegan City Police  
City Police Chief  
Representative

Chief Dave Haverdink  
Hamilton Fire Dept.  
West Side Fire Services  
Representative

Chief Brandon Weber  
Otsego Fire Dept.  
East Side Fire Services  
Representative

Jane Verplank  
Elected Gov't  
Representative

July 20, 2021 – 10AM  
Zimmerman Room – 3255 122<sup>nd</sup> Ave.

**CALL TO ORDER:** 10:03 am by B. Weber.

**PRESENT:** Brandon Weber, Rob Sarro, Pam Crandle, Markie McGowan, Keith Disselkoen, Jay Gibson, Dave Haverdink, Dennis Wilkins, Greg Janik, Jeremy Ludwig, Whitney Wisner, Shannen Chamberlain, and Chris Mantels.

**APPROVAL OF MINUTES:** Motion to approve the minutes made by R. Sarro. Support by B. Weber. All in favor, motion carried.

**ADDITIONAL AGENDA ITEMS:** LEIN Field Services potential violations added by J. Ludwig, MCT purchasing added by R. Sarro.

**APPROVAL OF THE AGENDA:** Motion to approve the agenda with additions made by J. Gibson. Support by R. Sarro. All in favor, motion carried.

**COMMUNICATIONS:**

**PRESENTATIONS:**

**DIRECTOR REPORT:** Shared with the board by J. Ludwig.

### **ACTION ITEMS:**

#### **1. Policy Review:**

**SUMMARY:** The Board of Commissioners in making recent appointments has requested the 911 Policy & Procedure Board review the definition of "Elected Representative of City or Village Government," and provide a recommendation as to changes necessary to make the criteria more clear.

**RECOMMENDATION:** Better define Elected Representative of City or Village Government in the bylaws and provide this Board's recommendation to the BOC.

#### **-Motion by R. Sarro to change section "Appointed Members" to read:**

- Representative of township government within Allegan County
- Representative of city or village government within Allegan County
- Private Citizen at large
- (1) East side and (1) West side Fire Officer from within Allegan County (recommended by the Allegan County Fire Chief's Association)
- Representative of E.M.S. providers within Allegan County
- Allegan County Medical Control
- City or Village Police Chief from within Allegan County

**Support by D. Haverdink. All in favor, motion carried.**

**-Motion by R. Sarro to change Private Citizen at large to read:**

- Private citizen residing in Allegan County

**Support by K. Disselkoen. All in favor, motion carried.**

**2. 2022 Budget Review:**

SUMMARY: 2022 Budget Summary and Recommendation presented by J. Ludwig.

RECOMMENDATION: Approve the tentative 2022 Budget and make a recommendation to the Board of Commissioners.

**-Motion to approve the 2022 Budget and make a recommendation to the Board of Commissioners for approval of the budget made by K. Disselkoen, support by J. Gibson. All in favor, motion carried.**

**3. MCT Purchases:**

SUMMARY: Clarification of the MCT Distribution Model.

RECOMMENDATION:

**-Motion by R. Sarro to adopt the following:**

Whereas, on April 20, 2021, the 911 Policy and Procedure Board approved policy number 2110-01-09 (Mobile Computer Terminal (MCT) Distribution); and

Whereas, MCT purchases/replacements are planned as part of the Board of Commissioner 2021 approved 911 Capital Plan with an appropriation not to exceed \$865,000; and

Whereas, The State 911 Committee has confirmed that Allegan County's utilization of MCTs is an authorized use of 911 Surcharge Funds; and

Whereas, The 911 Policy and Procedure Board is authorized to "Review and recommend purchases in excess of \$50,000 to the County Board of Commissioners."; and

Whereas, The purchase of MCTs shall be made consistent with County Policy and distributed consistent with policy 2110-01-09.

Therefore Be It Resolved, The 911 Policy and Procedure Board recommends the purchase and distribution of MCTs for the 2021/22 replacement and recognizes the Board of Commissioners has authorized the purchase through its Capital Planning.

Be It Finally resolved, the Director of Central Dispatch is to update the 911 Policy and Procedure Board on the progress of the project, final inventory, and final cost.

**Support by J. Gibson. All in favor, motion passed.**

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**DISCUSSION ITEMS:**

**1. Quarterly Report:**

-Presented for questions by J. Ludwig.

**2. Non-preference Towing Update:**

-Updates given by W. Wisner

a. Went live with Curbside SOS June 15, 2021

b. Suspension and reinstatement of Lightening Towing

**3. LEIN Field Services potential violation:**

-J. Ludwig discussed a reported LEIN violation found at another Michigan PSAP that could potentially impact Allegan County.

-Will be placed on the agenda for the next meeting for further discussion.

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**PUBLIC PARTICIPATION:**

**FUTURE AGENDA ITEMS:** LEIN Field Services compliance issue, Bylaws-wording of Appointed Members section, Self-dispatching function on MCTs.

**ROUND TABLE:** J. Gibson would like to have the self-dispatch function turned on for the MCTs. W. Wisner and J. Gibson will take this issue to the ACLEC meeting on July 21, 2021 for further discussion before bringing back to this Board.

**ADJOURNMENT:** Motion to adjourn made by D. Wilkins. Support by J. Gibson. All in favor, motion carried. Adjourned at 12:26 pm.

\*Next meeting: October 19, 2021. 10am – Zimmerman Room

**OPERATIONAL BYLAWS  
ALLEGAN COUNTY CENTRAL DISPATCH  
POLICY AND PROCEDURE BOARD**

SECTION I

**PURPOSE**

Consistent with the Allegan County 9-1-1 Plan, the Board is established to create policy and operating procedures with a particular concentration on technical operating procedures to be used by the dispatchers and dispatched public and private emergency service providers and agencies. Upon approval of the Board, the policy or dispatch procedure shall be implemented by the director.

SECTION II

**DEFINITIONS**

As used in this agreement, the following terms / phrases shall have the following meanings:

- 2.1 "Allegan County Central Dispatch" (ACCD) is defined as an operations center designed to communicate with police, fire, E.M.S., and other emergency providers within Allegan County.
- 2.2 "Committee" refers to a subcommittee of the Policy and Procedure Board described in these Bylaws.
- 2.3 "Board" refers to the Allegan County Central Dispatch Policy and Procedure Board.
- 2.4 "Legislative Body" refers to the governing body of a public agency.
- 2.5 "Private Safety Entity" refers to a private entity which provides emergency fire, ambulance, or medical services.
- 2.6 "Public Agency" refers to any tax supported agency of a state, county, and/or local governmental unit.
- 2.7 "Public Safety Agency" refers to a functional division of a public agency that provides law enforcement, fire fighting, and/or emergency medical services response.

## **DEFINITIONS-Continued**

- 2.8 "Participating Public Safety Agency" refers to a public safety agency that participates in the Allegan County Central Dispatch system through either the direct dispatch method, or the transfer method.
- 2.9 "Properly convened meeting" refers to guidelines which follow the Open Meetings Act.
- 2.10 "Proper vote" refers to a polling of the members of the Board or Committee which results in an affirmative majority of those members present and voting.
- 2.11 "Public Safety Answering Point" or "PSAP" refers to a communications facility operated on a 24 hour, 7 day a week basis, and assigned responsibility to receive both emergency and non-emergency requests by means of either the direct dispatch method, the relay method, or the transfer method.
- 2.12 "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.
- 2.13 "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 services.
- 2.14 "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 available emergency service unit(s).
- 2.15 "9-1-1 Plan" refers to the plan adopted by the Allegan County Board of Commissioners pursuant to the Emergency Telephone Service Enabling Act.

### SECTION III

## **GOVERNANCE**

### 3.1 STATUS:

- A) The Board is a policy making board.

### 3.2 BOARD MEMBERS:

- A) The Board shall be made up of one representative from each of the following:

## GOVERNANCE-Continued

### **Ex-officio Members**

- Allegan County Board of Commissioners Chairman or his/her designee
- Allegan County Sheriff or his/her designee
- Allegan County Administrator
- Michigan State Police Post Commander or his/her designee
- Gun Lake Tribe Public Safety Director or his/her designee

### **Appointed Members**

- Representative of township government within Allegan County
- Representative of city or village government within Allegan County
- Private citizen residing in Allegan County
- (1) East side and (1) West side Fire Officer from within Allegan County (recommended by the Allegan County Fire Chief's Association)
- Representative of E.M.S. providers within Allegan County
- Allegan County Medical Control
- City or Village Police Chief from within Allegan County

- B) The Board may establish additional advisory or Ad-Hoc Committees to serve specific purposes as set forth by the Board.
- C) The Allegan County Board of Commissioners shall make all appointments to the Board. Recommendations to the Allegan County Board of Commissioners for appointment may be provided by groups and shall be attached to application for appointment prior to submission.

### 3.3 DISPATCH POLICY AND PROCEDURE BOARD ELECTIONS:

- A) The first meeting of the year shall be an organizational meeting. The Board shall elect a Chairperson and a Vice Chairperson.

### 3.4 TERMS OF OFFICE:

- A) The term of office for ex officio members shall be coterminous with the terms of their position; all other members of Board shall be two years. The terms of the membership shall be staggered so no more than six positions expire in any one year.

### 3.5 CHAIRPERSON:

- A) The Chairperson shall preside over meetings and will coordinate activities of the Board.

## GOVERNANCE-Continued

### 3.6 VICE CHAIRPERSON:

- A) The Vice Chairperson shall act as the Chairperson in the Chairperson's absence.

### 3.7 MINUTES:

- A) Minutes shall be taken at each meeting as directed by the Chairperson.

### 3.8 MEETINGS:

- A) The Board shall meet no less than once a quarter.
- B) All meetings of the Board and its committees shall be in accordance with Robert's Rules of Order.
- C) Public comments offered during the public participation portion of regular meetings shall be limited to no more than five (5) minutes per individual with a total of fifteen (15) minutes overall.

### 3.9 VOTING:

- A) Each member of the Board shall be entitled to equal voice in the operation of the Board. For purposes of voting the "one person - one vote" policy shall apply.
- B) A majority of the members serving shall constitute a quorum and all proceedings of the Board shall require for favorable action a vote of a simple majority of members of the Board.

### 3.10 COMPENSATION:

- A) Members not otherwise compensated shall be paid at a rate established by the County Board of Commissioners.

### 3.11 BOARD RESPONSIBILITIES:

The Board is authorized to:

- A) Review the 9-1-1 service plan, and make recommendations to the County Board of Commissioners as to modifications of the plan.
- B) Review existing policies no less than once annually.
- C) Through the Director and County Administrator, review and recommend an annual Allegan County Central Dispatch budget to the County Board of Commissioners.

## **GOVERNANCE-Continued**

- D) Review and recommend purchases in excess of \$50,000 to the County Board of Commissioners.
- E) Notwithstanding the above, the authority of the Policy and Procedure Board shall be limited to Allegan County Central Dispatch and its funds. The Board and Committee, shall not have authority to bind, commit, or encumber the funds of the participating municipalities or the participating agencies. Board shall not possess the power to levy any type of tax or issue any type of bond in its own name.

### SECTION IV

#### **OPERATIONS**

##### 4.1 DIRECTOR:

- A) The Director is responsible to the County Administrator for matters of personnel, budget, general department operations, and adherence to all county policy.
- B) For purpose of policy and procedure the Director is responsible to the Board.
- C) The Central Dispatch Director shall be hired pursuant to the County Employee Selection Policy 301.
- D) The Director shall keep the Board informed on issues of Central Dispatch as it pertains to the purpose of the Policy and Procedure Board.

### SECTION V

#### **FISCAL ADMINISTRATION**

##### 5.1 BUDGET:

- A) The Director shall report the financial condition of the operation to the Board on a regular basis so all members remain aware of the financial status of the operation.

### SECTION VI

#### **AMENDMENT**

##### 6.1 AMENDMENT:

- A) The operational bylaws of the Board may be amended upon recommendation of the Board and approval of the Allegan County Board of Commissioners.