

CENTRAL DISPATCH POLICIES & PROCEDURES COMMITTEE MEETING MINUTES

Wednesday, February 15, 2023 - 2:00 p.m.

Howard Male Conference Room

The Alpena County Central Dispatch Policies & Procedures Committee met on Wednesday February 15, 2023, at 2:00 p.m. in the Howard Male Conference Room.

MEMBERS PRESENT: CHAIR – Alpena County Board of Commissioners Burt Francisco
Alpena County Commissioner Dave Karschnick
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
Alpena City Fire Rob Edmonds
NE Michigan Medical Control Nick Harrison
Elected Representative, City of Alpena Mike Nowak
Michigan Township Association Dan Hibner

OTHERS PRESENT: Kim MacArthur, County Board Assistant

Commissioner Francisco called the meeting to order at 2:00 p.m.

Motion to approve the agenda by Nowak with support by Sheriff Smith. Motion carried.

Motion by Commissioner Karschnick with support by Chief Edmonds to approve minutes from the previous meeting dated May 31, 2022. Motion carried.

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

OLD BUSINESS: There was no old business to discuss at this meeting.

NEW BUSINESS: Director Elkie presented a list of policies and procedures for the Committee to review. There are currently 75 policies, and a few new ones will be created and brought before the Committee. Director Elkie’s goal is to bring all policies to the Committee throughout the year for review and to update approval dates.

Director Elkie informed the Committee that after Roy Wekwert retired, Rory Sherwood was named Lead Dispatcher; Pam Susan who was previously the Data Officer was named the new Training Officer; and Kim Lash was named the new Data Officer.

INFORMATION ITEM: Updates to Policy I-01 – Telecommunicator Professionalism were discussed.

Motion was made by Harrison and supported by Lt. Grimshaw to review and approve all policies as a group. Motion carried.

INFORMATION ITEM: Updates to Policy I-03 Media Inquiries were discussed. Motion was made to table Policy I-03 Media Inquiries to a future meeting.

INFORMATION ITEM: Updates to Policy I-05 FCC Rules and Regulations were discussed.

INFORMATION ITEM: Updates to Policy I-13 PSAP Calls – Transfer/Witnesses were discussed.

INFORMATION ITEM: Updates to Policy I-16 – Traffic Flashers and Street Light Outages were discussed. Motion was made to table Policy I-16 – Traffic Flashers and Street Light Outages to a future meeting.

INFORMATION ITEM: Updates to Policy I-24 – Human Services – Red Cross/Salvation Army were discussed. Motion was made to table Policy I-24 – Human Services – Red Cross/Salvation Army to a future meeting.

INFORMATION ITEM: Updates to Policy I-28 – Road Closures were discussed.

INFORMATION ITEM: Updates to Policy II-01 – Dispatch Policy for Law Enforcement were discussed.

The Committee agreed to move the remainder of the agenda to a future meeting:

- I-10 – Weather Watches and Warning Sirens
- II-03 – Complaint Numbers and Blotter
- II-04 – Civil Standby Policy for Law
- II-10 – Vehicle Pursuit
- II-11 – BOLs
- II-15 – Road Hazards
- II-18 – Alpena City PD Warrants
- Discussion of Committee Name/Bylaws

INFORMATION ITEM: Discussion was held regarding the Committee name and responsibilities of the Committee.

Commissioner Francisco would like a dispatcher present to address questions.

Motion was made by Hibner 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-01 – Telecommunicator Professionalism;
Policy I-05 – FCC Rules and Regulations;
Policy I-13 – PSAP Calls – Transfers/Witnesses;
Policy I-28 – Road Closures; and
Policy II-01 – Dispatch Policy for Law Enforcement**

The Committee will discuss the remainder of the agenda at a meeting scheduled for Monday March 6, 2023 at 1:00 p.m. in the Howard Male Conference Room.

Motion to adjourn by Nowak with support by all. Motion carried. The meeting adjourned at 2:58 p.m.

Burt Francisco, Chairman

Kim Elkie, Director of Emergency
Management and E911 Services

kvm