

PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE
AGENDA

November 18, 2019

7:30 PM

304 E. Grand River, Board Chambers, Howell MI 48843

1. CALL MEETING TO ORDER

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: October 21, 2019

3. APPROVAL OF AGENDA

4. REPORTS

5. CALL TO THE PUBLIC

6. RESOLUTIONS FOR CONSIDERATION

6.1 Central Dispatch

Resolution to Approve the Revised Advocacy Oversight Board (AOB) Bylaws

7. CALL TO THE PUBLIC

8. ADJOURNMENT

PUBLIC SAFETY AND INFRASTRUCTURE AND DEVELOPMENT COMMITTEE

MEETING MINUTES

October 21, 2019, 7:30 PM

304 E. Grand River, Board Chambers, Howell MI 48843

Members Present:

Kate Lawrence , Dennis Dolan , Douglas Helzerman, Carol Griffith

1. CALL MEETING TO ORDER

The meeting was called to order by Commissioner Kate Lawrence at 7:30 p.m.

2. APPROVAL OF MINUTES

Minutes of Meeting Dated: September 23, 2019

Motion to approve the minutes as presented.

Moved By D. Dolan

Seconded By D. Helzerman

Yes (4): K. Lawrence , D. Dolan , D. Helzerman, and C. Griffith

Motion Carried (4-0-0)

3. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By C. Griffith

Seconded By D. Dolan

Yes (4): K. Lawrence , D. Dolan , D. Helzerman, and C. Griffith

Motion Carried (4-0-0)

4. REPORTS

Dennis Dolan updated Members on new 911 Facility.

5. CALL TO THE PUBLIC

Donald Parker - City of Howell: Spoke to Commissioners about the passing of Ken Hinton and the support offered to the Hinton family and to Cindy Catanach in her duties as Acting County Administrator. Dennis Dolan commended Chairman Parker on his handling of this unfortunate situation and expressed his thanks.

6. RESOLUTIONS FOR CONSIDERATION

6.1 Public Defender

Resolution Approving Newly Created Public Defender Positions

Recommend Motion to the Finance Committee.

Moved By D. Helzerman

Seconded By C. Griffith

Yes (4): K. Lawrence , D. Dolan , D. Helzerman, and C. Griffith

Motion Carried (4-0-0)

6.2 Public Defender

Resolution Authorizing the Business Property Lease Agreement with 1221 Building Group, LLC for the Livingston County Public Defender's Office to occupy 1221 Byron Road, Suite 1, 4 and a Portion of 5, Howell, MI 48843

Karen Groenhout, Public Defender, introduced the Resolution.

Recommend Motion to the Finance Committee.

Moved By C. Griffith

Seconded By D. Helzerman

Yes (4): K. Lawrence , D. Dolan , D. Helzerman, and C. Griffith

Motion Carried (4-0-0)

7. CALL TO THE PUBLIC

Comm. Helzerman stated that he felt, with Ken Hinton's sudden passing, a time to mourn was also something that needed to be considered.

8. ADJOURNMENT

Motion to adjourn the meeting at 7:48 p.m.

Moved By C. Griffith

Seconded By D. Helzerman

Yes (4): K. Lawrence , D. Dolan , D. Helzerman, and C. Griffith

Motion Carried (4-0-0)

Carol Sue Jonckheere, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution to Approve the Revised Advocacy Oversight Board (AOB) Bylaws – Central Dispatch

WHEREAS, Livingston County Central Dispatch, as a county-governed department operating as a 911 emergency dispatch center, is required per the E911 Service Plan to establish an Advocacy Oversight Board (AOB) with the purpose of providing input and advice as needed to the Central Dispatch Director on topics related to public-safety operations as they coincide with 911 policies and procedures; and

WHEREAS, the current AOB Bylaws have not been updated since implementation of the 911 center in 1999, nor have they been approved at the County Board level and appropriately filed with the Michigan State 911 Committee; and

WHEREAS, a committee was established by the AOB to review and update the existing Bylaws which have been amended and approved by the County Administrator as well as the county legal consultants Cohl, Stoker & Toskey, P.C.; and

WHEREAS, it is necessary per the E911 Plan for the Livingston County Board of Commissioners to approve and adopt the revised AOB Bylaws for implementation.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves and adopts the revised AOB Bylaws as presented, and authorizes the AOB Bylaws to be implemented at the county level as well as to be filed with the Michigan State 911 Committee in accordance to the Livingston County 911 Plan.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign any and all documents required for this project after review by legal counsel.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners
From: Chad Chewning, 911 Director
Date: November 4, 2019
Re: Approval of Revised AOB Bylaws

Per the existing E911 Service Plan, Livingston County is required to establish an Advocacy Oversight Board (AOB) for Central Dispatch with the purpose of offering input and advice when needed related to public-safety operations as they coincide with Central Dispatch policies and procedures. The AOB works off of bylaws which have not been updated since the dispatch center opened in 1999. According to the E911 (Enhanced 911) Service Plan filed with the state of Michigan, these bylaws are to be approved and adopted by the Livingston County Board of Commissioners prior to implementation. We are unable to find any resolutions or paperwork confirming the existing bylaws have been approved by the County Board prior to this resolution.

We are in the process of updating the existing E911 Service Plan which will also appear before the County Board for approval. A portion of the revised E911 Service Plan establishes the requirements for the AOB, which will coincide with the bylaws presented to you for approval at this time. These revised AOB Bylaws have been approved by the County Administrator as well as reviewed and approved by county legal counsel.

The revised AOB bylaws are more in-depth and provide a much better explanation of the purpose and guidelines for the AOB as it operates today. Please contact me with any questions regarding the revisions for the AOB bylaws.



Livingston County 911 AOB Bylaws

I. PURPOSE

- A. Purpose - To provide input and advice to the Central Dispatch Director ("Director") on topics related to Livingston County ("County") public-safety operations as they coincide with E911 Central Dispatch policies and procedures as needed.

II. MEMBERSHIP

- A. Livingston County 911 Advocacy Oversight Board ("AOB") Members - The AOB shall consist of 5 primary members, with 1 representative from each of the following agencies:
 - i) Michigan Department of State Police Local Commander - Mandatory per the Act
 - ii) Livingston County Sheriff's Office - Mandatory per the Act
 - iii) Livingston County Municipal Police Agencies - Selected by Livingston County Municipal Law Enforcement Agencies
 - iv) Livingston County Fire Departments - Selected by Livingston County Fire Association
 - v) Livingston County EMS - Selected by Livingston County Ambulance Director
- B. Alternate AOB members - There shall be 5 alternate members, with 1 representative from each of the following agencies:
 - i) Michigan Department of State Police Local Commander designee
 - ii) Livingston County Sheriff's Office
 - iii) Livingston County Municipal Police Agencies - Selected by Livingston County Municipal Law Enforcement Agencies

- iv) Livingston County Fire Departments - Selected by Livingston County Fire Association
- v) Livingston County EMS - Selected by Livingston County Ambulance Director
- C. Director - The Director is responsible to the County and County Administrator for matters of personnel, budget, general department operations, and adherence to all County policy.
- D. Voting - AOB members present at any regular, special, or emergency meeting shall cast their own votes. Alternate AOB members are encouraged to attend meetings. They may participate in discussions of topics on the agenda. In the absence of a primary AOB member, the alternate representing the same agency shall vote in their place. This designation will be listed on the roster of AOB members and alternates updated each April by the Director and on the agenda for each meeting.
- E. Terms and Expiration - The Livingston County Board of Commissioners ("Board") shall appoint all members of the AOB who are not specifically identified officers, or representatives of, specifically identified Local Units or Departments. All member terms on the AOB shall be a consecutive term of 2 years, although they shall terminate if the member retires, resigns, or is removed from the public position that led to his/her appointment. Primary and alternate members shall not be synonymous of each other.
- F. Resignations and/or vacancies shall be filled at the earliest scheduled meeting by the appointing body listed in I.A. and I.B. above for the remainder of the term of the AOB member who resigns.
- G. All AOB members shall serve without recompense provided by the AOB or the County. Each member shall serve with the best interests of the entire County in mind regardless of the constituency or Local Unit in which he or she was appointed as having some representative interest.

III. MEETINGS

- A. Organizational Meeting - The AOB meeting in April of each year shall be the annual organizational meeting. At each such meeting, the Director or Deputy Director shall temporarily preside over the election of the chairperson for the coming year. This shall be by majority vote and will be by voice unless any AOB member requests a secret ballot. The newly elected chairperson shall immediately assume the role of chairperson and proceed with the election to the office of vice-chairperson and any other business that may legitimately come before the meeting.
- B. Regular Meetings - The AOB shall conduct regular meetings at a minimum of 1 meeting per quarter. The chairperson may, with the affirmation of a majority of the AOB members, change the date of any meeting for scheduling conflicts and other reasons in compliance with the Open Meetings Act.
- C. Place of Meetings - Meetings of the AOB shall be held in a regular venue open to the public selected by the AOB in advance. The chairperson may, with notice as prescribed in IV.A.-C., change the meeting location if the planned location becomes unavailable, if attendance is expected to be larger than normal, or for other practical reasons as determined by the chairperson.

- D. Time of Regular Meetings - Regular Meetings shall convene at 8:30 am unless otherwise designated by the chairperson under special circumstances.
- E. Special Meetings - Special Meetings may be called by 3 members of the AOB by notifying the chairperson, Director, and remaining AOB members in writing at least 10 calendar days in advance of the date, time, and place. Notice must be given as described in IV.C.
- F. Emergency Meetings - Emergency meetings of the AOB may be held only with the approval of 2/3 of the members of the AOB and only if delay would threaten severe and imminent danger to the health, safety, and welfare of the public. A meeting is considered to be an emergency meeting only if it must be held before the public notice as provided in Rules III.A-C.

IV. PUBLIC NOTICE OF MEETINGS

- A. Regular Meetings - The Director, or his/her designee, shall post a list annually of the scheduled meetings for the year on-line on the Central Dispatch website under meetings.
- B. Schedule Change - Whenever the AOB changes its regular schedule of meetings, the Director, or his/her designee, shall post a notice of the change within 5 business days following the meeting in which the change was made.
- C. Special and Emergency Meetings - If the AOB schedules a special meeting under III.E., or an emergency meeting under III.F., the Director shall post notice of such meeting as soon as possible on-line and on the front door of the County Clerk's Office. No meetings, except emergency meetings, shall be held with less than 18 hours' notice.
- D. Quorum - the majority of the AOB (3 of 5) members and/or alternates appointed and serving shall constitute a quorum for the transaction of ordinary business of the AOB.

V. AGENDA

- A. Preparation - The Director or his/her designee, after first reviewing pending matters and requests, shall prepare a draft of the agenda of business for all AOB meetings. The chairperson shall review and add or delete issues as he/she deems appropriate.
- B. Distribution - Electronic copies of the agenda will be sent to the AOB members and alternates at least 4 business days prior to each regularly scheduled meeting, and as early as possible for special or emergency meetings. This shall include the agenda and copies of reports, explanations, etc., that relate to matters of business on the agenda.
- C. Order of Business - The agenda shall be arranged in the following order:
 - i) Call to Order and Roll Call
 - ii) Approval of Minutes from Previous Meeting

iii) Approval of the Prepared Agenda

iv) Call to the Public

a) Anyone wishing to comment may do so during public comment. Persons wishing to speak will raise their hands to be called upon by the chairperson. Once recognized, the person wishing to speak will stand, unless physically unable to do so, state their name and their affiliation (if any) and offer their comments. Public comment is limited to 3 minutes per person per meeting. All comments and questions must be directed to the chairperson, and not to individual AOB members or the audience. AOB members may make remarks or ask questions of the speaker, but are not required to do so.

b) Reports, written materials supporting discussion(s), and presentations exceeding 3 minutes in length should be provided in writing to the AOB.

c) Speakers need to be aware that many questions and issues can be answered by taking them to management at the E911 Central Dispatch office. Persons who have not followed this step before approaching the AOB may be advised to do so in order to allow management the time and opportunity to fully investigate and answer any questions.

v) Old Business - Unfinished Business From Previous Meetings

vi) New Business - Topics Generally New to AOB Discussion

vii) Call to the Public

viii) Closed Session

ix) Next Regular Meeting Date/Location

x) Adjournment

VI. CONDUCT OF MEETINGS

A. Chair - The person elected chairperson at the annual organizational meeting in April shall preside at all meetings of the AOB. In the absence of the chairperson, the person elected vice-chairperson shall preside. If neither the chairperson nor vice-chairperson is present, the Director shall temporarily preside over the meeting as an "acting" chairperson for that meeting.

B. Form of Address - AOB members wishing to speak shall first obtain the approval of the chairperson and each person who speaks shall direct his/her comments to the AOB.

C. Disorderly Conduct - The chairperson shall call to order any person who is behaving in a disorderly manner or otherwise disrupting the proceedings by speaking longer than the allotted time during public comment or by speaking vulgarities. Such person so called to order will immediately correct their behavior or cease speaking to allow others their turn.

- i) Continuous disorderly behavior and misconduct which disrupts the meeting may result in the chairperson requesting law enforcement officers present, who are within their jurisdictional authorities, to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of the peace committed at the meeting.

VII. RECORD OF MEETINGS

- A. Minutes and Official Records - The Director shall appoint a recording clerk that shall be responsible for maintaining the official record and the minutes of each meeting of the AOB. The minutes shall include at a minimum all the actions and decisions of the AOB with respect to substantive motions. The minutes shall include the names of the mover and the seconder and the vote of the AOB. The record shall also state whether the vote was by voice or by roll call. If by roll call, the record shall reflect the vote of each member.
- B. Record of Discussion - The recording clerk may summarize AOB discussions, but shall not be responsible for maintaining a complete written record of the discussions or comments of AOB members or persons addressing the AOB.
- C. Requests for Remarks to be Included in the Minutes - Any AOB member may have his/her comments printed as part of the record upon the concurrence of a majority of the members. Such comments to be included in the record shall be provided in writing by the requesting member.
- D. Public Access to Meeting Records - Members of the public who wish to review minutes of the AOB may do so by requesting them under the Freedom of Information Act through the office of the County Clerk during normal business hours. AOB minutes, prepared, but not approved by the AOB, will be available 8 business days following the meeting. Minutes approved by the AOB will be available within 5 business days after the date of the meeting in which the minutes were approved.

VIII. COMMITTEES

- A. Appointment - Each year, following the annual organizational meeting, the chairperson shall appoint members to standing committees as listed under VIII.C.
- B. Committee Chairpersons - Each committee designated shall meet following their appointment to elect a chairperson of the committee. The name of the person so elected will be reported to the chairperson.
- C. Standing Committees - The following 2 standing committees will be established: 1. System Administrative Committee ("SAC"), and 2. Tactical Advisory Committee ("TAC") overseeing LEIN (consisting of all AOB law enforcement personnel).
- D. Committee Meetings - Committees shall not be required to meet on a regular basis, except for the selection of their chairperson, unless the chairperson refers matters to them. Committees are advisory in nature and may only perform investigative and research functions and offer recommendations to the AOB for consideration.

- E. Temporary Committees - The chairperson may, from time to time, appoint temporary committees to address issues that may be brought to the attention of the AOB.
- F. AOB Alternate Representatives Serving on Committees - AOB alternates may serve on committees if appointed by the chairperson. Each committee shall have at least 1 primary AOB member appointment.
- G. The chairperson of the AOB shall be an "Ex-Officio" member of all committees.

IX. CLOSED SESSIONS

- A. Motion for Closed Session - AOB members may go into closed session during an open meeting upon a motion duly made, seconded, and adopted by a 2/3 roll call vote of AOB members appointed and serving. The roll call vote shall be recorded in the minutes of the meeting at which the motion was made and, if passed, shall record the time the AOB began and ended such session as well as the permissible purpose or purposes for which closed session was held.
- B. Minutes of Closed Sessions - Minutes shall be kept as previously provided except that records of closed sessions will be kept separate from other records. Records of closed sessions will not be disclosed to the public except upon a court order and may be destroyed 1 year and 1 day after the meeting at which they are approved by the AOB.

- X. CONFLICT OF INTEREST** - Each AOB member is expected to participate in and vote on all discussions except that all AOB members and alternates shall abstain from participating in any discussion or voting on matters which are a personal conflict of interest. If matters of this nature come under discussion, the AOB member or alternate shall immediately notify the chairperson of their intention to abstain from all discussion and voting on that matter.

- XI. APPEAL PROCESS** - In the circumstance the AOB and the Director are in disagreement regarding an issue that cannot be resolved, an appeal may be sent to the Board for review.

- XII. PARLIAMENTARY AUTHORITY** - Roberts Rules of Order (newly revised) shall govern all questions of procedure not otherwise provided by these rules or by state or federal law.

- XIII. MODIFICATION OF THESE RULES** - These rules may be added to, deleted from, or otherwise altered only with the approval of 2/3 of the voting members present at any AOB meeting. The changes, once approved in this fashion, shall be incorporated into a "draft" copy of the full rules and distributed to the full membership for review at least 1 week in advance of the next AOB meeting where the full, updated version, of the rules shall be adopted with the approval of 2/3 of the voting members present at that meeting.

XIV. ADOPTION

- A. The AOB adopted these rules encompassing sections I.-XIV., pages 1-7 inclusive, by a ____/____ vote at a regular meeting held on _____.

- B. All modifications to the Livingston County 911 AOB Bylaws will be sent to the Livingston County Board of Commissioners for final approval by resolution.

X

Adam Carroll
911 AOB Chairperson

DRAFT