

COURTS & PUBLIC SAFETY COMMITTEE  
**DRAFT - MEETING MINUTES**  
Thursday, October 20, 2022 – 4:00 p.m.  
Howard Male Conference Room/Zoom Room

Commissioners Present: Kevin Osbourne, Chair  
Don Gilmet  
Brenda Fournier

Others Present: Mary Catherine Hannah, County Administrator  
Kim MacArthur, County Board Assistant  
Kim Ludlow, County Treasurer  
Kim Elkie, EM/E911 Director  
Amber Benedict, Central Dispatch  
Al Rapson, Assistant EM/E911 Director  
Cynthia Muszynski, Prosecutor  
Chad Esch, Bannan Funeral Home  
Judge Ed Black  
Lisa Kaspriak, MMEG Administrator (zoom)  
Lynn Bunting, Board Assistant (zoom)  
Steve Smigelski, Airport Manager (zoom)

**CALL MEETING TO ORDER**

Chair Kevin Osbourne called the meeting to order at 4:00 p.m.

**MOTION TO ADOPT AGENDA**

Moved by Commissioner Gilmet and supported by Commissioner Fournier to adopt the agenda as presented. Motion carried.

**INFORMATION ITEM:** MMEG Administrator Lisa Kaspriak discussed the medical examiner contract and presented two different proposals for review/approval. The first proposal was for a contractual increase of the investigator case rate fees based on the case (attachment #1). The rates have not increased in two years and the cost of living has gone up. Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to approve the action item below. Roll call vote was taken: AYES: Commissioners Gilmet, Fournier, and Osbourne. NAYS: None. Motion carried.

**ACTION ITEM #1: The Committee recommends approval of the MMEG Contractual Rate Increase Fees for Medical Examiner Investigators as presented.**

Administrator Kaspriak's second proposal was a transport fee schedule that reflects an increase for the 5-6 anticipated autopsy transports to the forensic pathology facility downstate (attachment #2). Bannan Funeral Home Director Chad Esch also presented a proposed transport fee schedule increase for review (attachment #3). Fuel, mileage, and funeral home personnel are contributing factors for the increase. There are three different options the County can utilize for transportation: 1) Use the funeral home the family has chosen; 2) Alternate months between funeral homes; 3) Put out an RFP and utilize one funeral home for all transports. The medical examiner contract will renew on January 1, 2023. Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to approve



action item below. Roll call vote was taken: AYES: Commissioners Fournier, Gilmet, and Osbourne. NAYS: None. Motion carried.

**ACTION ITEM #2: The Committee recommends approval of alternative Transport Fee Schedule as presented for contract services for MEI (Medical Examiner Investigators).**

INFORMATION ITEM: Administrator Hannah presented the Dog Licensing Requirements and Fees Resolution for approval (attachment #4). The Animal Control Ordinance was amended in June 2022 and a resolution needs to be adopted for the fee schedule and to address the issue of what to charge when current licenses transition to the new schedule.

**RESOLUTION #22-19**

**RESOLUTION REGARDING DOG LICENSING REQUIREMENTS & FEES**

**BE IT RESOLVED** that the Alpena County Board Commissioners adopted a revised Animal Control Ordinance on June 28, 2022, which provides for the licensing of dogs and dog kennels in the County of Alpena according to a fee schedule set by November 01 of each year, Exhibit A, attached to said Ordinance. The adopted Animal Control Ordinance provides, as per state law, that dog owner must apply for a license for any dog over the age of four (4) months and renewed by the last day of the month in which the current rabies vaccination expires or the last day of the month in which the dog license expires. This resolution extends any current license that might have expired under the terms of the previous fee schedule to meet the new licensing fee schedule.

**The Treasurer of the County of Alpena has provided written approval of this Resolution.**

Motion was made by Commissioner Osbourne and supported by Commissioner Gilmet to approve the below action item. Motion carried.

**ACTION ITEM #3: The Committee recommends approval of the Dog Licensing Requirements & Fees Resolution #22-19 as presented.**

INFORMATION ITEM: Administrator Hannah presented additions to the address ordinance for review. Administrator Hannah will update and draft an amended ordinance and bring back to Committee.

INFORMATION ITEM: Administrator Hannah presented an updated Ambulance Fund Policy for review (attachment #5). The rate for reimbursement for Medical First Responder and Emergency Medical Technician Education was increased to \$750 per student and language was added to the 911 Private Road Sign section. Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to approve action item below. Motion carried.

**ACTION ITEM #4: The Committee recommends approval of the updated Ambulance Fund Policy draft as presented.**

INFORMATION ITEM: Administrator Hannah presented the Veterans Office Report for review. Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to receive and file the Veterans Office Report as presented. Motion carried.

INFORMATION ITEM: Administrator Hannah discussed cameras in the courts. Discussion was previously made on the amount to allocate for next year. Judge Ed Black was present to express the



need for these cameras. Administrator Hannah stated at a previous meeting, discussion was made to map out areas where cameras could be placed, put pricing together, and see whether it is something to implement over time or scale back on. This is included in the CIP as well.

INFORMATION ITEM: Chair Osbourne presented the Ambulance Fund monthly report. Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to receive and file the Ambulance Fund monthly report as presented. Motion carried.

INFORMATION ITEM: Chair Osbourne presented the Medical Examiner monthly reports. Motion was made by Commissioner Gilmet and supported by Commissioner Fournier to receive and file the Medical Examiner monthly reports as presented. Commissioner Fournier questioned the donation portion of the medical examiner report. Funeral Director Esch explained the Gift of Life Donation and reported it is of no cost to the County. Motion carried.

OTHER DISCUSSION:

Emergency Manager/E911 Director Kim Elkie reported that she received the paperwork for the Emergency Management Performance Grant for 2022 from Homeland Security. Motion was made by Commissioner Fournier and supported by Commissioner Osbourne to send to the next Finance Ways & Means Committee in November. Motion carried.

Judge Black discussed the need to change the District Court jury room back to fit 12 people rather than the 6 it holds now reporting that they have an ADA compliance issue, and they need more room. Administrator Hannah reported this is on the CIP list.

Director Elkie introduced the new Assistant EM/E911 Director Al Rapson and the new Central Dispatch employee Amber Benedict.

PUBLIC COMMENT

None.

**\*Next Meeting: Thursday, November 17, 2022 at 4:00 p.m. in the Howard Male Conference Room/Zoom Room**

ADJOURNMENT

Moved by Commissioner Fournier and supported by Commissioner Gilmet to adjourn the meeting. Motion carried. The meeting adjourned at 5:12 p.m.

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Kevin Osbourne, Chair

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Kim MacArthur, Board Assistant

kvm





Office 231-510-6205 Fax 231-440-0806  
 McMichiganMEGroup@gmail.com

#1

September 21, 2022

Dear Alpena Administration,

I would first like to thank you for your commitment in quality Medical Examiner Investigation services. MMMEG is committed to providing excellence in quality and service.

We have recently conducted a system analysis and found it necessary to ask for a contractual increase in the investigator case fee rate to take effect as of January 1, 2023 if possible. We are preparing to fully train and vet a few more investigators to enter the field in Alpena County. I believe this contractor increase will also help us retain these new recruits.

On page 2, I have included the Transport Fee Schedule that reflects an increase for the 5-6 anticipated autopsy transports to the forensic pathology facility downstate. We appreciate your consideration of this request.

<b>Per Case</b> (Contractors are responsible for their Self Employment Taxes, ect)	<b>Current</b>	<b>Proposed 2023</b>	<b>Reflect add'l per case of</b>	<b>Add'l Impact on Annual Budget projection</b>
Natural - Level 1 Investigator	\$ 100	<b>\$130</b>	\$30	@ 5 = \$ 150
Non-Natural- Level 1 Investigator	\$ 120	<b>\$150</b>	\$30	@ 0 = \$ 0
Natural- Level 2 Investigator	\$ 135	<b>\$165</b>	\$30	@ 39 = \$1,170
Non-Natural-Level 2 Investigator	\$ 160	<b>\$190</b>	\$30	@ 18 = \$ 540
Natural-ABMDI Level 3 Investigator	\$ 165	<b>\$205</b>	\$40	@0 = \$ 0
Non-Natural-ABMDI Level 3 Investigator	\$ 185	<b>\$225</b>	\$40	@ 1 = \$ 40

\*The above is compiled based on 2022/2023 anticipated 63 scene investigations.

**Additional Annual Total \$ 1,900**

Examples of Investigator Responsibilities as according to Nation Standards of Investigation	PER CASE INCLUDES:	Drive time to and from the scene, on-scene investigation, drawing specimens from decedents, external body exam, decedent secure bagging, notifying the next of kin about and that the death has occurred, contacting the primary care physician for more med history, counting and cataloging each medication/pill, use of own computer to securely input case into database.
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As always, I'm available to discuss any pros and cons of our system as we continually strive to move forward in the service and support we provide.

Sincerely,

*Lisa Kasprisk*

Medical Examiner Administrator



#2

ME

**Draft Sept 2022--ALPENA COUNTY MEDICAL EXAMINER OFFICE**

**INVOICE** (Please submit to records.mmmeg@gmail.com)

<b>Deceased Body Autopsy Transportation</b>		<b>Date:</b> Deceased:
Transport Contractor Information: (Make Payable to)		
<b>Item</b>	<b>Description of Service</b>	<b>Price</b>
1	<b>Deceased Body Autopsy Transportation</b> Includes: -Pick-up (Within Alpena County/all inclusive) -Temporary Holding (at Funeral Home or Alpena Hospital Morgue, or County Morgue within 72 hrs) -Wait Time at Forensic Autopsy city location (within 4 hrs)	\$ 450
2	-Round Trip Transportation (from temporary holding to autopsy facility. - Grand Rapid Spectrum Morgue \$425 - Lansing Sparrow Morgue \$400 - Big Rapids Morgue \$375 - Saginaw Morgue \$325	\$ add \$425- \$325
3	Wait Time Per 1/2 Hour at Forensic Autopsy location (after 4 hrs)	\$ 25 per 1/2hr
4	Second Body per vehicle/transport/holding	\$ add \$375
5	Additional Daily Storage Fee awaiting Forensic Autopsy Pathology Appointment (Beyond 72hrs)	\$50 per day
<b>TOTAL PRICE</b>		\$ _____

# Bannan Funeral Home

# 3

	<p><b>Initial transfer to morgue.</b> Includes: Initial transfer from place of death (within Alpena County) to designated morgue, proper vehicle, personal, and mortuary cot. Any additional equipment needed for safe transfer of human remains to company providing cot must be provided by Alpena County Medical Examiner's Office or EMS. Not to exceed 2 hours total drive and scene time.</p>	<p style="text-align: right;">\$475.00 Plus, cooler rent 75.00 <b>Total \$550.00</b></p>
	<p><b>Transportation outside of Alpena County, Loading fee.</b> <b>PLUS wait time</b> Grand Rapids Morgue (484 miles) Lansing Morgue (459 miles) Big Rapids Morgue (372 miles) Saginaw Morgue (296 miles) Or \$1.75 per mile for other locations Expedited transfers out of Alpena County (anything scheduled less than 10 hours' from leave time)</p>	<p style="text-align: right;">\$125.00 Plus per hour wait \$50.00 \$847.00 \$803.25 \$651.00 \$518.00 \$125.00</p>
	<p><b>Unexpected wait times paid in ½ hour increments at \$25.00.</b> (This could be on scene, morgue, additional phone/texting time or additional drive time due to inclement weather.) Arrival time _____ Departure time: _____ # of ½ hours over designated wait time</p>	<p style="text-align: right;">_____ x \$25.00</p>
	<p>A second human remains, or second event will be billed at same rates as first. Two different ME #'s therefore two separate bills.</p>	<p>Each remains are charged as individuals.</p>
	<p><b>Additional hold/cooler per calendar day following the first 24 hours for cooler space per event.</b></p>	<p style="text-align: right;">_____ x \$75.00</p>
	<p>Total</p>	



#4

**ALPENA COUNTY BOARD OF COMMISSIONERS  
RESOLUTION #22-19**

RESOLUTION REGARDING DOG LICENSING REQUIREMENTS & FEES

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The adopted Animal Control Ordinance provides, as per state law, that dog owner must apply for a license for any dog over the age of four (4) months and renewed by the last day of the month in which the current rabies vaccination expires or the last day of the month in which the dog license expires.

This resolution extends any current license that might have expired under the terms of the previous fee schedule to meet the new licensing fee schedule.

The Treasurer of the County of Alpena has provided written approval of this Resolution.



## Alpena County Ambulance Fund FISCAL POLICY AND PROCEDURE

### PURPOSE:

This is a policy to establish expenditure guidelines for funding ambulance and emergency medical services countywide. The Ambulance Fund pays for the following items: contract and equipment for ambulance services, medical control, first responder calls, first responder equipment, emergency services training, 911 private road signs and other items as approved by the Alpena County Board of Commissioners.

Abbreviations commonly used throughout this document: EMS (Emergency Medical Services), MCA (Medical Control Authority), MFR (Medical First Responders).

### POLICY & PROCEDURE:

#### General Guidelines

EMS agencies have an inherit responsibility to budget for EMS training, equipment, and supplies and should not rely solely on the County for funding.

Requests to the County for EMS training and reimbursement, and for EMS equipment and/or supplies, are to be made through the Alpena County Board of Commissioners Office, 720 W. Chisholm Street, Suite 7, Alpena, MI 49707. The Commissioners Office will distribute copies of EMS requests to the Medical Control Director and non-EMS requests to the County Administrator. These requests will be reviewed and recommendations made to the Courts & Public Safety Committee of the County of Alpena.

Only those requests made by the city or township representative, the fire chief, and/or the fire administrator will be considered.

Eligible Fire Departments are specified as follows with name and how many stations in parentheses: Alpena City (1), Alpena Township (2), Green Township (1), Hubbard Lake (1), Long Rapids (1), Maple Ridge Township (1), Sanborn Township (1) and Wilson Township (1).

EMS agencies requesting funding may be requested to provide justification for the request including budget information, spending history, documentation of need, etc.

It shall be understood that acceptance of any County funding through the Ambulance Fund shall constitute acceptance of and willingness to abide by these Guidelines.

Alpena County reserves the right to make additions, deletions, or changes to this agreement without prior notice.



## Contract for Ambulance Services

The County of Alpena currently contracts for ambulance services and equipment with monies to come out of the Ambulance Fund. See contract for specific details.

## Medical Control

The County of Alpena does not contract for Medical Control. Medical Control authorities are statutorily required to be operated by hospitals and provide medical oversight, protocols, and communications.

## First Responder Calls

The following conditions apply for appropriations from the Ambulance Fund for EMS First Responder calls:

- To qualify for an appropriation, the EMS agency must document all responses in the MIEMIS System within 24 hours of the response.
- The appropriation, if any, will be determined by run volume by the Courts & Public Safety Committee.

An appropriation check will be issued at the beginning of each quarter: January, April, July, and October.

## First Responder Equipment

“Equipment” is defined as a non-disposable item with a useful life of two (2) or more years:

- Requests for equipment funding will only be granted when it can be documented that the equipment will be utilized by or benefits the EMS system.
- Funding for equipment may be provided for but generally limited to replacement of out-dated equipment, new equipment required by the MCA, or equipment needed to meet regulatory guidelines for a newly established agency.
- Costs associated with maintenance, repairs, and elective up-upgrades to EMS equipment are the responsibility of the EMS agency.
- Equipment that is being replaced must be surrendered to the county, evaluated and offered to other agencies as surplus equipment.
- Circulating equipment falls under the First Responder equipment line item.
- **Purchases that are not pre-approved will not be considered.**

Communications:

- An expense charged to the first responder’s equipment line item.
- A fifty percent (50%) matching grant up to \$750 for each station for communications equipment and related fees for medical first responders. This item includes radios, pagers, mike fees, license fees, etc.



“Supplies” are defined as disposable items with a useful and/or shelf life of less than two (2) years:

- The purchase of EMS supplies is the responsibility of the EMS agency. EMS supplies are not reimbursable by the County.
- All batteries, regardless of type or intended use (radio, pager, defibrillator, monitor, etc.), are considered “supplies”.
- Defibrillator pads are considered supplies.

## EMS Training

### Initial EMS Training

EMS training funds are available only to those licensed EMS agencies who have coverage area within Alpena County borders. The “trainee” must be a member of the host EMS agency.

The County is under no obligation to financially support any EMS training program or course or individual trainee. The decision to financially support an EMS training program or an individual’s participation will be based on, but not limited to:

- Available funding
- Need and ultimate impact on quality of care provided to the Community
- MCA quality improvement activities

The County reserves the right to limit the number of participants to which it will provide financial support.

The County reserves the right to fund only a percentage of the course tuition.

Under no circumstances will the County reimburse an EMS agency or governmental agency for the following expenses incurred by EMS personnel for training programs:

1. Travel costs, mileage
2. Lodging and meals
3. Overtime
4. Backfilling of personnel
5. Initial EMS Training Programs (MFR, EMT)

Only those programs coordinated by or through the County are eligible for tuition reimbursement.

The County Ambulance Contractor shall provide a listing to the Commissioner’s Office/Courts & Public Safety Committee of students enrolled in MFR or EMT courses and the departments they represent at the beginning of such courses.

Tuition and all other programs fees (supplies, etc.) are the responsibility of the local unit of government and/or the trainee.

Upon successful completion of the course, and State of Michigan licensure, the local unit of government may request reimbursement from the County using the County via the Courts & Public Safety Committee. A copy of the State of Michigan license must be submitted, along with a copy of the initial application for



reimbursement which was submitted before the class began.

The County strongly suggests that local units of government not reimburse their personnel until after one (1) year of continuous service has occurred post graduation.

The County will not reimburse for course supplies, examination fees, or any other associated costs. In the event the trainee does not successfully complete the course, the County will not reimburse the cost of program tuition.

Reimbursement shall only be made to eligible units of government, not individuals. Eligible units of government include the City of Alpena, Charter Township of Alpena, Green, Long Rapids, Wilson, Maple Ridge, Sanborn, Ossineke (via Hubbard Lake FD) and Wellington (via Long Rapids FD).

Reimbursement for Medical First Responder (MFR/EMR) and Emergency Medical Technician (EMT) education shall be limited to \$750 per student. No reimbursement is available for other levels of initial EMS education.

#### EMS Continuing Education Programs

The County, through its ambulance service contractor, shall provide at least six (6) hours of EMS continuing education each year at no cost. The Courts & Public Safety Committee may consider requests for additional EMS Continuing Education programs.

## 911 Private Road Signs

Public Street Signs for Private Roads:

- An expense charged to the sign line item in the Ambulance Fund.

Either a citizen or a local unit of government can request a road sign erected to identify a private road for emergency purposes after verifying with the County Equalization Department that a road name is needed, it does not duplicate street names and receives the proper addressing ranges. The local unit of government may approve the name of the private road in their minutes and submit a request for the sign in writing along with a copy of the minutes to the Alpena County Commissioners' Office, 720 W. Chisholm Street, Suite 7, Alpena, MI 49707. In the alternative, a local unit of government may assign the responsibility for private road to the Alpena County Equalization Department through action of the unit and on file with the County. Road signs will only be purchased one time for the same road.

- The County Commissioners' Office will then submit a letter of approval to the County Road Commission that a sign be made up.
- The Road Commission will then bill the County Ambulance fund annually by December 1st for these signs.

The local unit of government is responsible for contacting the Road Commission after they receive a copy of the letter from the County requesting the signage. Townships or the citizen will be required to install them on a private roadway off the public right of way. The Road Commission will install them on a public right of way.

*Alpena County Ambulance Fund policy dated 10/23/07 -tsb,  
amended 3/25/08, 10/28/08, 11/25/08, 4/28/09, 9/27/12, 4/30/13, 11/24/15, 5/31/16,  
9/20/21*



## Replacement of Public Road Signs

Replacement of Street Signs for Public Roads:

- An expense charged to the Replacement sign line item in the Ambulance Fund.

The Road Commission will determine if a replacement sign is needed for public roads. If a sign has been damaged or is missing due to accident, the Road Commission will attempt to recover the cost of replacement signs caused by vehicular accidents through their insurance. If cost is recovered, the County will not be charged for this sign replacement. If signs are being stolen and can be prosecuted, all measures will be taken to recover the cost of sign replacement.

The Road Commission will bill the County annually by December 1st by sending a bill listing all road signs replaced, itemizing materials and labor to the County Commissioners' Office, 720 W. Chisholm Street, Suite 7, Alpena, MI 49707.

### **RECORDS MAINTENANCE**

Records for the following will be kept in the County Commissioners' Office:

Ambulance Contract

EMS training requests

First Responder Equipment Requests

911 Road Sign Requests

The above is not meant to be all inclusive. Requests will be considered on an individual basis. The County's procurement policies will be followed for the purchase of equipment unless the purchase is made within another agreement. All previous board actions that may address any of the items contained in this procedure are hereby null and void.

mch.