

CENTRAL DISPATCH POLICIES & PROCEDURES COMMITTEE MEETING MINUTES

Tuesday, May 31, 2022 – 2:00 p.m.

Howard Male Conference Room

Members Present: Chair – Alpena County Board of Commissioners	Robert Adrian
Alpena County Commissioner	Dave Karschnick
Office of Emergency Management & E911	Kim Elkie
Alpena County Sheriff's Office	Sheriff Erik Smith
Alpena City Fire/Alpena County EMS	Chief Bill Forbush
NE Michigan Medical Control Authority	Nick Harrison
Private Citizen at Large	Edna Sorenson

Members Excused: Alpena City Police	Chief Joel Jett
Michigan State Police	Lt. John Grimshaw
Alpena County Fire Representative	Darrell Bowman
Elected Representative, City of Alpena	Mike Nowak
Michigan Township Association	Dan Hibner

Others Present: Mary Catherine Hannah, Alpena County Administrator
Hanna Trelfa, President, Thunder Bay Fire Fighters' Association

Commissioner Adrian called the meeting to order at 2:02 p.m.

Motion to approve the agenda by Dave Karschnick with support by Erik Smith. Motion carried.

Motion by Dave Karschnick to approve the minutes from the previous meeting, July 28, 2021, with support by Erik Smith. Motion carried.

Director Elkie was given the floor by the Chair.

INFORMATION ITEM: Discussion was held regarding deletion of Policy #II-19 – Dispatch of CRTC Deputies.

Motion by Erik Smith with support by Nick Harrison to approve the below Action Item.
Motion carried.

ACTION ITEM CDPPC #1: The Committee recommends to delete Policy #II-19 – Dispatch of CRTC Deputies, as presented.

INFORMATION ITEM: Discussion was held regarding deletion of Policy #I-30 – CERT Policy.

Motion by Bill Forbush with support by Erik Smith to approve the below Action Item.
Motion carried.

ACTION ITEM CDPPC #2: The Committee recommends to delete Policy #I-30 – CERT Policy, as presented.

INFORMATION ITEM: Discussion was held regarding deletion of Policy #III-4 – Pager Test Policy.

Motion by Bill Forbush with support by Erik Smith to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #3: The Committee recommends to delete Policy #III-4 – Pager Test Policy, as presented.

INFORMATION ITEM: Updates to Policy #I-04 – Radio Use – Information for Broadcast were discussed.

Motion by Bill Forbush with support by Dave Karschnick to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #4: The Committee recommends to approve the updates to Policy #I-04 – Radio Use – Information for Broadcast, as presented.

INFORMATION ITEM: Updates to Policy #I-06 – Unit Complaint Investigations – Reviews were discussed.

Motion by Nick Harrison with support by Bill Forbush to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #5: The Committee recommends to approve the updates to Policy #I-06 – Unit Complaint Investigations – Reviews , as presented.

INFORMATION ITEM: Discussion was held regarding updates to Policy #I-08 – 911 Hang-up Calls.

Motion by Dave Karschnick with support by Nick Harrison to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #6: The Committee recommends to approve the updates to Policy #I-08 – 911 Hang-up Calls, as presented.

INFORMATION ITEM: Updates to Policy #I-10 – Weather Watches and Warnings – Sirens were discussed. The policy will be reviewed at a future meeting.

INFORMATION ITEM: Updates to Policy #I-15 – Telephone Problems were discussed.

Motion by Dave Karschnick with support by Nick Harrison to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #7: The Committee recommends to approve the updates to Policy #I-15 – Telephone Problems, as presented.

INFORMATION ITEM: Updates to Policy #I-18 – Radio System Problems were discussed.

Motion by Nick Harrison with support by Bill Forbush to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #8: The Committee recommends to approve the updates to Policy #I-18 – Radio System Problems, as presented.

INFORMATION ITEM: Discussion was held regarding Policy #I-19 – Electrical Problems – Central Dispatch.

Motion by Nick Harrison with support by Bill Forbush to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #9: The Committee recommends to approve the updates to Policy #I-19 – Electrical Problems – Central Dispatch, as presented.

INFORMATION ITEM: Updates to Policy #I-20 – Computer Problems were discussed

Motion by Erik Smith with support by Nick Harrison to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #10: The Committee recommends to approve the updates to Policy #I-20 - Computer Problems, as presented.

INFORMATION ITEM: Discussion was held regarding Policy #I-22 – Department of Health & Human Services (DHHS).

Motion by Erik Smith with support by Nick Harrison to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #11: The Committee recommends to approve the updates to Policy #I-22 – Department of Health & Human Services (DHHS), as presented.

INFORMATION ITEM: Updates to Policy #I-26 – Public Health Emergency Procedures were discussed.

Motion by Erik Smith with support by Dave Karschnick to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #12: The Committee recommends to approve the updates to Policy #I-26 – Public Health Emergency Procedures, as presented.

INFORMATION ITEM: Discussion was held regarding Policy #II-20 – Jail Radio.

Motion by Erik Smith with support by Bill Forbush to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #13 The Committee recommends to approve the updates to Policy #II-20 – Jail Radio, as presented.

INFORMATION ITEM: Updates to Policy #III-2 – Radio Priorities were discussed.

Motion by Bill Forbush with support by Dave Karschnick to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #14: The Committee recommends to approve the updates to Policy #III-2 – Radio Priorities, as presented.

INFORMATION ITEM: Discussion was held regarding updates to Policy #III-9 – Individual Department Unique Responses. This policy will be reviewed at a future meeting.

INFORMATION ITEM: Discussion was held regarding Policy #III-14 – Mass Casualty – Dispatch Guidelines.

Motion by Dave Karschnick with support by Bill Forbush to approve the below Action Item as corrected. Motion carried.

ACTION ITEM CDPPC #15: The Committee recommends to approve the updates to Policy #III-14 – Mass Casualty – Dispatch Guidelines, as corrected.

INFORMATION ITEM: Discussion was held regarding Policy #III-15 – Diving Accident – Hyperbaric Chamber Policy.

Motion by Dave Karschnick with support by Bill Forbush to approve the below Action Item as corrected. Motion carried.

ACTION ITEM CDPPC #16: The Committee recommends to approve the updates to Policy #III-15 – Diving Accident – Hyperbaric Chamber Policy, as corrected.

INFORMATION ITEM: Updates to Policy #IV-6 – Dispatch of Ambulances were discussed.

Motion by Bill Forbush with support by Nick Harrison to approve the below Action Item.
Motion carried.

ACTION ITEM CDPPC #17: The Committee recommends to approve the updates to Policy #IV-6 – Dispatch of Ambulances, as presented.

INFORMATION ITEM: Discussion was held regarding Policy #IV-11 – Medical Examiner/Investigator Policy.

Motion by Nick Harrison with support by Bill Forbush to approve the below Action Item.
Motion carried.

ACTION ITEM CDPPC #18: The Committee recommends to approve the updates to Policy #IV-11 – Medical Examiner/Investigator Policy, as presented.

INFORMATION ITEM: Discussion was held regarding Policy #IV-13 – ALS Standby.

Motion by Bill Forbush with support by Erik Smith to approve the below Action Item.
Motion carried.

ACTION ITEM CDPPC #19: The Committee recommends to approve the updates to Policy #IV-13 – ALS Standby, as presented.

INFORMATION ITEM: Updates to Policy #IV-14 – MEDRUN-CHEMPAC Policy were discussed.

Motion by Bill Forbush with support by Dave Karschnick to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #20: The Committee recommends to approve the updates to Policy #IV-14 – MEDRUN-CHEMPAC Policy, as presented.

INFORMATION ITEM: Discussion was held regarding Policy #IV-16 MMMCA Service Change directives.

Motion by Nick Harrison with support by Dave Karschnick to approve the below Action Item. Motion carried.

ACTION ITEM CDPPC #21: The Committee recommends to approve the updates to Policy #IV-16 – MMMCA Service Change Directives, as presented.

INFORMATION ITEM: Clarification of items in Policy #I-12 – Alpena County Central Dispatch Wrecker Policy were discussed. The policy will be further refined following discussion and review at a future meeting.

Motion to adjourn by Dave Karschnick with support by Bill Forbush. Motion carried. The meeting adjourned at 3:29 p.m.



Robert Adrian, Chairman
Alpena County Board of Commissioners



Kim Elkie, Director
Office of Emergency Management & E911

kke