

LENAWEE COUNTY EMERGENCY 9-1-1 DISTRICT BOARD
MINUTES OF THE MEETING
January 11th, 2024

BOARD ATTENDANCE:

Chief Kevin Grayer
Commissioner Terry Collins
Sheriff Troy Bevier
Lt. Rob Bow
Mr. David Dixon
Ms. Miranda Benner
Mr. Craig Tanis
Chief Nic Wilson
Lt. Corinne Perdue
Sgt. Chris Hudson

Police Chief's Representative
Board of Commissioners
Lenawee County Sheriff's Office
Michigan State Police
Consumer Representative
Dispatch Representative
Emergency Management
Fire Chief Representative
911 Director
911 Deputy Director

ABSENT:

Chief Tony Cuevas
Mr. Doug Lerch
F/Lt. Stephen Borello

Police Chief's Representative
Consumer Representative
Michigan State Police

GUESTS:

Captain Jake Pifer

Lenawee County Sheriff's Office

MEETING:

Vice Chairman, Sheriff Bevier, called the meeting to order at 3:00 pm.

APPROVAL OF AGENDA:

Vice Chair Bevier asked for a motion to approve today's agenda. Mr. Tanis made a motion, seconded by Mr. Dixon. Motion carried.

ELECTION OF CHAIR AND VICE-CHAIR

Commissioner Collins made a motion to keep Sheriff Bevier as the Vice-Chair and Chief Cuevas as the Chair of the committee. Chief Wilson seconded. Motion passed.

APPROVAL OF MINUTES:

Vice-Chair Bevier requested a motion to approve the draft minutes from the November 9th, 2023 meeting. Commissioner Collins made a motion to approve the minutes, supported by Mr. Tanis. Motion carried.

FINANCIAL REPORT:

A copy of the Financial Report for the fiscal year to date was distributed via e-mail to the board members. Lt. Perdue reviewed the report and answered any questions.

Lt. Perdue reviewed both the 2023 financial report and the 2024 financial report. For the 2023 report, we ended the year at 94%. A few line items were discussed as they were over; School and Certificate Fees are over due to sending Sgt. Hudson and two Shift Leaders to a 5 part leadership series, Overtime budget was at 307%, we are hoping to see that go down with the current staff level, Wages-Other Supplemental is at 500% due to Daily Observation Report (DOR) pay, paying the trainers to train the new staff, Office Supplies is at 217% due to the purchase of the pelican cases for our back up center, Computer Software is at 284% is renewing the RAVE contract for 3 years. Lt. Perdue explained that there are still some outstanding bills that will be paid with the 2023 budget. The first 50% (\$147,000) of the onsite controller for the VESTA system.

For 2024, we should be at 85.38% and are at 84%. Commissioner Collins asked for clarification on the personnel increase. Lt. Perdue advised it was because of more personnel on staff. Mr. Lerch asked if there were any concerns with receiving our money. Lt. Perdue advised there is not.

Chief Wilson made a motion to accept the financial report with support from Mr. Dixon. Motion carried.

DIRECTOR'S REPORT:

A copy of the Director's Report was distributed, via email, for review by the board members prior to the meeting. Lt. Perdue went over the highlights and answered questions.

The following items are activities or issues of interest which occurred in the dispatch center since the last report:

Geo-routing: PFN transitioned the 1st District, which includes Lenawee County, to geo-routing for wireless 911 calls on November 9th. Geo-routing is designed to route the call to the correct agency the first time. In most cases, geo-routing allows the call to be sent to the correct PSAP based on the caller's latitude and longitude. If the caller's coordinates cannot be captured within the first ring cycle, the call will be delivered according to the cell tower sector. Geo-routing does not eliminate the possibility of misrouted calls. If a caller located near the county line and/or coordinates were not received in time to route the call, the call will be routed according to cell tower sector.

MSP to CAD: The connection between Lenawee's CAD and the Michigan State Police patrol vehicles is up and running. The software is installed and the post personnel are in the process of downloading it and logging in. This project can be considered complete and removed from the agenda. A discussion took place expressing the importance of this and how well it has been working so far. Mr. Benner explained that MSP could pick up calls that were pending as they knew they were active calls, where in the past they would not have seen them.

Vesta Phone System Update: We have had two meetings regarding the equipment and installation of the onsite controller. We have had minimal homework on our end to ensure we meet the requirements, such as rack space in the server room, and any configuration changes we want to make. We have the installation of the equipment and testing scheduled for the week on February 12th and the week of February 26th for our Go-Live week. An update is that the equipment has been delivered and is at the Fort Wayne Office. We did find out we needed to free up some rack space in the server room and will be working with County IT to complete this.

CAD to CAD with Jackson Central: This project will allow us to share CAD (computer aided dispatch) information between counties. For example, if Jackson County enters a call into CAD, they will be able to share the call specifics with Lenawee by using a “transfer” feature. We receive the CAD call for service they entered along with any notes they added that they received from a caller or officer. In return, we are able to share the same with them. This project is in process and we are awaiting Tyler to finish work on their end. Lt. Perdue explained that all the technical components have taken place. Sgt. Hudson met with a Shift Leader from Jackson to do call mapping and that has been completed, but still needs to be built into the computer.

Radio Fleet Preventative Maintenance: P & R Communications provided a schedule for all agencies. Each agency was asked to confirm their scheduled date and provide a point of contact. All agencies complied and I received no reports of any scheduling conflicts. P & R conducted the first work day with Clayton Fire Department on December 15th and all was reported to go well. The work is scheduled throughout the months of January and February. I requested a make-up day for any radios that were not able to be taken care of during agencies scheduled days and P & R agreed to that. That day will be on February 29th and held at the Sheriff’s Office. Lt. Perdue advised this is in progress and going well. Clayton Fire Department, LCSO, Emergency Management, Adrian City Police and Fire, Adrian Twp Police and Fire and Madison Twp Police and Fire have all been completed.

Tyler Enterprise Software Update: We are currently scheduled to update our Tyler software from version 2022.1 to 2023.2. Tyler will update our test server to the new version on March 14th. We will then test over a few months and work out any issues. Once we have completed the testing, the production side is scheduled to be updated on May 7th, 2024.

Shift Leader Promotional Procedure: We currently have two open Shift Leader positions. We have posted the positions and received two letters of interest. The exam for the positions will be held on January 16th at 2:00 pm.

Staffing: As of December 26th, we have two open positions. We do have a candidate in the background process for one of the positions, and the second position just recently opened due to a resignation from one of our hires from August, Marcie Shulters. We worked with Jennifer Ambrose, the County’s Marketing and Communications Coordinator to develop a social media recruiting campaign. The advertisement was posted on the County Facebook page on November 13th and generated approximately two dozen applicants. We currently have an active list of candidates and will soon be moving

forward to fill our 20th position. Lt. Perdue provided an update that we had given a conditional job offer to a candidate however had to rescind the offer.

Mr. Tanis made a motion to accept the Director's Report. The motion was supported by Commissioner Collins. Motion carried.

OLD BUSINESS:

1. Phone System Update- Already discussed
2. MSP to CAD-Already discussed
3. CAD to CAD with Jackson County- Already discussed.
4. Radio Fleet Preventative Maintenance-Already discussed
5. Board Seats renewed- Mr. Lerch, Chief Cuevas, Dispatcher Benner.

Lt. Perdue spoke on bullet point number 5, indicating that all seats we approved and approved by the Board of Commissioners.

Lt. Perdue brought up that she submitted the 2024 Training Fund Application.

Sheriff Bevier mentioned that Lt. Perdue and Sgt. Hudson will be working on a 5-year plan.

NEW BUSINESS:

1. Shift Leader Promotional Procedure- Already discussed
2. Tyler Software Update 2022.1 to 2023.2-Already discussed
3. Ms. Benner brought up the CSIM team within the Sheriff's Office and Siena Heights University is hosting zero to 60-Career Survival and Emotional Wellness Training.

PUBLIC COMMENT:

No public comments.

ADJOURNMENT:

Commissioner Collins made a motion, supported by Chief Wilson to adjourn the meeting. The motion passed. Meeting adjourned at 3:27 pm.

Respectfully Submitted,

Sergeant Chris Hudson

911 Deputy Director, Lenawee County Central Dispatch

**Next regular scheduled meeting of the ETDB is Thursday, March 14th at 3:00 PM
at the Sheriff's Office Training Room**