

CENTRAL DISPATCH POLICIES & PROCEDURES COMMITTEE MEETING MINUTES

Monday, March 6, 2023 - 1:00 p.m.

Howard Male Conference Room

The Alpena County Central Dispatch Policies & Procedures Committee met on Monday, March 6, 2023, at 1:00 p.m. in the Howard Male Conference Room.

MEMBERS PRESENT: CHAIR – Alpena County Board of Commissioners Burt Francisco  
Director of EM and E911 Services Kim Elkie  
Assistant Director of EM and E911 Services Al Rapson  
Alpena County Sheriff Erik Smith  
Alpena City Police Eric Hamp  
Michigan State Police John Grimshaw  
NE Michigan Medical Control Nick Harrison  
Michigan Township Association Dan Hibner

OTHERS PRESENT: Kim MacArthur, County Board Assistant  
Kim Lash, Central Dispatch Data Officer

Commissioner Francisco called the meeting to order at 1:09 p.m.

APPROVE MINUTES: Motion by Lt. Grimshaw with support by Dan Hibner to approve minutes from the previous meeting dated February 15, 2023. Motion carried.

PUBLIC COMMENT: None.

APPROVE AGENDA: Motion to approve the agenda by Sheriff Smith with support by Nick Harrison. Motion carried.

Emergency Manager/E911 Director Kim Elkie was given the floor by the Chair.

POLICY REVIEW: Director Elkie welcomed and thanked Data Officer Kim Lash for attending the meeting to answer any questions the Committee may have regarding the policies.

INFORMATION ITEM: Updates to Policy I-03 – Media Inquiries were discussed.

INFORMATION ITEM: Updates and corrections to Policy I-10 – Weather Watches and Warning Sirens were discussed. Nick Harrison inquired if the siren console was still running XP. Director Elkie will double check on the status as it was supposed to be updated.

INFORMATION ITEM: Updates and corrections to Policy I-16 – Traffic Flashers and Street Light Outages were discussed. Chair Francisco inquired about the intersection at 3<sup>rd</sup> and Hobbs Drive. Chief Hamp reported the City Engineer has been working on plans to upgrade that intersection.

INFORMATION ITEM: Updates to Policy II-03 – Complaint Numbers and Blotters were discussed.

INFORMATION ITEM: Updates to Policy II-04 – Civil Standby Policy for Law were discussed.

INFORMATION ITEM: Updates and corrections to Policy II-10 – Vehicle Pursuit were discussed.

INFORMATION ITEM: Updates and corrections to Policy II-11 – BOLs were discussed.

INFORMATION ITEM: Updates to Policy II-15 – Road Hazards were discussed.

INFORMATION ITEM: Updates to Policy II-18 – Alpena City PD Warrants were discussed.

Motion was made by Lt. Grimshaw and supported by Sheriff Smith to approve the Action Item below. Motion carried.

**ACTION ITEM #1: The Committee recommends to approve updates to the following policies as presented:**

- Policy I-03 – Media Inquiries;**
- Policy I-10 – Weather Watches and Warning Sirens;**
- Policy I-16 – Traffic Flasher and Street Light Outages;**
- Policy II-03 – Complaint Numbers and Blotter;**
- Policy II-04 – Civil Standby Policy for Law;**
- Policy II-10 – Vehicle Pursuit;**
- Policy II-11 – BOLs;**
- Policy II-15 – Road Hazards;**
- Policy II-18 – Alpena City PD Warrants**

COMMITTEE NAME/BYLAWS: Director Elkie presented the current Central Dispatch Policies & Procedures bylaws for review. This Committee is not just an advisory board and would like to strike the section in 2.2 of the bylaws that states “The ACCDC is also known as the “911 Advisory Board”.


The Central Dispatch Policies and Procedures Committee will now be called The Central Dispatch Committee.

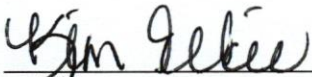
**PUBLIC COMMENT:**

None.

The next meeting is scheduled for Wednesday, April 19, 2023 at 2:00 p.m. in the Howard Male Conference Room.

Motion to adjourn by Dan Hibner with support by Nick Harrison. Motion carried. The meeting adjourned at 1:58 p.m.

  
Burt Francisco, Chairman

  
Kim Elkie, Director of Emergency  
Management and E911 Services

kvm