

EATON COUNTY BOARD OF COMMISSIONERS

PUBLIC SAFETY COMMITTEE

MINUTES OF AUGUST 1, 2013

PRESENT: Chairperson Commissioner Jeremy Whittum, Vice Chairperson Commissioner Mike Hosey, Commissioner Roger Harris, Commissioner Dale Barr, Commissioner Howard Spence, Commissioner Jim Osieczonek, Commissioner Wally Miars

ALSO PRESENT: Controller John Fuentes, Sheriff Tom Reich, Undersheriff Jeff Cook, Theresa O'Dell, Helen Schneider, April Heinze, Blake Mulder, Dr. Bob Sobie, Eric Daley

ABSENT:

The meeting was called to order at 4:00 p.m. by Chairperson Whittum.

Pledge of Allegiance.

Commissioner Barr made a motion to accept the minutes of the July 11, 2013 meeting. Commissioner Harris seconded the motion.

PUBLIC COMMENT

None

SHERIFF'S OFFICE UPDATES

Undersheriff Cook reported to the committee that Information Systems Director Dr. Sobie and Eric Daley are working with the Sheriff's Office to develop application utilizing the County's GIS. Warrant mapping was demonstrated by Eric Daley, which may be utilized by officers in the field.

REIMBURSEMENT REPORT

No Reimbursement Report was available due to the early date of the meeting.

JAIL CENSUS REPORT

Controller Fuentes reported that the average inmate daily count for the month of July was 240 which is 55% of capacity at the jail and that the MDOC average daily count is still showing consistent numbers. Discussion held regarding changing the report to reflect overall capacity percentages, in addition to the information presented.

COURT SECURITY REPORT

No Court Security Update was available due to the early date of the meeting

OVERTIME REPORT

Controller Fuentes stated that the overtime projection is continuing to be favorable and that the total salary projection shows that the General Fund will have favorable variance projected to be approximately \$ 56,000.00 for the fiscal year.

The Jail Millage Fund shows a favorable variance of \$46,000 and the total personnel expenditure variance is projected to be a \$120,000 favorable variance, for the General Fund, including overtime.

HOMELAND SECURITY REGION I BOARD REPRESENTATIVE

Director Heinze advised that the Local Planning Team will be appointing the new alternative representative and at their next scheduled meeting to replace Steve Leese.

STATEWIDE GIS REPOSITORY

Director Heinze briefed the Committee on participating with the state in a GIS repository for 911 applications - Eaton County is one of 12 counties not participating at this time. Director Heinze reviewed the benefits for Eaton County Central Dispatch. The statewide map provided by the GIS repository will provide accuracy, prepare our mapping for minimum NG911 standards, improved speed within our CAD system when dispatcher's need to view maps outside of Eaton County and allow for a secondary back up to our GIS data. Director Heinze stated that the State requested a letter of intent by July 31, 2013, however had indicated there was flexibility with respect to the letter of intent.

Discussion held regarding potential cost implication in the future and the State's utilization of this centralized data. Dr. Sobie stated that the memorandum of agreement should include language that addresses any further costs to develop the GIS would be the responsibility of the state and not the County. Controller Fuentes advised that

proposed memorandum is being reviewed and can be adjusted to include such language as well as language regarding use of the data by third-party contractors.

Commissioner Spence made a motion to authorize the Controller to submit the letter of intent form to the state regarding the Statewide GIS Repository. Commissioner Hosey seconded the motion.

Motion carried.

MISCELLANEOUS

Commissioner Spence emailed information on the capturing and retention of license plate data. Sheriff Reich indicated the County does not currently possess the equipment necessary to obtain this information in the field, as described in the information provided. Discussion held.

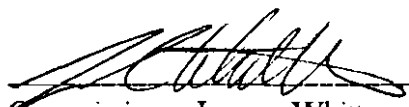
Discussion held on concerns of a towing bill.

PUBLIC COMMENT

None.

Chairperson Whittum called for an adjournment at 5:18 p.m.

Commissioner Hosey made a motion to adjourn and Commissioner Miars seconded the motion. Motion carried.



Commissioner Jeremy Whittum
Chairperson Public Safety Committee
Eaton County Board of Commissioners

/to'd

JAIL COUNT SUMMARY

Jul-13

Day	Building Total	Eaton County Pop.	Female Inmates	Statewide	MDOC	Jackson	Housing Other	Federal	% of Capacity Used by Eaton Cty Inmates
1	231	197	48	0	25	0	9	0	53%
2	230	199	53	0	22	0	9	0	53%
3	250	212	55	0	29	0	9	0	57%
4	246	209	52	0	28	0	9	0	56%
5	242	208	52	0	28	0	6	0	56%
6	250	219	52	0	25	0	6	0	59%
7	246	213	51	0	27	0	6	0	57%
8	238	205	45	0	27	0	6	0	55%
9	227	193	45	0	28	0	6	0	52%
10	230	194	47	0	30	0	6	0	52%
11	234	198	50	0	30	0	6	0	53%
12	235	200	48	0	29	0	6	0	53%
13	250	218	55	0	26	0	6	0	58%
14	247	215	53	0	26	0	6	0	57%
15	238	206	49	0	26	0	6	0	55%
16	223	191	44	0	26	0	6	0	51%
17	234	198	46	0	30	0	6	0	53%
18	239	204	54	0	30	0	5	0	55%
19	241	207	56	0	29	0	5	0	55%
20	251	218	58	0	28	0	5	0	58%
21	234	201	59	0	28	0	5	0	54%
22	244	211	51	0	28	0	5	0	56%
23	232	196	48	0	31	0	5	0	52%
24	229	189	40	0	35	0	5	0	51%
25	239	194	51	0	40	0	5	0	52%
26	238	196	51	0	37	0	5	0	52%
27	255	212	59	0	38	0	5	0	57%
28	252	208	59	0	39	0	5	0	56%
29	247	203	56	0	39	0	5	0	54%
30	247	216	58	0	26	0	5	0	58%
31	251	213	61	0	33	0	5	0	57%
TOTAL			1606	0	923	0	184	0	0%

Bldg Total 7450
Avg/Day 240

Eaton Cty. Total 6343 55%
Avg/Day 205 % of Capacity

Housing Total 923
Avg/Day 30

Female Total 1606
Avg/Day 52

2012/2013 Analysis of Sheriff Department Overtime by Division
 Through pay end date 7/31/2013 20.5

Projections based on YTD data

Department	Year-to-Date Overtime	Payrolls	Estimated Per Payroll	Total Payrolls	Projected	Budget	Variance
301	113,283.70	20.50	6,111.40	26.10	159,507.54	190,000.00	30,492.46
301 -Detective	20,672.56	20.50	1,130.37	26.10	29,502.63	30,000.00	497.37
302	97,863.25	20.50	5,237.23	26.10	136,691.75	157,976.00	21,284.25
303	88,225.31	20.50	4,596.36	26.10	119,964.91	125,000.00	5,035.09
303 -Detective	<u>24,538.75</u>	20.50	<u>1,197.01</u>	26.10	<u>31,242.02</u>	<u>30,000.00</u>	<u>(1,242.02)</u>
General Fund	<u>344,583.57</u>		<u>18,272.37</u>		<u>476,908.84</u>	<u>532,976.00</u>	<u>56,067.16</u>
Jail Millage II	29,197.45	20.50	2,155.97	26.10	56,270.90	102,501.00	46,230.10

2012/2013 Analysis of Sheriff Department Overtime by Division

Through pay end date 7/31/2013 20.5

Department		Amended Budget	Y-T-D	% of Budget	% of Payroll Charged	Projected to end of year	Final Total	Variance
301.704	Regular	1,943,537.00	1,488,684.88	76.60%	78.54%	425,762.70	1,914,447.58	29,089.42
301.706	Overtime	190,000.00	113,283.70	59.62%			159,507.54	30,492.46
301.706.002	Detective OT	30,000.00	20,672.56	68.91%			29,502.63	497.37
302.704	Regular	1,762,386.00	1,362,797.10	77.33%	78.54%	376,095.79	1,738,892.89	23,493.11
302.706	Overtime	157,976.00	97,863.25	61.95%			136,691.75	21,284.25
303.704	Regular	1,875,358.00	1,451,638.36	77.41%	78.54%	411,823.16	1,863,461.52	11,896.48
303.706	Overtime	125,000.00	88,225.31	70.58%			119,964.91	5,035.09
303.706.002	Detective OT	30,000.00	24,538.75	81.80%			31,242.02	(1,242.02)
Total		6,114,257.00					5,993,710.83	120,546.17

Jail Millage Fund

281.301	Regular	836,754.00	656,304.71	78.43%	78.54%	179,283.24	835,587.95	1,166.05
	Overtime	102,501.00	29,197.45	28.49%	78.54%		56,270.90	46,230.10

State of Michigan GIS Repository

Benefits for Eaton County Central Dispatch:

1. Filling in the gaps with surrounding counties that we do not have maps for
 - a. Jackson
2. NG911 – data will need to adhere to minimum levels of accuracy, and include minimum materials such as road center line files, footprint boundaries, etc. Currently those levels must meet NENA i3 standards. Joining the repository will require our data is checked against those minimum levels and specifications. This verification process will be provided by RL Kimble. By joining the GIS Repository during this open enrollment period, there will not be a charge to our PSAP for this assessment. We will receive a report from Kimble providing what information, if any will need to be adjusted before uploading our data into the GIS Repository. If we choose to join after the open enrollment period there will likely be a charge for this process.
3. Computer Aided Dispatching (CAD) system has mapping capabilities which is reliant on GIS to plot locations of incidents and responding units. All CAD systems are created in a fashion that requires one primary map for the system. Our primary map is that of Eaton County. For the surrounding counties that have provided us with their county GIS information, we have added map layers for that information. We do not have maps for all of our surrounding counties and those that we do, we may only have a partial map for. The counties we have partial maps for are Barry & Ionia and full maps are Calhoun, Clinton, & Ingham.

When viewing the maps through CAD we must turn on that counties map layer through our map layers options. To see all of our surrounding counties maps we must turn on multiple layers. A problem with turning on multiple layers is it has a tendency to slow down our CAD system, creating a lag time upon entry and retrieval of calls. Another concern we face is the surrounding county map layers vary in appearance and accuracy. The GIS Repository brings accuracy levels of all counties up to the minimum standards required by the NENA i3 standards, with the same standard appearance and in one statewide map in its entirety.

The GIS Repository allows participants the ability to pull down the entire statewide map in a format that the county can make changes to so we can

make additions to it if so desired and save in our CAD system as our primary CAD map. This would negate the need for the layers for the surrounding counties and the slow down issues when these layers are turned on. It will allow for greater accuracy while tracking transport vehicles as well. (Please see next two bullet points for further.)

4. Why is a statewide map important? We track road patrol units and jail units across the state on a daily basis for prisoner transports. The only means of communication those units have with our PSAP is via their MCT as the radios will not work outside of our radio tower coverage range. We track them via automatic vehicle locator (AVL). Through the MCT the officer can send and receive messages and push their emergency notification button if they are in need of emergency help. We can then contact the proper PSAP to have them send help to the officer in need. Unfortunately, we currently must use Google maps as our only options for location tracking purposes for those units.
5. Google maps run in the background of our CAD mapping program. This assists us in areas we do not currently have maps available through our layers and it provides newer versions of aerial photography and street level views when necessary. However, Google maps has known problems with location accuracy. There are no checks and balances for the accuracy of their mapping information, nor are there timely updates when new items are added. Therefore, emergency services cannot use these maps as a primary means of location for routing calls and dispatching units. However, this is the only option we have as a means of location outside of our current Eaton county and surrounding county map layers. We face another issue with Google maps as well. The County firewall has problems with Google and at times Google will stop working until Information Systems is able to make adjustments through their firewall.

In conclusion the statewide map provided by the GIS Repository will provide accuracy, prepare our mapping for minimum NG911 standards, improve speed within our CAD system when Dispatchers need to view maps outside of Eaton County and allow for a secondary back up to our GIS data.

ENHANCE 911 GRANT GIS Project

Letter of Intent Form

This form signifies your interest in participating in the Michigan ENHANCE 911 GIS Repository project at no cost. Please check the appropriate boxes and provide dates for when you intend to provide the required information.

- Yes, _____ plans to participate in the Michigan ENHANCE 911 Grant GIS project (Name of County).

We plan to submit a signed Memorandum of Agreement by _____.

We plan to submit GIS data for assessment by _____.

- Yes, we have an existing Enhanced Access to Public Records Act Policy currently in place.

- No, we do not have an Enhanced Access to Public Records Act Policy currently in place but will plan to have one established by _____.

- No, _____ plans to NOT to participate in the Michigan ENHANCE 911 GIS project (Name of County).

Please submit this completed Letter of Intent form to Ms. Harriet Miller-Brown, State 911 Administrator, at miller-brownh@michigan.gov no later than close of business on Wednesday, July 31, 2013.

**MEMORANDUM OF AGREEMENT
BETWEEN
CENTER FOR SHARED SOLUTIONS
AND
[Customer Name]**

1. Parties

This Memorandum of Agreement (MOA) is entered into by and for the Center for Shared Solutions (CSS) and [Customer Name].

The CSS is an office within the Michigan Department of Technology, Management & Budget (DTMB) charged with fostering technological collaboration across government by sharing resources to eliminate duplication of effort and reducing costs. The [Customer Name] is located within the boundaries of the State of Michigan. The CSS and [Customer Name] are hereinafter collectively referred to as "the parties."

2. Background

The Michigan State Police (MSP) 9-1-1 Administration Section received funding through a joint National Highway Traffic Safety Administration (NHTSA) and National Telecommunication and Information Administration (NTIA) Ensuring Needed Help Arrives Near Callers Employing 9-1-1 (ENHANCE 9-1-1) grant, in September of 2009, to develop a statewide geographic information system (GIS) database repository for the 9-1-1 community. This statewide integrated GIS data repository will be a system to provide the replication capabilities for Public Safety Answering Points (PSAPs) to provide GIS 9-1-1 datasets into architecture that will integrate the datasets statewide and also receive data updates on a regular basis.

3. Purpose

The purpose of this MOA is to establish a mutual framework governing the respective organizational relationships, responsibilities, and activities between the parties. This agreement is for the utilization of GIS data for 9-1-1 and public safety purposes within a statewide 9-1-1 GIS repository developed by CSS (9-1-1 GIS Program).

4. Definitions

Third party: an organization or individual that is not a participant in the 9-1-1 GIS Program.

GIS datasets: geographic information systems data, spatial features and associated database tables that are stored within the 9-1-1 GIS repository

Data originator: Author or business owner of the GIS dataset and information contained within the GIS dataset.

5. Responsibilities of the Parties

The following paragraphs identify responsibilities of the parties involved:

a. CSS Responsibilities. CSS will provide *[Customer Name]*, in accordance with the purpose, terms, and conditions of this MOA and implementing arrangements, as appropriate, with the following:

- (1) Utilize its in-house technical and contract resources for the development of the statewide GIS 9-1-1 repository, which will include GIS datasets provided by *[Customer Name]*.
- (2) Provide interface and/or workflows to *[Customer Name]* for data uploads to statewide GIS 9-1-1 repository.
- (3) Provide training to *[Customer Name]* for data uploading.
- (4) Provide quality assurance checks and error detection reports to *[Customer Name]*.
- (5) Provide extract of regional dataset or statewide dataset to *[Customer Name]* for 9-1-1 systems.

b. The *[Customer Name]* will provide CSS, in accordance with the purpose, terms, and conditions of this MOA and implementing arrangements, as appropriate, with the following:

- (1) Provide GIS dataset updates, without fee or cost, to CSS through data uploading interface.
- (2) Provide error resolution to CSS with regard to error detection reports within 5 business days of receiving the error detection report.

6. GIS data use.

[Customer Name] authorizes its 9-1-1 GIS data to be used by other PSAPs that are participating in the 9-1-1 GIS Program and who may request regional datasets to be used in their 9-1-1 systems.

In the event that a third party requests data, one of the following three scenarios will also apply:

- 1) If *[Customer Name]* receives a request for their own data, that request shall be subject to the *[Customer Name]* own Enhanced Access to Public Records policy. There is no need for the request to go through or be approved by DTMB/CSS.
- 2) In the event that CSS receives a request for the data included in the statewide 9-1-1 GIS repository, such requests will be honored pursuant to DTMB's Enhanced Access to Public Records Act policy 100.27 and associated fee schedule. As a result of any data requests that are honored in accordance with DTMB's Enhanced Access to Public Records Act policy 100.27 and fee schedule, CSS will pass on applicable fees, pursuant to the *[Customer Name]*'s local Enhanced Access to Public Records policy.

- 3) If *[Customer Name]* receives a request for any data that they have downloaded from the statewide 9-1-1 GIS repository, they will provide the data according to the fees outlined by the CSS in the fee schedule for each 9-1-1 GIS Program participant. *[Customer Name]* shall then provide the collected fees to the CSS who shall then disperse the funds back to the respective -1-1 GIS Program participants from which the data came. *[Customer Name]* may also charge an administrative fee to disperse the data as outlined in their local Enhanced Access to Public Records policy.

The parties agree to exercise all applicable exemptions available under the Freedom of Information Act to comply with the following restrictions to distribution of GIS datasets from the 9-1-1 repository:

- Emergency Service Zone, PSAP, Fire, Police and EMS boundaries will not be re-distributed to a third party.
- Only the addressing fields on road centerlines and site structure points will be provided to a third party.
- Any features that provide information about critical infrastructure or secure facilities will not be provided to a third party.

The data originator will be notified when any third party request is made for their data prior to release of the datasets.

In accordance with the Emergency 9-1-1 Service Enabling Act (Act 32 of 1986), any confidential information, name, address and telephone number information, provided to a 9-1-1 system by a service provider shall remain protected as outlined in the Act, in the event that this 9-1-1 system data is provided to the GIS repository. [1986 PA 32 is repealed as of December 31, 2014 by 2008 PA 379]

7. Amendment and Modification

This MOA may be amended or modified only by written, mutual agreement of the parties.

8. Termination

Either Party may terminate this MOA with sixty (60) days written notice for any.

Upon termination of this MOA, data provided to CSS under this MOA by *[Customer Name]* shall remain in the repository and but will no longer be updated. Remaining data shall be marked that it has not been updated as of the date of the last update prior to termination. *[Customer Name]* will no longer be eligible to receive data from the repository for use in their own systems except as a third party.

9. Dispute Resolution

In the event of a dispute between the parties, *[Customer Name]* and CSS agree to use their best efforts to resolve that dispute in an informal fashion through consultation and communication, or other forms of non-binding alternative dispute resolution mutually acceptable to the parties. The parties agree that, in the event such measures fail to resolve the dispute; prior to any formal action being taken, they shall refer it for

resolution to a committee of three neutral 9-1-1 GIS Program participants or such other entity as agreed to by the parties.

10. Assignment

This MOA may not be assigned, delegated, or otherwise transferred by the parties, nor may any right, duty, or obligation under this MOA be assigned, delegated, or transferred, unless otherwise provided for in this MOA.

11. Effective Date

This agreement becomes effective upon the date of the last approving signature and will remain in effect indefinitely until superseded, rescinded, or modified by written, mutual agreement of both parties.

12. Communications and Coordination Representatives

To provide for consistent and effective communication between the CSS and *{Customer Name}*, each party shall appoint a principal representative to serve as its central point of contact on matters relating to this MOA. The principal representatives for this MOA are listed below.

Eric Swanson
Center for Shared Solutions (CSS)
Romney Building, 10th Floor
111 S. Capitol St.
Lansing, MI, 48933
Phone No. 517-373-7910
Fax No. 517-373-2939

{Customer Representative Name}
{Customer Title}
{Customer Mailing Address, City, State, Zip}
{Customer Telephone Number}

13. Applicable Laws

The applicable statutes, regulations, directives, and procedures of the State of Michigan shall govern this MOA and all documents and actions pursuant to it.

ERIC SWANSON
Director

DATE

Center for Shared Solutions (CSS)
Romney Building, 10th Floor
111 S. Capitol St.
Lansing, MI, 48933

[Customer Representative Name]
[Customer Representative Title]
[Customer Mailing Address, City, State, Zip]

DATE