

ALPENA COUNTY
EMERGENCY TELEPHONE SERVICE DISTRICT
FINAL PLAN

Adopted on September 30, 2014



ALPENA COUNTY EMERGENCY TELEPHONE SERVICE DISTRICT
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I. INTRODUCTION

Michigan Public Act 32 of 1986, MCL #484.11101 et seq, as amended, (“Act”) authorizes Alpena County (“County”) to enact an E-911 Service Plan (“Plan”) that establishes a Service District (“Service District”) in which enhanced 9-1-1 (E-911) services are provided to callers requesting emergency medical, police and fire services. The County has in the past adopted a plan and various amendments to that Plan. The present Plan is designed to replace, supersede and update the Plan in light of present circumstances with the potential to more easily accommodate present and future technologies and management operations with the goal of facilitating a superior and ever improving E-911 system with the County.

This plan implements a Service District covering the entire geographic boundaries of the County by addressing the following:

- **Technical** considerations of the service supplier including the system equipment for facilities that would be used in providing emergency telephone service and/or other communication technologies.
- **Operational** considerations including the designation of primary public safety answering points (“PSAPs”), secondary PSAPs and alternative PSAPs, and the manner in which 9-1-1 calls would be processed, dispatch functions performed, and informational systems utilized.
- **Managerial** considerations including the organizational form and agreements that would control technical, operational, and fiscal aspects of the emergency telephone service.
- **Fiscal** considerations including projected recurring and non-recurring costs with a financial plan for implementing and operating the system.

By facilitating the development and maintenance of enhanced 9-1-1 services in the County, this Plan provides multiple benefits, including but not limited to:

1. Use of the universal, simple, easy-to-remember, three digit number for all emergencies in any location within the County;
2. Automatic number identification (ANI) and automatic location information (ALI) for wire-based and digital calls and geographic positioning identification for mobile or wireless technologies and automatic and selective routing to increase the effectiveness of emergency response and dispatch services;
3. Establishment of financial, management and operational mechanisms designed to position the community in the best position to implement and maintain an up-to-date E-911 System;
4. Establishment of a system for recruiting and training qualified telecommunicators, also known as “dispatchers”; and

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5. Establishment of centralized or consolidated dispatch to more efficiently and equitably serve all residents of the County regardless of location therein.

II. PLAN ADOPTION

1. The Act requires the County Board of Commissioners (“County Board”) to adopt by resolution a Tentative Plan creating a Service District.
2. The Act requires the resolution to include a date, time and place for a public hearing to be held on a final Service Plan not less than 90 days after the date of adoption of the resolution.
3. The Act requires the County Clerk to give notice of the public hearing. Notice must be published twice in a newspaper of general circulation within the County. The first notice must be at least 30 days prior to the hearing, and the second notice within 30 days of the hearing.
4. The Act requires the County Clerk to forward a copy of the resolution, together with a copy of the Tentative Plan to the clerk of each community within the District.
5. The County Central Dispatch as established or recognized herein shall be the primary PSAP for all portions of the Service District, provided it files a notice of intent to function as a PSAP (See Appendix #1.)
6. The Act requires the County Board to adopt the Tentative Plan as the Final Plan, except as modified by Plan Exclusions and PSAP Notices, as identified above.
7. Any public agency that wishes to withdraw from the Service District may do so only after strict compliance with Section 505 of the Act, including but not limited to payment of any outstanding qualified obligations secured by the operational surcharge.

III. TECHNICAL CONSIDERATIONS

1. Service District.

The Service District created by this Service Plan shall be coterminous with the boundaries of the County.

The County Board and the Alpena County Central Dispatch Committee (“9-1-1 Board”) created herein are authorized to cooperate with the State 9-1-1 Committee (“SNC”) or any other state, federal or local body or official authorized to install, operate, modify and maintain universal emergency number service systems, whether wire-based, cellular, wireless, digital, radio-based or other communication technologies within the service district.

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2. Consolidated Dispatch.

The County has historically operated a Central Dispatch from the inception of its original Plan for all portions of the County, which was adopted on February 23, 1993 and is known collectively as “Alpena County Central Dispatch”. This Plan authorizes and enables the County to operate a Central Dispatch as the primary PSAP for the entire County. Alpena County Central Dispatch shall be governed by the County Board and the 9-1-1 Board.

The sole current exception to this is the Primary PSAP maintained and operated by the Air Force National Guard on Phelps-Collins ANGB (“CRTC Dispatch”) provided it files a notice of intent to function as a PSAP (See Appendix #2.)

3. Enhanced wire-based 911.

This Plan requires an Automatic Number Identification (“ANI”), Automatic Location Identification (“ALI”), and selective Routing Network System, including “on-screen” information to the telecommunicator of the caller’s name, address, and telephone number and space provided for jurisdiction information in the areas of police, fire, and ambulance (“EMS”), (Collectively referred to as “Enhanced 9-1-1”).

Wire-based telephone companies provide Enhanced 9-1-1 services to service users in the County, and those companies must maintain their Enhanced 9-1-1- services in order to continue to provide services to users in the County. All wire-based telephone companies interested in providing wire-based services within the County must provide and maintain Enhanced 9-1-1 and will cooperate to supply, in accordance with the Michigan Public Service Commission, tariff rates, rules and regulations, the design, installation and maintenance of the network for all facilities involved in providing emergency response telephone service, including modifications to all pay telephones to provide free 9-1-1 service.

In this Plan the wire centers identified in Appendix #2 must be modified or maintained. These costs are included in the technical surcharge installation and maintenance costs.

The cities, townships, villages and campuses that are wholly or partially included in the Service District, as public agencies, include those identified in Appendix #3.

4. Wireless Implementation.

All Commercial Mobile Radio Service (“CMRS”) or other wireless providers (collective “Wireless”) providing service within the Service District are requested and directed to deploy Phase II, E-911 Enhanced service as provided in the wireless emergency service order (“Order”), FCC Docket No. 94-102, adopted June 12, 1996, with an effective date of October 1, 1996, and as updated by FCC Docket No. 05-116 and any other updates, including but not limited to provision of number, location and name. The county is Phase II compliant.

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5. VOIP Implementation.

All providers of voice over internet (“VOIP”) and other communication technologies are required to provide Enhanced 9-1-1 services if the computer is wire-based and service that is equivalent or exceeds Phase II, Enhanced service if mobile and wireless.

6. Next-Gen 911 Implementation.

All Service suppliers will be required to provide Next Generation 911 services as required by the Act. This includes interim Text-to-911 and Public Safety Broadband (FirstNet) as it becomes available.

7. Implementation-General.

Commercial wire-based, wireless, VOIP, and/or other communication technology providers are “Service Suppliers” as that term is used herein. Service Suppliers shall automatically route all 9-1-1 calls originating from service users in the County to the primary PSAP serving the area from which the call originated, as identified in this Plan and/or the notice of intent to serve as primary PSAP as provided in this Plan and under the Act. All calls within the wire exchanges identified in this Plan, but originating from within other counties, shall be automatically routed as directed by the E-911 service plans adopted by the County Board from those counties; or, if no such provisions exist, to the appropriate alternate or secondary PSAP for selective routing to the appropriate public agencies and EMS providers within those counties. Any calls which cannot be automatically routed shall be selectively routed to the appropriate primary PSAP.

The County Board and/or the 9-1-1 Board are authorized and directed to take any action necessary to implement the order, the Act, this Plan or any other applicable state or federal law existing or subsequently adopted.

The 9-1-1 Board may require that every wire-based, CMRS/wireless or VOIP service provider billing service users within the District submit a written registration as “service provider” under the Act, including a contact person, telephone number, and the type of service supplied. The 9-1-1 Board, by resolution, may impose reasonable time limits on the registration and require periodic updates. The current service suppliers known to operate within the District are listed in Appendix #3.

Nothing in this Plan is intended to limit the County Board’s authority under the Act, and it is the intention of this Plan that the County Board be fully empowered and authorized to exercise any right, power or discretion that is authorized in the Act, including but not limited to the financial authority to impose or set operational surcharge, millage or fees.

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8. Service Supplier and Public Entity Updates.

In an Administrative Findings Resolution, the County Board may periodically update the public agency, wire, wireless and digital service provider information described or required as provided in this Section of the Plan and Appendix #3.

IV. OPERATIONAL CONSIDERATIONS

1. PSAP Operations

Under the Act, the primary PSAP for the entire Service District will be Alpena County Central Dispatch, presently located at 720 W Chisholm, Suite 13, Alpena MI 49707, or any entity that the County Board contracts with to provide PSAP services. All PSAPs effective on the date of this Plan's effectiveness, and the public agencies dispatched and dispatch methods, are identified in Appendix #4. In an Administrative Findings Resolution, the County Board is authorized from time to time to update the list of PSAPs, public agencies dispatched and dispatch methods as provided in Appendix #4. The alternate or backup PSAP for each primary PSAP is identified in Appendix #4.

All primary PSAPs must be staffed twenty-four (24) hours per day of the year, and shall have at least one device for receiving calls for service from hearing or speech-impaired persons.

If a local unit of government or public safety agency that is identified in the Plan as being a primary PSAP or that has filed and intention to serve as a primary PSAP under the Act and Plan, and subsequently files a notice of intention to cease to function as a primary PSAP, Alpena County Central Dispatch shall serve as the primary PSAP for the geographical area previously served by the local unit of government or public service agency as soon as practicable.¹

2. Dispatch Methods

Calls to 9-1-1 will be processed by the direct dispatch method. Calls for service from jurisdictions outside the geographical boundaries of the County but which are included in this Service Plan will be handled by the manual transfer method. If, at any time, Selective Routing Transfer of the Manual Transfer method becomes unusable, the calls for service will be routed by the relay method.

Each safety agency, designated above to serve as a PSAP, secondary, or back-up PSAP, shall file a notice of their intent, whether to serve or not to serve as a PSAP, not later than 45 days after the city or township which the agency serves, receive a copy of this Service Plan.

¹ "Practicable" shall be determined in the sole discretion of the County Board after consultation with the 9-1-1 Board and local unit of government affected.

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Failure to file a notice of intent will result in the safety agency not being designated as a PSAP in the final E-911 Plan.

While the Plan is designed solely for the benefit of the residents and service users of the County, portions of other counties may be affected by the implementation of this plan. Agreements shall be reached with these communities as to the proper forwarding of those 9-1-1 calls that originate beyond the boundaries of this Emergency Telephone Service District.

3. Training

The 9-1-1 Board will ensure all telecommunicators meet state mandated training requirements, and that all telecommunicators receive and maintain appropriate training and certifications.

4. Implementation—General

The 9-1-1 Board may require that all public and private safety agencies providing emergency response services within the District register with the County Clerk and execute service agreements with the Central Dispatch or County Board. The County Board may by resolution impose reasonable time limits on the registration and require periodic updates. The current PSAP operations and public and private safety agencies known to operate within the District are listed in Appendix #4.

V. MANAGERIAL CONSIDERATIONS

1. PSAP Management.

Each public agency that files a notice of intent to function as a PSAP (either primary or secondary) accepts the responsibility for the management of the on-line public safety dispatch center including the operational configuration, level of service and equipment needs for the geographical and political boundaries identified in the notice of intent.

Management of each PSAP will be in accordance with the policies and procedures of the public agency that operates the PSAP.

The County Board may appoint a Director of the Alpena County Central Dispatch, subject to its personnel policies and rules.

The 9-1-1 Board and Director shall accept and implement dispatch protocols and other responsibilities delegated by the County Board by resolution or other action.

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2. **9-1-1 Board**

The 9-1-1 Board shall provide advice to the County Board and the Director regarding the operation of Central Dispatch and the implementation of this Plan, and other 9-1-1 services for the Service District. The 9-1-1 Board shall meet at least quarterly and as such other times as the membership shall determine. The 9-1-1 Board shall be a “district board” as that term is used in Sections 301 and 320 of the Act. The County Board shall adopt bylaws that shall set the membership of the 911 Board, its duties and responsibilities, its organizational structure and other provisions that pertain to its functioning. The County Board and/or the 911 Board may amend those bylaws at any time (Appendix #5.)

VI. FISCAL CONSIDERATIONS

1. **Technical Charges**

A. Estimated Network Costs²

The Act presently provides for calculation of a 4% cap for recurring charges and a 5% cap for nonrecurring charges based on the highest monthly base rate in the emergency telephone district or \$20.00 whichever is lesser. This Plan authorizes the imposition and collection of this technical charge as provided in the Act. Each service provider shall provide the 9-1-1 Board with any technical surcharges authorized by the Michigan Public Service Commission, including any changes. If the Act is modified to reduce or expand these caps, this Plan shall be automatically adjusted without modification to authorize or establish such caps.

B. Estimated Network Charges

Network Charge will be collected by each wire-based Service Supplier from all subscribers in the Service District, as approved by the Michigan Public Service Commission.

The Act requires each agency operating a PSAP to pay for all terminal equipment installation and for the actual PSAP equipment either through rental or capital acquisition. If the Act is modified, this Plan shall be automatically modified regarding the provision of such terminal or technical equipment.

The Central Dispatch will utilize existing equipment. The cost of maintaining existing and acquiring new equipment shall be paid for by the County or by the Central Dispatch, if a separate legal entity, through the Central Dispatch budget, as funded through Operational Funding, as described below. Grant monies, whenever applicable will be sought for equipment costs and planning and development of the database.

² All rates are subject to annual review and tariff Revision. Revenue projections and rates are based on lines as existed in 1995. The terms of certain rates and charges have expired, but are retained for informational purposes. The inclusion of these rates is not designed or intended to provide new or renewed authorization for these rates beyond their original term, and shall not be so construed.

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2. Operational Funding.

To finance the delivery of primary PSAP services, the County Board is authorized and directed to implement, receive and, in its discretion, to expend, consistent with all applicable laws and County resolutions, any voter approval millage, operational surcharge, County 9-1-1 charge or any other funding provided under state or federal law, including but not limited to such fees authorized, imposed, and collected under the Act. The County Board is authorized to make any request for funding from the Michigan Public Service Commission or State 9-1-1 Committee pursuant to the Act.

It is recognized that the County of Alpena, via Alpena County Central Dispatch, has the obligation to provide PSAP service regardless of any notice of intent filed by any other entity, and also to recognize that maximum public efficiency is to be achieved through centralized 911 services. Unless the County Board directs otherwise, all operational surcharge funds shall be spent on the Alpena County Central Dispatch, regardless of whether any other local unit or state agency files a notice of intent to serve as a PSAP and actually serves as a PSAP.

In addition, the County Board by resolution may authorize the 9-1-1 Board to accept and, in its discretion, to expend the County's share of the State's 9-1-1 Charge revenue as provided under the Act and to expend such funds on equipment and services benefiting the wireless telephone citizens operating within the County. Otherwise, such discretion shall be exercised by the County Board through resolution.

All service suppliers must collect the operational surcharge or 9-1-1 charge under the Act set by the County Board through resolution or implementing ordinance from service suppliers located within the Service District and remit such funds as provided under the Act to the County. The 9-1-1 Board may require that service suppliers provide an accounting of all funds collected and charged, including an identification of the number of service users that it is billing within the District. Any service supplier who fails to collect such funds and timely remit them as provided in this Plan and Act, or to provide the reasonable accounting required hereby may be enjoined by the County Circuit Court from providing communication services to service users within the District and the 9-1-1 Board is authorized to sue such service supplier in the Circuit Court to obtain such injunctive relief and/or damage relief for the amount of unremitted surcharge that the service supplier should have provided to the County.

In the event that millage and/or 9-1-1 operational surcharge revenues are insufficient to cover the costs of financing the Central Dispatch, the County Board is authorized to negotiate fees for primary PSAP services rendered to public safety agencies and other emergency service providers dispatched by the Central Dispatch, and if such fees cannot be negotiated, to set them at reasonable and fair levels in relation to the estimated cost of the services actually delivered to the public or private safety agencies. Furthermore, the County Board is authorized to set a service user fee at reasonable and fair levels in relation to the estimated cost of the services actually delivered to the service user or on his or her behalf or on behalf of a person or entity receiving the benefit of the emergency public and/or private services. The County Board may impose such fees through resolution or implementing ordinance, including authorization to the State of Michigan District Court system to collect such fees from the party adjudicated at fault

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for creating the emergency service condition through civil and criminal infraction proceedings. The County Board may authorize the initiation of civil court proceedings to collect any such service user fee.

3. **Past Plans or Amendments**

These provisions are intended to modify, amend, supersede and replace any and all prior Plan or Plan Amendment. This Plan may be amended in any manner and at any time consistent with the Act.

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APPENDIX #1

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to the provisions of the Emergency Telephone Service Act, Michigan Public Act 32 of 1986, as amended, each public safety agency has 45 days after receipt of this tentative 911 Service Plan to file with the County Clerk a Notice of Intent to Function as a PSAP. This notice shall be in substantially the following form:

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act, ***ALPENA COUNTY CENTRAL DISPATCH*** shall function as a PSAP within the 911 Service Plan adopted by resolution of the Alpena County Board of Commissioners on September 30, 2014.

(Appropriate official)

(Second)

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APPENDIX #2

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to the provisions of the Emergency Telephone Service Act, Michigan Public Act 32 of 1986, as amended, each public safety agency has 45 days after receipt of this tentative 911 Service Plan to file with the County Clerk a Notice of Intent to Function as a PSAP. This notice shall be in substantially the following form:

NOTICE OF INTENT TO FUNCTION AS A PSAP

Pursuant to Section 307 of the Emergency Telephone Service Enabling Act, *CRTC Dispatch* shall function as a PSAP within the 911 Service Plan adopted by resolution of the Alpena County Board of Commissioners on September 30, 2014.

(Appropriate official)

(Second)

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APPENDIX #3

PUBLIC ENTITIES AND SERVICE SUPPLIERS WITH THE SERVICE PLAN

The following public entities exist in whole or in part within the County and, therefore, the service district created by this plan.

Townships of: Alpena, Green, Long Rapids, Maple Ridge, Ossineke, Sanborn, Wellington, Wilson.

Villages of: Herron, Hillman, Hubbard Lake, Lachine, Long Lake, Ossineke, Posen, Spruce.

Cities of: Alpena.

Campuses: Alpena Community College.

Wire Telephone Service within the service district is provided by Frontier Communications to the following exchanges:

Alpena	354, 356, 358	
Hillman	742	(Also included in Montmorency County 9-1-1 Plan.)
Hubbard Lake	727	(Also included in Alcona County 9-1-1 Plan.)
Lachine	379	
Long Lake	595	(Also included in Presque Isle County 9-1-1 Plan.)
Ossineke	471	
Posen	766	(Also included in Presque Isle County 9-1-1 Plan.)
Rogers City	734	(Also included in Presque Isle County 9-1-1 Plan.)

Wireless telephone service is provided by the following providers in the service district.

A.T. & T. Mobility	CellCom	Leap Wireless
Metro PCS	Nexus Communications Inc.	Sprint/Nextel
TeleCommunications Systems	Thumb Cellular	T-Mobile
TracFone	US Cellular	Verizon Wireless

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APPENDIX #4

PSAP, PUBLIC SAFETY AGENCIES AND DISPATCH METHODS FOR ALPENA COUNTY

PSAP: Alpena County Central Dispatch (989) 354-9111

Law Enforcement:	Dispatch Method
Alpena County Sheriff	Direct ³
Alpena City PD	Direct
Michigan State Police (Post 74)	Direct
Michigan DNR	Direct
Presque Isle County Sheriff	Relay/Transfer ⁴
CRTC Security	Relay ⁵

Fire Service:

Alpena City FD	Direct
Alpena Township FD	Direct
Green Township FD	Direct
Hubbard Lake FD	Direct
Long Rapids Township FD	Direct
Maple Ridge Township FD	Direct
Wilson Township FD	Direct
Sanborn Township FD	Direct
East Grand Lake FD	Direct
Hillman FD	Relay ⁶
CRTC FD	Relay

Ambulance:

Alpena County Ambulance	Direct
East Grand Lake Ambulance	Direct
Hillman Ambulance Service	Relay

The primary backup PSAP for Alpena County Central Dispatch is Alcona County Central Dispatch. Alternate backups are Presque Isle County Central Dispatch, Montmorency County Central Dispatch, and Oscoda County Central Dispatch.

³ 800 MHz or VHF Radio

⁴ Alpena County Central Dispatch answers calls for Fire and EMS service in Presque Isle Township, Presque Isle County, Fire Districts I and II. Calls requiring law enforcement response only are dispatched via the Transfer method. Calls requiring law enforcement response in addition to fire or EMS are dispatched via the relay method.

⁵ The Combat Readiness Training Center (CRTC) operates a PSAP that covers the Phelps-Collins Air National Guard Base. Calls received for fire or law enforcement in their jurisdiction are relayed via 800MHz radio or telephone.

⁶ Hillman FD and Hillman Ambulance Service respond into a small portion of western Green and Wellington Townships. Dispatching is done to Montmorency County Central Dispatch via telephone.

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APPENDIX #5

OPERATIONAL BYLAWS

**ALPENA COUNTY CENTRAL DISPATCH COMMITTEE/DISPATCH
POLICY AND PROCEDURE COMMITTEE**

SECTION I

PURPOSE

- 1.1 It is the desire of the participating agencies and departments to centralize the dispatching of all law enforcement, fire, and ambulance services within Alpena County. This centralizing of dispatching service shall be to the mutual and general benefit of the public and to the safety, health, and welfare of the citizens of the State of Michigan.
- 1.2 Upon approval of the Alpena County Board of Commissioners there shall be an entity known as the "Alpena County Central Dispatch Committee" which shall be an Agency of the County of Alpena.

AGREEMENT

- 1.3 The intent of this agreement is to create a consolidated Central Dispatch System operated by the Alpena County Central Dispatch Committee.
- 1.4 This agreement will allow for the participation of private safety entities as defined in 2.8.

SECTION II

DEFINITIONS

- 2.1 As used in this agreement, the following terms / phrases shall have the following meanings:
- 2.2 "ACCDC" refers to the Alpena County Central Dispatch Committee as created herein.
- 2.3 "Alpena County Central Dispatch" is defined as an operations center designed to communicate with emergency vehicles and to coordinate the various operational activities of the agencies participating in ALPENA COUNTY CENTRAL DISPATCH COMMITTEE. The major intent of this center will be to provide the centralization of emergency communications of those participating agencies.
- 2.4 "Executive Board" Refers to the Executive Board described in this agreement.
- 2.5 "Committee" refers to the Operational Policy and Procedure Committee described in this agreement.
- 2.6 "Direct Dispatch Method" refers to a method of responding to a request for service whereby a PUBLIC SAFETY ANSWERING POINT, in accordance with established operating standards and policies, decides on the proper action to be taken and dispatches the appropriate available

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emergency service unit(s).

- 2.7** "Legislative Body" refers to the governing body of a public agency.
- 2.8** "Private Safety Entity" refers to a private entity which provides emergency fire, ambulance, or medical services.
- 2.9** "Public Agency" refers to any tax supported agency of a state, county, and/or local governmental unit.
- 2.10** "Public Safety Agency" refers to a functional division of a public agency that provides law enforcement, firefighting, and/or emergency medical services response.
- 2.11** "Participating Public Safety Agency" refers to a public safety agency that participates in the Alpena County Central Dispatch system through either the direct dispatch method, or transfer method.
- 2.12** "Properly convened meeting" refers to a Board or Committee meeting where a majority of the appointed members are present, and which was the subject of five (5) days prior written notice to each member or prior attempts to reach each member telephonically or electronically if the meeting was called with less than five (5) days notice. Notification of meeting shall be posted in the public entrance of the Alpena County Court House, shall be considered an open meeting. Any member bringing forth an issue that would interfere with public safety may request a closed session, a motion will be made to go into closed session and the meeting will be closed at that point. Closed session will be held near the end of the meeting.
- 2.13** "Proper vote" refers to a polling of the members of the Board or Committee which results in an affirmative majority of those members present and voting, with the exception of financial matters which shall require the affirmative vote of two-thirds of the entire membership appointed and serving.
- 2.14** "Public Safety Answering Point" refers to a communications facility operated on a 24-hour basis, assigned responsibility to receive both emergency and non emergency requests by means of either the direct dispatch method, the relay method, or the transfer method.
- 2.16** "Relay Method" refers to a method of responding to a request for service whereby a PUBLIC SAFETY ANSWERING POINT notes pertinent information and, in accordance with established operating standards and policies, relays it by telephone, radio, or private line to the appropriate public safety agency or other provider of emergency services.
- 2.17** "Transfer Method" refers to a method of responding to a request for service whereby a PUBLIC SAFETY ANSWERING POINT, in accordance with established operating standards and policies, transfers the call directly to the appropriate public safety agency or other provider of emergency services.
- 2.18** "9-1-1 Plan" refers to the plan adopted by the Alpena County Board of Commissioners pursuant to the Emergency Telephone Service Enabling Act.

SECTION III

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GOVERNANCE

3.1 EXECUTIVE BOARD:

- (A) The Executive Board shall investigate upon the request of the Central Dispatch Director and make recommendation to the County Personnel Committee on administrative or civil issues.
- (B) For purposes of dispatch policy and procedure the ALPENA COUNTY CENTRAL DISPATCH COMMITTEE shall be governed by a Executive Board consisting of representation as follows:
 - 1. Alpena County Sheriff
 - 2. Representative of the Department of State Police
 - 3. Representative of the Alpena County Board of Commissioners
 - 4. Chairperson of the Central Dispatch Policy Committee
 - 5. City Police Chief

The Chairperson of the Executive Committee shall be the Vice-Chairperson of the Alpena Central Dispatch Policy Committee. The two County Commissioners appointed to the ACCDC will rotate the positions of Chairman and vice-Chairman each year of both committees.

- (C) The Alpena County Central Dispatch Policy / Procedure Committee shall be made up of representation from the following.
 - a. Two Alpena County Board of Commissioners
 - b. Alpena County Townships Association representative
 - c. Elected Representative of City Government
 - d. Private Citizen at large
 - e. Alpena County Fire/EMS Service Representative
 - f. Representative of E.M.S. providers within Alpena County
 - g. N. E. MI Medical Control Authority representative
 - h. Alpena County Sheriff or Undersheriff
 - i. Representative of Department of State Police
 - j. City Police Chief from within Alpena County
 - k. City Fire Chief
- (D) The Central Dispatch Policy / Procedure Committee may establish additional advisory or Ad-Hoc Committees to serve specific purposes as set forth by the Policy Committee. Members of any additional advisory or Ad-Hoc Committee established by this section are exempt from Article 3.11 of this agreement.
- (E) The Alpena County Board of Commissioners shall approve appointments to the Central Dispatch Committee. Whenever possible, the Alpena County Board of Commissioners shall seek recommendations from the representative groups listed in 3.1 (C) for replacement of that group's representative member if an opening should occur. The State Police Representative is based upon recommendation by the State Post Commander.

3.2 DISPATCH COMMITTEE ELECTIONS:

During the January meeting the Policy Committee shall organize from among its membership. The Vice-Chairperson from the preceding year shall become the Chairperson. The former Chairperson of the Central Dispatch Committee will then become the Vice-Chairperson of the Central Dispatch Committee..

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The Chairperson of the Board of County Commissioners, or the Vice-Chairperson in the absence of the Chairperson, shall serve as an ex-officio member of the Policy Committee and may vote only upon a tied ballot.

3.3 TERMS OF OFFICE:

The term of office for members of the Alpena County Central Dispatch Policy Committee shall be two years (These two years will coincide with the election terms of office.) The terms of the membership shall be staggered so no more than five positions expire in any one year.

3.4 CHAIRPERSON:

The Chairperson shall preside over meetings and will coordinate activities of the ACCDC and the Policy Committee.

3.5 VICE CHAIRPERSON:

The Vice Chairperson will act as the Chairperson in the Chairpersons absence and can conduct all business that the Chairperson would normally conduct.

3.6 SECRETARY:

Secretarial assistance will be provided by the Commissioner's Office.

3.7 TRUSTEES:

The remaining members of the Policy Committee will serve as Trustees and can be appointed to specific duties or positions by the Chairman.

3.8 MEETINGS:

Meetings of the ACCDC shall be held at least quarterly. A quorum of the Committee shall be declared when a simple majority of its membership is present.

3.9 COMMITTEE:

Each member of the ACCDC shall be entitled to equal voice in the operation of the Committee. For purposes of voting the "one man - one vote" policy shall apply.

3.10 COMPENSATION:

Members not otherwise compensated shall be paid at a rate established by the County Board of Commissioners.

3.11 POWERS:

The ACCDC is established to consider and recommend dispatch policy and procedure to the Alpena County Board of Commissioners and upon approval shall be implemented by the Director.

The ACCDC is also authorized to recommend to the County Board contracting with a public safety

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agency to provide dispatch services.

SECTION IV

OPERATIONS:

4.1 PERSONNEL:

Personnel matters will be handled by the Central Dispatch Director through the Alpena County Board of Commissioners.

4.2 CENTRAL DISPATCH:

The ACCDC is charged with the responsibility of administering a PSAP under the Alpena County Emergency Telephone Service Plan, and Central Dispatch System for participating public and private safety agencies in Alpena County.

4.3 DIRECTOR:

For purposes of day to day operations regarding personnel and budget, the Director shall be responsible to the County Board or any other designee by the Board of Commissioners. For purposes of dispatch policy and procedure the Director shall be responsible to the established in this agreement.

SECTION V

FISCAL ADMINISTRATION

5.1 BUDGET:

For each fiscal year the County Board of Commissioners shall approve an Alpena County Central Dispatch budget prepared by the Director in cooperation with the County Administrative Department.

The budget shall segregate anticipated revenues into accounts designed to cover expected expenditures. The budget shall balance anticipated revenues with expected expenditures and contingency accounts. No expenditure may be authorized if it will result in an actual budgetary account deficit or is at a rate which will eventually lead to an actual budgetary account deficit prior to the end of the fiscal year. The Director shall recommend to the County Board through the County Board that the budget be amended if necessary to meet deviations in expected revenues or authorized expenditures.

SECTION VIII

MISCELLANEOUS

8.1 SEVERABILITY

This agreement shall be interpreted in a manner consistent with applicable law. If any portion is held to be illegal, invalid, or unenforceable, the remainder of the agreement shall remain in full force and effect.

8.2 TERM

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This agreement shall remain in effect indefinitely unless terminated by resolution.

8.3 AMENDMENT

The operational bylaws of the ACCDC may be amended upon recommendation by the ACCDC and approval of the Alpena County Board of Commissioners.

Adopted by the Alpena County Board of Commissioners on 4/26/11.