



Courts, Public Safety, and Infrastructure Development Committee Meeting Agenda

March 20, 2023, 6:00 p.m.

Board of Commissioners Meeting Location

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://us02web.zoom.us/j/3997000062>

A quorum of the Board of Commissioners may be in attendance at this meeting.

	Pages
1. Call Meeting to Order	
2. Roll Call	
3. Approval of Minutes	
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4. Approval of Agenda	
5. Reports	
6. Call to the Public	
7. Resolutions for Consideration	
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April 9-15, 2023

- | | | | |
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| | Resolution Authorizing Maintenance to the Fire and EMS VHF Paging System | | |
- 8. Adjournment**

Courts, Public Safety, and Infrastructure Development

Committee Meeting Minutes



February 21, 2023, 6:00 p.m.
Board of Commissioners Meeting Location
304 E. Grand River Ave., Board Chambers, Howell, Michigan
Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC
<https://us02web.zoom.us/j/3997000062>

Members Present: Jay Drick, Roger Deaton, Wes Nakagiri, Nick Fiani

1. Call Meeting to Order

The meeting was called to order by the Committee Chair, Commissioner Jay Drick at 6:00 p.m.

2. Roll Call

Roll call by the recording secretary indicated the presence of a quorum.

3. Approval of Minutes

3.1 Meeting Minutes dated: December 19, 2022

Motion to approve the agenda as presented.

It was moved by N. Fiani

Seconded by R. Deaton

Yes (4): J. Drick, R. Deaton, W. Nakagiri, and N. Fiani

Motion Carried (4 to 0)

4. Approval of Agenda

Motion to approve the agenda as presented.

It was moved by N. Fiani

Seconded by R. Deaton

Yes (4): J. Drick, R. Deaton, W. Nakagiri, and N. Fiani

Motion Carried (4 to 0)

5. Reports

None.

6. Call to the Public

Rob Stanford, Livingston County Principal Planner, addressed the committee members.

7. Resolutions for Consideration

7.1 Administration

Resolution Appointing the Planning Department Director

Recommend motion to the Board of Commissioners.

Moved by: N. Fiani

Seconded by: R. Deaton

Nathan Burd, County Administrator, presented the resolution and answered questions from committee members. Scott Barb was also present to answer questions from the members.

Yes (4): J. Drick, R. Deaton, W. Nakagiri, and N. Fiani

Motion Carried (4 to 0)

7.2 District Court

Resolution Approving the Appointment of Kaitlyn Harder as Back-up Magistrate for the 53rd District Court

Recommend motion to the Board of Commissioners.

Moved by: R. Deaton
Seconded by: N. Fiani

Hon. Hatty, Chief Judge, and Marisa Lutz, District Court Administrator, presented the resolution and answered questions from committee members.

Yes (4): J. Drick, R. Deaton, W. Nakagiri, and N. Fiani

Motion Carried (4 to 0)

8. Adjournment

Motion to adjourn the meeting at 6:30 p.m.

It was moved by N. Fiani
Seconded by W. Nakagiri

Yes (4): J. Drick, R. Deaton, W. Nakagiri, and N. Fiani

Motion Carried (4 to 0)

Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Part-Time Conciliator Position to be Pooled Between Two Employees Operating Within the 2023 Budget Limits – Friend of the Court

WHEREAS, the Friend of the Court Office currently has a permanent part-time Conciliator position budgeted at 20 hours per week; and

WHEREAS, the role of the Conciliator requires specialized skills and experience in order to assist parents in helping to resolve disputes involving their children; and

WHEREAS, the Friend of the Court has determined that having two individuals share the Conciliator position will allow for additional skills and experience to be available in offering the best possible services to families; and

WHEREAS, the 20 staffing hours authorized in the budget for the Conciliator position will remain the same and will be pooled between both Conciliators.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves modifying the permanent part-time Conciliator position to a pooled position through the hiring of one (1) additional part-time Conciliator.

Position #	Description	Group	Grade	FTE	Status
14100106	Conciliator	NU	11	0.50	A

BE IT FURTHER RESOLVED that the new pooled position of Conciliator shall remain at the budgeted amount of 20 hours per week.

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MOVED:

SECONDED:

CARRIED:



Livingston County Friend of the Court Family Division 44th Judicial Circuit

210 S. Highlander Way • Suite 3 • Howell, MI 48843
Phone: (877) 543-2660 • Fax: (517) 552-2312

Chief Judge

Hon. Michael P. Hatty

Friend of the Court

Melissa A. Scharrer

Deputy Friend of the Court

Lori A. Marran

MEMORANDUM

TO: Livingston County Board of Commissioners

FROM: Melissa A. Scharrer, Friend of the Court

DATE: March 10, 2023

RE: Modification of Part-Time Conciliator Position to a Pooled Position

The Friend of the Court Conciliator position is a permanent part-time 20 hours per week position that assists parents in seeking to resolve disputes related to custody, parenting time, and child support at the beginning of the separation and divorce process. It is a position that requires specialized skills and experience in the areas of child development, psychology, mediation, and the law.

The current conciliator is an attorney and a retired domestic relations referee with extensive experience working with children and families. The second conciliator, who has been working on a temporary part-time basis, is a retired domestic relations custody investigator with a master's degree in social work and also many years of experience working with children and families.

I am requesting that the position of permanent part-time conciliator be modified to allow two (2) individuals to share the duties and responsibilities in a pooled manner. The authorized and budgeted hours of 20 hours per week would remain the same and no additional cost would be involved. This is simply a sharing of a position to best serve the needs of children and families by providing an expanded knowledge and experience base optimal to helping parents resolve disputes for the best interests of their children.

If you have any questions, please do not hesitate to contact me. Thank you.



CONTACT INFORMATION

Requester: Melissa Scharrer Title of Requester: Friend of the Court
Dept. Phone Number/Extension: x7713 Date Requested: 2/13/2023

POSITION INFORMATION

Position Title: FOC Conciliator Supervisor: Melissa Scharrer

1. Is the purpose of this request to fill a position as a result of a vacancy? Yes ☐ No ☒

If so, name of person last holding this position: _____

2. Is the purpose of this request to reclassify a current position? Yes ☒ No ☐

3. Is the purpose of this request to change the scheduled hours of an existing position? Yes ☐ No ☒ From: _____ To: _____

If so, name of current incumbent: _____

4. Is the purpose of this request to transfer a current position? Yes ☐ No ☒

If so, Current Department: _____ Proposed Department: _____

Position Type: Regular ☒ Term/Grant ☐ Temp. ☐ Unpaid ☐ Special ☐

Position Status: Full Time (30+) ☐ Part-Time (21-29) ☐ Part-Time (20 or Less) ☒ Number of hours per week: _____

* Justification of request / change of position (REQUIRED): Kathy Oemke currently is in this position as a PPT, 20 hours or less. Diane Valente was hired as a temporary PT to assist when Ms. Oemke was unable. This has worked well and I am asking that Ms. Valente's status be changed to irregular part-time to continue in this role.

FUNDING INFORMATION

Base Annual Salary: \$37.87/hr. 37,809.40/yr. This position is funded in whole or in part by a grant: Yes ☒ No ☐ % Funded: 66%

Allocation (Required): Current: Org. 21528900 % 100 Proposed (If changing): Org. _____ % _____

Position will be funded by: General Fund ☐ Enterprise Fund ☐ Special Revenue Fund ☒ Internal Service Fund ☐

REQUIRED APPROVALS

Supervisor (if applicable) _____ Date _____ Department Head Melissa Scharrer Date 2/13/2023

HR OFFICE ONLY

Job Class: 7029 Job Title: Conciliator - FOC Grade/Step: N11H / 1

FTE: 0.48 Employee Group: NU HR Reviewed: Amy Hill Date: 03.15.2023

BUDGET OFFICE ONLY

Position Control # 14100106 Org. 21528900

Funds Available: Yes ☒ No ☐ Object Code: 704000 ☐ 706000 ☐ 706001 ☒

Comments: requires BOC approval to allow for a pooled position

Budget Reviewed: _____ Date: _____

Resolution #: _____ Board Authorized on Date: _____

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Applying for and Accepting the FY 2024 Grant with the Michigan Indigent Defense Commission (MIDC) Department of Licensing and Regulatory Affairs (LARA) to Provide Funding to Comply with the Michigan Indigent Defense Act - Public Defender

WHEREAS, Livingston County will be provided funding to assist with compliance of the Michigan Indigent Defense Act; and

WHEREAS, consistent with the Act, an indigent criminal defense system shall be in compliance with the minimum standards established by the MIDC, within 180 days after receiving funds; and

WHEREAS, contingent upon the terms of the agreement which include the timely submission of quarterly Financial Status Reports (FSRs), reporting of progress on compliance with standards and participation in Compliance Plan audits, follow up ,and evaluation activities, Livingston County will receive \$2,282,233.33 in grant funds in accordance with the payment schedule; and

WHEREAS, the required local contribution from Livingston County for this grant period is \$944,189.67; and

WHEREAS, the proposed plan includes 6 new positions (4 Attornies, 1 Paralegal and 1 Administrative Specialist); and

WHEREAS, the total authorized budget for this grant is \$3,226,423 which consists of the \$2,282,233.33 of Grant Funds and \$944,189.67 of required local contribution for the grant period of October 1, 2023 to September 30, 2024; and

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorize the Livingston County Public Defender’s Office to apply for and accept state financial assistance of \$2,282,233.33 in funding from the Michigan Indigent Defense Commission to assist with the compliance of the Michigan Indigent Defense Act to provide indigent criminal defense services for the period of October 1, 2023 to September 30, 2024.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is hereby authorized to sign all forms, assurances, contracts/agreements, and future amendments and renewals for contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

BE IT FURTHER RESOLVED that the Board of Commissioners authorize any budget amendments/transfers to effectuate the above.

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MOVED:
SECONDED:
CARRIED:



1221 Byron, Suite 1, Howell, MI 48843
Phone (517) 540-8745

Memorandum

To: Livingston County Board of Commissioners

From: Karen Groenhout, Livingston County Public Defender

Date: March 13, 2023

Re: Resolution of Intent to Apply for Financial Assistance for Fiscal Year 2024 with the Michigan Indigent Defense Commission (MIDC) Department of Licensing and Regulatory Affairs (LARA) to Receive Funding to Comply with the Michigan Indigent Defense Act, Public Act 214 of 2018 – Public Defender

Attached for your consideration and approval is a resolution stating the intention of the Livingston County Public Defender's Office to apply for financial assistance from the State of Michigan, through The Michigan Indigent Defense Commission for FY2024, The Michigan Indigent Defense Commission ("MIDC") Act is found at MCL §780.981 et seq. The MIDC is responsible for "[d]eveloping and overseeing the implementation, enforcement, and modification of minimum standards, rules, and procedures to ensure that indigent criminal defense services providing effective assistance of counsel are consistently delivered to all indigent adults in this state consistent with the safeguards of the United States constitution, the state constitution of 1963, and this act." MCL §780.989(1)(a).

The MIDC has the authority and duty to establish "rules and procedures for indigent criminal defense systems to apply to the MIDC for grants to bring the system's delivery of indigent criminal defense services into compliance with the minimum standards established by the MIDC." MCL §780.989(1)(g). "No later than 180 days after a standard is approved by the department, ... "local funding units" shall submit an annual plan for the following state fiscal year... A plan submitted under this subsection must specifically address how the minimum standards established by the MIDC under this act will be met and must include a cost analysis for meeting those minimum standards. The standards to be addressed in the annual plan are those approved not less than 180 days before the annual plan submission date..." MCL §780.993(3) "An indigent criminal defense system must not be required to provide funds in excess of its local share. The MIDC shall

provide grants to indigent criminal defense systems to assist in bringing the systems into compliance with minimum standards established by the MIDC.” MCL §780.993(8).

In the FY24 grant cycle, Livingston County Public Defender’s Office must comply with MIDC Standards 1-5 and the recently adopted Standard 8, Attorney Compensation (Economic Disincentives or Incentives). It is anticipated that the Livingston County Public Defender’s Office will need \$3,226,423.00 dollars to meet the Standards set forth by the MIDC. Livingston County’s Local Share is \$944,189.67 and therefore, the Livingston County Public Defender’s Office is requesting \$2,282,233.33 in grant fund dollars.

COST ANALYSIS SUMMARY FOR COMPLIANCE PLAN AND COST ANALYSIS RENEWAL - FY 2024
AGENCY: LIVINGSTON COUNTY
APPLICATION: COMPLIANCE PLAN AND COST ANALYSIS RENEWAL - FY 2024

	CATEGORY	STATE GRANT	NARRATIVE
DIRECT EXPENSES			
	Program Expenses		
1	Personnel	\$ 1,532,927.00	Chief Public Defender - Oversees Public Defender's Office, felony attorneys, State Grant, conflict attorneys, specialty courts and local budget. Deputy Assistant Public Defender - Manages day to day operations of office, oversight of all misdemeanors and office staff, handles misdemeanor cases and attorney fill in. Assistant Public Defender III - Manages felony caseload, mentor to misdemeanor attorneys, on-call arraignments. Assistant Public Defender III - Manages felony caseload, mentor to misdemeanor attorneys, on call arraignments. Assistant Public Defender II - Handles felony caseload and arraignments. Assistant Public Defender II - Handles felony caseload and arraignments. Assistant Public Defender II - Handles felony caseload and arraignments. Assistant Public Defender II - Handles felony caseload and arraignments. Assistant Public Defender I - Handles misdemeanor caseload and arraignments. Assistant Public Defender I - Handles misdemeanor caseload and arraignments. Assistant Public Defender I - Handles misdemeanor caseload and arraignments. Assistant Public Defender I - Handles misdemeanor caseload and arraignments. Paralegal - Assists attorneys during trial, prepares jury instructions, manages felony files. Administrative Specialist - Handles finance issues and budget issues, schedules emergency arraignments. Administrative Specialist - Handles all case file and discovery. Administrative Specialist - Handles all case file and discovery. Administrative Specialist - Handles all case file and discovery. Investigator - Handles all investigations.
2	Fringe Benefits	\$ 633,237.00	Fringe Benefit Package for all employees.
Total Program Expenses		\$ 2,166,164.00	
CONTRACTUAL EXPENSES			
	Hourly Pay for Roster Attorney		
1	Conflicts & Transitionary Funds	\$ 600,000.00	Conflict cases will be handled by outside roster attorneys. Felony cases will be paid at \$142.00 per hour and misdemeanors will be paid at a rate of \$120.00 per hour. It is anticipated that there could be as many as 150 conflict cases annually. Which comprises \$300,000.00 of the request. Attorneys who have previously contracted with the Public Defender's Office will be paid at a rate of \$142.00 per hour on cases that they received before October 1, 2023 and have represented the assigned defendant for greater than ten hours, which comprises \$300,000.00 of the request.
2	Experts and Investigators	\$ 25,000.00	Livingston County is a Tier II County with several high profile murder cases including a pharmaceutical murder case with eleven victims. It is anticipated that these cases will require several experts in addition to the resources needed in all other capital and non-capitol cases.
3	Contracts for Construction	\$ -	
4	Contracts Other	\$ 120,000.00	Rent October 2023 -September 2024= at approximately \$10,000 per month.
Total Contractual		\$ 745,000.00	
OTHER EXPENSES			
1	Equipment	\$ 4,200.00	Copy Machine
2	Training/Travel	\$ 26,000.00	We have approximately 20 attorneys that will need to complete the 12 hours of CLE training.
3	Supplies/Services	\$ 285,059.00	These are general office expenses needed to run the Livingston County Public Defender's Office. Case management, cost allocations, facility services, FOIA, IT Services, IT Software, phones, postage, transcripts, utilities, supplies.
Total Other Expenses		\$ 315,259.00	
TOTAL DIRECT EXPENSES		\$ 3,226,423.00	

COST ANALYSIS SUMMARY FOR COMPLIANCE PLAN AND COST ANALYSIS RENEWAL - FY 2024

AGENCY: LIVINGSTON COUNTY

APPLICATION: COMPLIANCE PLAN AND COST ANALYSIS RENEWAL - FY 2024

Category	State Grant	Narrative
1 Indirect Costs	\$ -	
Total Indirect Costs	\$ -	There are no anticipated indirect expenses for FY24.
TOTAL INDIRECT EXPENSES	\$ -	
TOTAL EXPENDITURES	\$ 3,226,423.00	

Source of Funds

	Category	Total	
1	Source of Funds		
	State Grant Contribution	\$ 2,282,233.33	
	Local Share Contribution	\$ 944,189.67	
	Program Revenue	\$ -	
	Previous Year Unspent Funds		
	Total Source of Funds	\$ 3,226,423.00	
	Totals	\$ 3,226,423.00	

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Sheriff’s Office and The County of Livingston to Apply for The State of Michigan, Office of Highway Safety Planning Traffic Enforcement Grant for Fiscal Year 2024. – Sheriff

WHEREAS, the Livingston County Sheriff’s Office wishes to participate the State Traffic Enforcement Grant for state fiscal year 2024; and

WHEREAS, the County of Livingston will be receiving up to \$34,930 in reimbursement funds from the State of Michigan, Office of Highway Safety Planning for participation in the 2024 State Traffic Enforcement Grant; and

WHEREAS, no new positions are requested to carry out the requirements of this grant; and

WHEREAS, there is no local match required.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the submission of application with the State of Michigan, Office of Highway Safety Planning wherein Livingston County will receive a maximum of \$34,930 in State reimbursement funds effective October 1, 2023, through September 30, 2024.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners is authorized to sign all forms, assurances, contracts, agreements, amendments and support documents related to the 2024 Traffic Enforcement Grant upon review by Civil Counsel.

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**MOVED:
SECONDED:
CARRIED:**



LIVINGSTON COUNTY SHERIFF'S OFFICE

**150 S. Highlander Way
Howell, Michigan 48843-2323
(517) 546-2440 ext. 7983
csell@livgov.com**

DATE: February 25th, 2023

TO: Livingston County Board of Commissioners

FROM: Sergeant Chad Sell

RE: FY2024 Traffic Enforcement Grant by the State of Michigan Office of Highway Safety Planning

The Livingston County Sheriff's Office is requesting to submit a proposal to the State of Michigan, Office of Highway Safety Planning Traffic Enforcement Grant for State fiscal year 2024.

Upon approval, the Sheriff's Office will be proposing then applying for \$34,390 in reimbursement funding. \$30,000 will be directed to personnel overtime while the remaining \$4,390 will be used to purchase two Pro Laser 4 Lidar Units to be used by personnel for speed detection / enforcement. There is no matching cost associated with this grant and the deadline to apply is March 31st, 2023 with an implementation date of October 1st, 2023.

Participation in this grant opportunity will allow the Sheriff's Office to focus specifically on impaired driving, distracted driving, speed enforcement and seat belt enforcement.

The main purpose of the program is to increase traffic enforcement within Livingston County thereby reducing the number of traffic related incidents. I am requesting approval for the submission of the proposal then application to enter into contract with the State of Michigan, Office of Highway Safety Planning for fiscal year 2024. Your support will allow the Sheriff's Office to continue a vital service to our County.

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

**Resolution of Appreciation to the Livingston County 911 Central Dispatchers
During National Public Safety Telecommunicators Week, April 9-15, 2023**

WHEREAS, Livingston County 911 Emergency Dispatchers serve the citizens of Livingston County by answering their emergency and non-emergency calls for police, fire, EMS and dispatching the appropriate assistance as quickly as possible; and

WHEREAS, Livingston County 911 Emergency Dispatchers are the first and most critical contact our citizens have with emergency services; and

WHEREAS, Livingston County 911 Emergency Dispatchers are the single vital link for our police officers, firefighters, and EMS personnel by monitoring their activities and providing them information to ensure their safety and;

WHEREAS, Livingston County 911 Emergency Dispatchers have contributed substantially to the apprehension of criminals, suppression of fires, and treatment of the injured and;

WHEREAS, each 911 Emergency Dispatcher has exhibited compassion, understanding, and professionalism in the performance of their job in the past year.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners declare the week of April 9-15, 2023, to be National Telecommunicators week in Livingston County, in honor of the Livingston County 911 Central Dispatchers for their crucial role in the protection of life and property, for the public safety agencies and the citizens of Livingston County.

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**MOVED:
SECONDED:
CARRIED:**



Livingston County

911 Central Dispatch

300 S. Highlander Way
Howell, Michigan 48843
Telephone 517.546.4620
Fax 517.546.5008



Kecia S. Williams
911 Director

Amy D. Pasienza
911 Deputy Director

March 13, 2023

To: Livingston County Commissioners

From: Kecia S. Williams, Director of 911

Date: March 27, 2023

Re: Resolution of Appreciation for the 911 Emergency Dispatchers During National Public Safety Telecommunicators Week, April 9-15, 2023

Livingston County 911 Central Dispatch is requesting a resolution of appreciation for the 911 Emergency Dispatchers during National Public Safety Telecommunicators Week, April 9-15, 2023. The 911 Emergency Dispatchers serve the citizens of Livingston County by answering their non-emergency and emergency calls for police, fire, EMS and dispatching the appropriate assistance as quickly as possible.

The 911 Emergency Dispatchers are the first and most critical contact our citizens have with emergency services. They are the single vital link for our police officers, firefighters, and EMS personnel by monitoring their activities and providing them information to ensure their safety.

Each Livingston County 911 Emergency Dispatcher has exhibited compassion, understanding, and professionalism in the performance of their job in the past year. They have worked long and tireless hours ensuring the needs of the citizens and responders of Livingston County are met.

Kecia S. Williams
Director of 911
Livingston County Central Dispatch
300 S Highlander Way
Howell, MI 48843
O) 517 540-7682
kwilliams@livgov.com

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Purchase and Installation of a 911 Telephone System and Maintenance Contract for 911 Central Dispatch

WHEREAS, Livingston County Central Dispatch has identified the need for an upgraded 911 telephone system and a maintenance contract and worked with CoPro to put out a Request for Proposal to find a vendor; and

WHEREAS, the current version of the 911 telephone system is more than ten (10) years old and needs to be updated to ensure our system operates at peak efficiency providing us with a more secure, resilient, and scalable 911 telephone system with enhanced technology to serve our needs; and

WHEREAS, a system that complies with the E911 location requirements and an IP system that brings enhanced redundancy and survivability in support of NG911 concepts, including text to 911, video to 911 and analytics; and

WHEREAS, Livingston County 911 currently utilizes Motorola Vesta 911 Telephone System, which continues to meet our needs; and

WHEREAS, as a result of the competitive bid process, the company chosen, INdigital is a Motorola Vesta 911 Telephone system vendor a contract amount of \$568,193 that includes five (5) year maintenance built into the fee; and

WHEREAS, the upgraded 911 telephone system project is expected to be completed by July 30, 2023.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners do hereby authorize entering into a contract for the purchase, installation, and 5-years of maintenance service from INdigital in the amount of \$568,193.

BE IT FURTHER RESOLVED the Chairman of the Board of Commissioners be authorized to sign all forms, assurances, supporting documents and contracts/agreements related to this project upon review by Civil Counsel as necessary.

BE IT FURTHER RESOLVED the Board of Commissioners authorizes any budget amendments or line item-transfers needed to effectuate this project.

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**MOVED:
SECONDED:
CARRIED:**



Livingston County

911 Central Dispatch



300 S. Highlander Way
Howell, Michigan 48843
Telephone 517.546.4620
Fax 517.546.5008



Kecia S. Williams
911 Director

Amy D. Pasienza
911 Deputy Director

Memorandum

To: Livingston County Board of Commissioners

Fr: Kecia S. Williams, Director of 911

Date: March 20, 2023

Re: Requesting Approval of a 911 Telephone System Upgrade & Maintenance Support Contract

The current Motorola Vesta 911 Telephone System was installed more than 10 years ago and still runs on Windows 7 software with a 2008 Windows Server. Windows 7 software and the 2008 Windows Server have both reached their end of life, whereby Microsoft will no longer supply security patches or technical support to either operating system. Failure to upgrade could slow down our network, hinder productivity, leave us open for potential security threats and/or cause a complete system failure jeopardizing the lives of citizens across Livingston County and in Kent County, as we dispatch for Rockford Ambulance.

An RFP was sent out on January 23, 2023, and ended on February 22, 2023. After an evaluation of all the bids, INdigital was chosen as the company to install a new Motorola Vesta 911 Telephone System upgrade and serve as our maintenance provider for the next five (5) years.

The contract amount proposed by INdigital is \$568,192.74 with the 5-year maintenance fee included in the cost analysis.

I am requesting approval from the Livingston County Board of Commissioners to enter into a contract agreement with INdigital for the purchase and installation of a Motorola Vesta 911 Telephone system with maintenance support.

Kecia S. Williams, Director of 911

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Maintenance to the Fire and EMS VHF Paging System – Central Dispatch

- WHEREAS,** The Fire Departments and EMS receive alert tones through a VHF system when a call for service is requested, and this is most important when responders are on-call for service or work 24-hour shifts which require them to sleep, or when a department is already working a call and need to be notified of new reported incidents; and
- WHEREAS,** the current VHF paging (alerting) system in Livingston County needs repairs and upgrades to become R56 compliant. R56 compliance is an industry standard for the communications industry. It considers the best practices for grounding and wiring standards relating to fire codes, electrical codes, construction codes, tower grounding codes and lighting; and
- WHEREAS,** proper grounding at each of our tower sites is essential for reliable, error-free operations and for safety issues related to both shock hazards and lightning strikes; and
- WHEREAS,** Livingston County 911 Central Dispatch requests an exception to the procurement policy and issue a sole source contract with Motorola who already started and completed some of the necessary work that was within the approval threshold for the 911 director; and
- WHEREAS,** the remainder of the cost is \$52,542, which board approval to proceed and complete this vital maintenance upgrade; and
- WHEREAS,** the project is expected to be completed by April 30, 2023.
- WHEREAS,** sufficient funding for same is available in Livingston County 911 Central Dispatch’s current budget.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners hereby authorize an exception to the Procurement Policy and authorizes Livingston County 911 Central Dispatch to enter into a sole source contract with Motorola to repair the VHF paging system at the Brighton Township, Hamburg, Hillcrest, Parks and Recreation (Osceola Township) tower sites in an amount not to exceed \$52,542.

BE IT FURTHER RESOLVED the Chairman of the Board of Commissioners to be authorized to sign all forms, assurances, supporting documents and contracts/agreements related to this project upon review by Civil Counsel as necessary.

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MOVED:
SECONDED:
CARRIED:



Livingston County

911 Central Dispatch

300 S. Highlander Way
Howell, Michigan 48843
Telephone 517.546.4620
Fax 517.546.5008



Kecia S. Williams
911 Director

Amy D. Pasienza
911 Deputy Director

Memorandum

To: Livingston County Board of Commissioners

Fr: Kecia S. Williams, Director of 911

Date: March 27, 2023

Re: Resolution Authorizing Maintenance Work to be Completed at the VHF Paging Tower Sites

The original VHF Paging System for the Livingston County Fire Departments and EMS was installed in the early 1970s to allow those disciplines to receive alert tones, as it is their method of notification for incoming calls for service. Update/upgrade of the system came in year 2012, since then there has not been consistent maintenance work done and as a result in September 2022, the VHF Paging System failed, but with the assistance of multiple communication entities, and the Livingston County IT Department, the system was back up and running within 16 hours.

The work done was vital to system operations, however, more work needs to be done to become R56 compliant. R56 compliance is a communications industry standard developed and maintained by Motorola Solutions, who employs contractors that are qualified to meet this industry-specific standard and who have already completed work on three tower sites (Deerfield, Fowlerville, Green Oak). However, they are unable to go any further as the other sites have multiple electrical/grounding issues that costs more than what can be signed off on without Board approval.

Since the maintenance work has already been initiated with Motorola, I am requesting to continue to use them as a Sole Source vendor. Motorola is a current county vendor and because the work needing to be done is specialty work as the vendor must be well-versed in the best practices for grounding and wiring standards relating to fire codes, electrical codes, constructions codes, tower grounding and lighting code protection as it relates to the communications industry. Proper maintenance is needed to ensure optimal performance to prevent costly outages and to extend the longevity of the VHF tower equipment.

Kecia S. Williams, Director of 911

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