

EATON COUNTY BOARD OF COMMISSIONERS

PUBLIC SAFETY COMMITTEE

MINUTES OF SEPTEMBER 5, 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, Theresa O'Dell, Helen Schneider, April Heinze, Blake Mulder, Jeff Parshall, John Imeson

The meeting was called to order at 4:05 p.m. by Chairperson Whittum.

Pledge of Allegiance.

Commissioner Barr made a motion to accept the minutes of the August 1, 2013 meeting. Commissioner Hosey seconded the motion.

PUBLIC COMMENT

None

SHERIFF'S OFFICE UPDATES

Sheriff Reich updated the committee on incidents of significance.

It was reported that the Sheriff and Controller had each met with the Delta Township Manager regarding the renewal of the Police Services Contract. There are no changes in personnel requested by the Sheriff and the Controller has not recommended any changes to the funding formula. The Controller is preparing a ten-year continuation proposal to be submitted to the township for their review and further discussion. The Committee will be updated at its next meeting.

Discussion was held on security for the new theatre in Delta Township. The Sheriff informed the Committee that the security could be handled similar to what is in place for the Lansing Mall, if requested by the theatre.

REIMBURSEMENT REPORT

Controller Fuentes reviewed the Boarding Report with the Committee. State boarding program revenues are projected to exceed the budget for the current budget year. Individual Housing collections is down from budgeted amounts and the 2014 budget has been adjusted to reflect the change in revenue trend.

Controller Fuentes advised that the Ways and Means Committee has asked the Controller to review collection programs of the Courts and Sheriff's Office for possible efficiency improvement.

## JAIL CENSUS REPORT

Controller Fuentes reported that the average inmate daily count for the month of August was 243 which is 57% of capacity at the jail and that the MDOC average daily count is still showing consistent numbers. It was noted that the report did not reflect overall capacity percentages in addition to the information presented as previously requested by the Committee. Controller Fuentes will follow up on this request for next meeting.

## COURT SECURITY REPORT

The Court Security screening report was distributed and reviewed by the Committee.

## OVERTIME REPORT

Controller Fuentes stated that the overtime projection is continuing to be favorable and that the total overtime projection shows that the General Fund will have favorable variance projected to be approximately \$ 76,000.00 for the fiscal year. He further noted that the Delta Detective overtime is the only account that individually projected an unfavorable variance; however the total overtime for both the Delta Division and total department remains favorable. The overtime projection overall shows a \$156,000 favorable variance which is consistent with previous year's end and is within the parameters for the County's overall budget model.

## CENTRAL DISPATCH UPDATE

Director Heinze introduced John Imeson as the new Central Dispatch Assistant Director.

Controller Fuentes advised that the Memorandum of Agreement Center for Shared Solutions and Eaton County has been submitted to the State. The only change noted was under Section 5 Paragraph b. subsection 2 which expands the time from 24/48 hours to ten days for providing error resolution to CSS with regard to error detection reports. The Memorandum of Agreement if approved by the State will be presented at next month's meeting for approval.

A proposal received from Central Dispatch to increase personnel in Informational Technology Department was brought before the Committee. The request is the addition of two positions in the IT Department consisting of a network administrator/engineer and a GIS specialist. Director Heinze informed the Committee that there are several projects that are upcoming that will require significant levels of IT support. Both positions that are being requested are proposed to be funded by an appropriation from the Central Dispatch budget.

During discussion Director Heinze noted the excellent working relationship that her department has with the IT Department.

Commissioner Hosey made a motion to recommend to the Ways and Means Committee the review of the proposed two positions for the IT Department as recommended by the Department. Commissioner Harris seconded the motion.

Motion carried.

Director Heinze advised the Committee that Central Dispatch has been the test site with Ford Motor Company in Ford's development of the 911 assist feature.

Controller Fuentes informed the Committee that four vendors conducted a walkthrough of the Jail to develop budgetary estimates for the replacement of the security system. Quotes are anticipated to be received for further discussion at the next regular meeting.

## MISCELLANEOUS

Commissioner Whittum updated the Committee on the Community Corrections Board. Circuit Court Judge Jeff Sauter is the chairperson, District Court Judge Harvey Hoffman is the vice-chairperson and John Boles is the Business Representative.

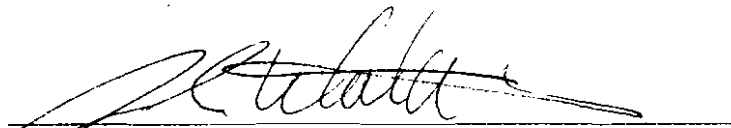
Discussion was held regarding the regional fiber-optic connectivity (CEIL) project. Connection stability between Ingham and Livingston Counties remain an issue which have delayed the activation of the Eaton County connection. This has caused the need for the County to request a budgetary quote from AT&T to replace the County's 9-1-1 phone system (which is at end of service life) and implement the software in a stand-alone environment initially to avoid the potential for a system failure.

Commissioner Spence advised that one time "micro-grant" in amounts up to \$5,000 through the Tri-County Regional Planning Commission Community Reinvestment Fund will soon be available with the purpose of involving more citizens in the government process.

## PUBLIC COMMENT

None.

Chairperson Whittum called for an adjournment at 4:50 p.m.



---

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

/to'd

JAIL MILLAGE FUND - BOARDING									
Fiscal Year 2012/2013		AUGUST			2013				
PAYEE	REVENUE ACCOUNT	CURRENT BUDGET	REVENUE COLLECTED	% OF BUDGET COLLECTED	ANNUALIZED PROJECTED REVENUE	ANNUALIZED PROJECTED VARIANCE	ANNUALIZED PROJECTED SAVINGS	Percent Collected vs Budgeted	
Prisoner Boarding Fund	Housing Only								
JAIL REDUCTION & COMM. TREATMENT PROGRAM	Housing	\$0.00	\$3,045.00	%		\$3,321.82	\$3,045.00	100%	
PAROLE VIOLATORS	MDOC HOUSING	\$305,000.00	\$254,266.00	83.4%		(\$27,618.91)	\$311,010.00	82%	
DIVERTED FELONS	MDOC HOUSING	\$310,000.00	\$227,705.00	73.5%		(\$61,594.55)	\$250,335.00	91%	
<b>TOTAL BOARDING</b>		<b>\$615,000.00</b>	<b>\$481,971.00</b>	<b>78.4%</b>	<b>\$29,083.36</b>	<b>(\$85,321.17)</b>	<b>\$612,290.00</b>	<b>\$612,698.10</b>	<b>86%</b>
GENERAL FUND - OTHER									
INDIVIDUALS	REVENUE ACCOUNT	CURRENT BUDGET	REVENUE COLLECTED	% OF BUDGET COLLECTED	ANNUALIZED PROJECTED REVENUE	ANNUALIZED PROJECTED VARIANCE	ANNUALIZED PROJECTED SAVINGS	Percent Collected vs Budgeted	
	HOUSING	\$75,000.00	\$41,062.84	54.8%		(\$30,204.17)	\$764,562.00	5%	
	OUIL IMPAIRED	\$25,000.00	\$12,496.00	50.0%		(\$11,368.00)	\$23,113.00	54%	
	FALSE ALARMS	\$8,000.00	\$8,935.00	111.7%		\$1,747.27	\$9,510.00	94%	
	ABAN. VEHICLES	\$8,200.00	\$4,705.55	57.4%		(\$3,066.67)	\$9,800.00	48%	
	INMATE MEDICAL	\$10,000.00	\$4,797.72	48.0%		(\$4,766.12)	\$10,656.70	45%	
<b>TOTALS</b>		<b>\$126,200.00</b>	<b>\$70,997.11</b>	<b>57.1%</b>	<b>\$29,824.00</b>	<b>(\$27,854.20)</b>	<b>\$176,017.00</b>	<b>\$89,972.76</b>	<b>9%</b>

**JAIL COUNT SUMMARY**

Aug-13

Day	Building Total	Eaton County Pop.	Female Inmates	Statewide	MDOC	Jackson	Housing Other	Federal	% of Capacity Used by Eaton Cty Inmates
1	252	212	59	0	30	0	10	0	57%
2	248	214	57	0	25	0	9	0	57%
3	261	232	64	0	20	0	9	0	62%
4	263	234	63	0	20	0	9	0	63%
5	251	222	62	0	20	0	9	0	59%
6	238	212	55	0	17	0	9	0	57%
7	234	207	54	0	18	0	9	0	55%
8	234	207	55	0	18	0	9	0	55%
9	227	206	53	0	18	0	3	0	55%
10	247	225	56	0	19	0	3	0	60%
11	250	228	58	0	19	0	3	0	61%
12	232	209	53	0	20	0	3	0	56%
13	234	212	58	0	19	0	3	0	57%
14	233	209	57	0	21	0	3	0	56%
15	222	200	53	0	19	0	3	0	53%
16	230	209	59	0	19	0	2	0	56%
17	255	232	62	0	21	0	2	0	62%
18	259	236	66	0	21	0	2	0	63%
19	248	225	63	0	21	0	2	0	60%
20	235	216	55	0	18	0	1	0	58%
21	246	220	59	0	25	0	1	0	59%
22	241	217	56	0	23	0	1	0	58%
23	242	212	53	0	29	0	1	0	57%
24	254	222	53	0	31	0	1	0	59%
25	247	215	54	0	31	0	1	0	57%
26	235	203	52	0	31	0	1	0	54%
27	236	203	56	0	32	0	1	0	54%
28	235	202	55	0	32	0	1	0	54%
29	241	203	54	0	37	0	1	0	54%
30	244	205	54	0	38	0	1	0	55%
31	266	227	58	0	38	0	1	0	61%
<b>TOTAL</b>			1766	0	750	0	114	0	0%

Bldg Total 7540  
Avg/Day 243

Eaton Cty. Total 6676 57%  
Avg/Day 215 % of Capacity

Housing Total 750  
Avg/Day 24

Female Total 1766  
Avg/Day 57



2012/2013 Analysis of Sheriff Department Overtime by Division

Through pay end date 8/31/2013 23.5

Projections based on YTD data

Department	Year-to-Date Overtime	Payrolls	Estimated Per Payroll	Total Payrolls	Projected	Budget	Variance
301	128,363.95	23.50	5,717.61	26.10	149,229.75	190,000.00	40,770.25
301 -Detective	22,516.93	23.50	1,064.55	26.10	27,784.76	30,000.00	2,215.24
302	114,992.53	23.50	5,148.62	26.10	134,378.94	157,976.00	23,597.06
303	97,889.42	23.50	4,420.83	26.10	115,383.57	125,000.00	9,616.43
303 -Detective	<u>27,362.82</u>	23.50	<u>1,164.38</u>	26.10	<u>30,390.20</u>	<u>30,000.00</u>	<u>(390.20)</u>
<b>General Fund</b>	<b><u>391,125.65</u></b>		<b><u>17,515.99</u></b>		<b><u>457,167.21</u></b>	<b><u>532,976.00</u></b>	<b><u>75,808.79</u></b>
Jail Millage II	34,192.71	23.50	2,093.31	26.10	54,635.31	102,501.00	47,865.69

**2012/2013 Analysis of Sheriff Department Overtime by Division**

Through pay end date            8/31/2013            23.5

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	1,705,344.55	87.74%	90.04%	205,335.99	1,910,680.54	32,856.46
301.706	Overtime	190,000.00	128,363.95	67.56%			149,229.75	40,770.25
301.706.002	Detective OT	30,000.00	22,516.93	75.06%			27,784.76	2,215.24
302.704	Regular	1,762,386.00	1,559,086.69	88.46%	90.04%	175,826.61	1,734,913.30	27,472.70
302.706	Overtime	157,976.00	114,992.53	72.79%			134,378.94	23,597.06
303.704	Regular	1,875,358.00	1,657,941.16	88.41%	90.04%	196,759.45	1,854,700.61	20,657.39
303.706	Overtime	125,000.00	97,889.42	78.31%			115,383.57	9,616.43
303.706.002	Detective OT	30,000.00	27,362.82	91.21%			30,390.20	(390.20)
<hr/>								
<b>Total</b>		<b>6,114,257.00</b>					<b>5,957,461.66</b>	<b>156,795.34</b>
<hr/>								
<b>Jail Millage Fund</b>								
281.301	Regular	836,754.00	755,592.12	90.30%	90.04%	80,265.51	835,857.63	896.37
	Overtime	102,501.00	34,192.71	33.36%	90.04%		54,635.31	47,865.69

)

)

)



**MEMORANDUM OF AGREEMENT  
BETWEEN  
CENTER FOR SHARED SOLUTIONS  
AND  
EATON COUNTY**

**1. Parties**

This Memorandum of Agreement (MOA) is entered into by and for the Center for Shared Solutions (CSS) and Eaton County.

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. Eaton County, a local unit of government, is located within the boundaries of the State of Michigan. The CSS and Eaton County 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 *Eaton County*, 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 *Eaton County*.
- (2) Provide interface and/or workflows to *Eaton County* for data uploads to statewide GIS 9-1-1 repository.
- (3) Provide training to *Eaton County* for data uploading.
- (4) Provide quality assurance checks and error detection reports to *Eaton County*.
- (5) Provide extract of regional dataset or statewide dataset to *Eaton County* for 9-1-1 systems.

b. The *Eaton County* 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 10 business days of receiving the error detection report.

## 6. GIS data use.

*Eaton County* 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 *Eaton County* receives a request for their own data, that request shall be subject to the *Eaton County*'s 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 *Eaton County*'s local Enhanced Access to Public Records policy.

- 3) If *Eaton County* 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. *Eaton County* shall then provide the collected fees to the CSS who shall then disperse the funds back to the respective 9-1-1 GIS Program participants from which the data came. *Eaton County* 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 contains the complete expression of the parties' understanding on these subjects. 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 *Eaton County* 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. *Eaton County* 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, *Eaton County* 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 *Eaton County* 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, 10<sup>th</sup> Floor  
111 S. Capitol St.  
Lansing, MI 48933  
Phone No. 517-373-7910  
Fax No. 517-373-2939

*Blake Mulder*  
Chairman, Eaton County Board of Commissioners  
1045 Independence Blvd.  
Charlotte, MI 48813  
517-543-2122

**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

Center for Shared Solutions (CSS)

Romney Building, 10<sup>th</sup> Floor

111 S. Capitol St.

Lansing, MI, 48933

---

DATE

---

*Blake Mulder*

*Chairman, Eaton County Board of Commissioners*

*1045 Independence Blvd.*

*Charlotte, MI 48813*

---

DATE



# Eaton County Central Dispatch

911 Courthouse Dr | Charlotte, MI 48813 | Office 517-543-4913 | Fax 517-543-3036

*Serving Our Community One Call At A Time*

April Heinze, Director

John Imeson, Deputy Director



Eaton County Public Safety Committee:

I, in conjunction with Dr. Sobie, would like to propose that Eaton County Central Dispatch fund two new IT positions in the Information Systems Department. The county's reliance on technology is surpassing what Dr. Sobie has often described as his department's ability to respond to the advancement of new ideas. In addition, but just as important, is the ongoing support of the existing technologies that is continually strained. It's a growing opinion by myself and others that the IS department's ability to sustain the levels of productivity and reliability that we want and/or demand of our respective systems is gravely challenged by the lack of adequate personnel.

After discussions with Dr. Sobie, the two positions we propose would include a network administrator/engineer and a GIS specialist. The network administrator/engineer would fulfill the duties as described in the existing job description and possibly with some additional specializations or duties. This position is needed due to important and mandated public safety requirements regarding the following items, just to name a few:

- Next Generation 9-1-1
- Large scale changes to our 9-1-1 Customer Premise Equipment (CPE) – 911 Telephone System
- CAD-to-CAD operations between our PSAP and others
- Redesign, deployment and support of our mobile computing project (MCT's) used by the police, fire and EMS agencies throughout the county.
- Compliance with the federal CJIS guidelines that determine how systems are integrated together and how security shall be set-up and maintained.

The GIS specialist would also fulfill duties consistent with an existing job description and allow the IS department to further advance the use of "location-based" data into county operations. As listed above, the GIS expansion is needed to align with requirements of:

- Next Generation 9-1-1
- The MCT project
- Participation in the GIS Repository
- Development and use of crime analysis tools

According to Dr. Sobie his department's ability to sustain existing systems and continue to accept new project duties approved by county officials, has been an ongoing challenge for the past nine years. Unfortunately, due to reduced funding available at the county level, the IS department's staffing levels were reduced to help relieve pressure on the general fund budget. However, the implementation of new technologies, with expectations that the IS department will support them, has not slowed down nor stopped in that same time frame. They have had to do the best they can without the restoration of IT positions needed to actually do the work.

Recognizing the likely impact the existing internal IT workforce can have on public safety operations throughout the county, and how current staffing continually "thrashes" (Dr. Sobie's keyword) between project assignments, I'm proposing funding two IT positions from Central Dispatch's budget, namely, the 911 millage.

With active leadership in the public safety community, regarding the use of technology, the additional employees would be essential to many project initiatives now and in the future.

## John Fuentes

---

**From:** April Heinze  
**Sent:** Wednesday, August 07, 2013 8:19 AM  
**To:** John Fuentes  
**Subject:** Fwd: PSAP testing

**April Heinze, ENP, CMCP | Director**  
**Eaton County Central Dispatch**  
911 Courthouse Dr | Charlotte, MI 48813 |  
517.543.4924 (direct) | 517.719.2426 (cell)

Begin forwarded message:

**From:** "Hatton, David (D.A.)" <dhatton5@ford.com>  
**Date:** August 6, 2013, 10:45:22 AM EDT  
**To:** "'AHeinze@eatoncounty.org'" <AHeinze@eatoncounty.org>  
**Cc:** "Nasrallah, Hussein (H.)" <hnasrall@ford.com>  
**Subject:** RE: PSAP testing

April,

Agreed, a special thanks to you and your staff! Eaton Counties input has helped us refine and improve 911 Assist over the years for the benefit of not only our customers but 9-1-1 Call Takers throughout the US and Canada (and in some cases other countries throughout the world). We greatly appreciate the help you and your Team have provided the community at large.

Sincerely,  
Dave Hatton

---

**From:** Nasrallah, Hussein (H.)  
**Sent:** Tuesday, August 06, 2013 9:55 AM  
**To:** 'AHeinze@eatoncounty.org'  
**Cc:** Hatton, David (D.A.)  
**Subject:** PSAP testing

Hello April,

I would like to thank you and your team for the opportunity you provided Ford in conducting the 911 PSAP testing.

This opportunity to test and interact with a real 911 dispatch is invaluable to making sure that our systems interaction work, our product will improve and ultimately serve our customers.

The tests were all successful and our team learned a lot from this experience.

Special thanks to Bob for his outstanding support and vast knowledge that he shared!



Again thank you for your continuous support and looking forward for more test in the future!

**Regards,**  
***Hussein F. Nasrallah***  
**Ford Motor Company**  
**EESE Connect Services**  
**Emergency/911 Assist**  
**Bldg # 5 – 3D115**  
**Phone: (313) 390-9684**  
**Mobile: (313)805-7373**