



Wexford County

**HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE**

*Mike Bengelink, Chair*

**NOTICE OF MEETING**

The Human Resources/Public Safety Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, March 29, 2022 beginning at 4:00 p.m. in the Commissioners’ Room, Third Floor, 437 E. Division St., Cadillac, Michigan.

**TENTATIVE AGENDA**

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE FEBRUARY 24, 2022 REGULAR MEETING MINUTES .....1
- F. PUBLIC COMMENTS  
*The Committee welcomes all public input.*
- G. AGENDA ITEMS
  - 1. Sheriff’s Office Monthly Report (*Sheriff/Undersheriff – February 2022*) ..... 6
  - 2. MMR Monthly Update (*A. Devereaux – February 2022*)
  - 3. Emergency Management Monthly Report (*T. Baker – February 2022*) ..... 11
  - 4. Central Dispatch Monthly Report (*D. Alworden – February 2022*) ..... 12
  - 5. Veterans Services Monthly Report (*K. Cline – February 2022*) ..... 14
  - 6. Community Correction Monthly Report (*M. Stark – February 2022*) ..... 15
  - 7. Resolution 22-10 Recognizing Alan Lucas for His Dedicated Service ..... 16
  - 8. Revision to Policy B-12.4 Paid Absence from the Workplace ..... 18
  - 9. New Policy - D-9.1 Wrecker Policy ..... 34
  - 10. Appointment to the Pine River Natural River Zoning Review Board ..... 39
  - 11. New Policy- F-1.0 UAS ..... 42
- H. CORRESPONDENCE
  - 1. Medical Examiner’s Office Report (*L. Kaspriak – February 2022*) ..... 47

- I. PUBLIC COMMENTS
- J. ADMINISTRATOR'S COMMENTS
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENT
- M. ADJOURN

WEXFORD COUNTY  
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE  
REGULAR MEETING MINUTES  
February 24, 2022

The regular meeting was called to order by Chair Bengelink at 4:00 p.m. in the Commissioners Room third floor of the Historic Courthouse, 437 E. Division, Cadillac, Michigan.

Members Present: Michael Bengelink, Michael Bush, Brian Potter and Gary Taylor  
Absent: None  
Also Present: Duane Alworden, Dispatch Director; Travis Baker, Emergency Manager; Jami Bigger, HR Director/ Co-County Interim Administrator; Robert Kulpa, Friend of the Court (FOC); Kristi Nottingham, Treasurer; Alaina Nyman, County Clerk; Joe Porterfield, Equalization Director/ Co-County Interim Administrator; Brandi Taylor, Executive Assistant; Trent Taylor, Sheriff; Mistine Stark, Community Corrections Manager; Roxanne Snyder, Register of Deeds

**ADDITIONS OR DELETIONS TO THE AGENDA**

**ADD- G.10.** Administrator Vacancy

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Potter and supported by Comm. Taylor to approve the Agenda as amended. A roll call vote was requested. Motion passed 4-0.**

**APPROVAL OF MINUTES**

A motion was made by Comm. Potter and supported by Comm. Bush to approve the January 25, 2022 Regular Meeting Minutes. A vote was call, all in favor. Motion passed.

**PUBLIC COMMENTS**

None.

**AGENDA ITEMS**

***G.1. Sheriff's Office Monthly Report (January 2022)***

Sheriff Taylor reported that they had received the Apex Training System, he will let Commissioners know when they do a training day.

***G.2. MMR Monthly Update (January 2022)***

Alan Deveraux, MMR, was not present. No report was provided to the committee.

***G.3. Emergency Management Monthly Report (January 2022)***

Travis Baker, Emergency Management Coordinator, reported that the hazardous navigation plan was sent in and approved.

***G.4. Central Dispatch Monthly Report (January 2022)***

Duane Alworden, Central Dispatch Director, stated that dispatch handled the storm well, no major incidents. Mr. Alworden also stated that the new Viper Firewall was crashing, Travis and himself are working on fixing that now.

***G.5. Veterans Services Monthly Report (January 2022)***

Kathy Cline, Veterans Services Director, was no present. A written report was provided.

***G.6. Community Corrections***

Mistine Stark, Community Corrections Manager, stated nothing to add to the written report.

***G.7. FOC Position Update***

Robert Kulpa, FOC, stated that he is looking to change the description of an open position to better fit their office.

**A motion was made by Comm. Potter and supported by Comm. Taylor to approve the position description for the Human Services Specialist – Support Staff at Friend of the Court. A vote was called, all in favor. Motion passed.**

***G.8. Employee Service Award***

**A motion was made by Comm. Potter and supported by Comm. Bush to forward a recommendation to the full board to present a certificate of appreciation to Deputy Troy Quiggin at the March 16, 2022 Board of Commissioners meeting. A vote was called, all in favor. Motion passed.**

***G.9. Appointment to Standing Committee- Ben Townsend***

**A motion was made by Comm. Potter and supported by Comm. Taylor to forward a recommendation to the full board to reappoint Ben Townsend to Networks Northwest with a term expiring March 31, 2025. A vote was called, all in favor. Motion passed.**

***G.10. Administrator Vacancy***

Commissioner Taylor suggested that Ms. Bigger and Mr. Porterfield be compensated for their work as Co-County Interim Administrators, it was requested that they keep track of what they are doing to determine if there is a need for a full-time or part-time administrator. Commissioner Bengelink suggested that they keep a log of their time spent doing administrative duties and then get compensated at their current rate for that time spent. Commissioner Potter stated that he was fine with waiting a few months to evaluate the need for a part-time or full-time administrator but would like to put a time frame on it; because of the budget coming up, he suggested three months. Commissioner Potter also stated that he feels like they need to concentrate on getting things done and they should just get a weekly amount of compensation, since it will only be ninety days. Mr. Porterfield stated that due to his other obligations, Ms. Bigger would be doing most of the work and asked to not be compensated. Commissioner Bush asked if it would help if they made the part-time administration assistant full-time. Commissioner Taylor stated that it would not help. Commissioner Bengelink stated that he was not sure if they needed an administrator, but they may need an executive to the board or a coordinator.

**A motion was made by Comm. Taylor and supported by Comm. Potter that Ms. Bigger be compensated \$300 per week and Mr. Porterfield be compensated \$200 per week. A roll call vote was taken, all in favor. Motion passed.**

**CORRESPONDENCE**

None.

**PUBLIC COMMENTS**

None.

**ADMINISTRATOR’S COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

None.

**ADJOURNMENT**

**A motion was made by Comm. Taylor and supported by Comm. Potter to adjourn at 4:17 p.m. A vote was called, all in favor. Motion passed.**

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Michael Bengelink, Chair

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Brandi Taylor, Recording Secretary

DRAFT



**OFFICE OF THE SHERIFF • WEXFORD COUNTY**

Trent J Taylor  
Sheriff

Richard R. Doehring  
Undersheriff

**Wexford County  
Office of the Sheriff**

**Monthly Report**

**FEBRUARY**

**2022**

## **LAW ENFORCEMENT DIVISION**

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 26 sworn Officers; the Sheriff, Undersheriff, 1 Law Enforcement Lieutenant, 1 Detective Lieutenant, 1 Detective Sergeant, 4 Law Enforcement Sergeants, 15 Deputies and 2 Court Bailiff's.

In September, the Law Enforcement Division received 764 calls for service. Of those calls, 272 reports were taken. As a result of those complaints taken, 48 arrests were made, and 72 citations were issued.

### Law Enforcement Statistic Re-Cap:

Total Calls for Service	623
Total Complaints Taken	219
Felony/Misdemeanor Arrests	37
Citations Issued	84

### COURT SECURITY/DEPUTY ARRESTS

Court Arrests	5
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### **TNT:**

The Wexford County Sheriff's Office has one Deputy assigned to the Traverse City Narcotic Team.

Original Reports	3
Intelligence Reports	4
Arrests	2
Assist Other Agencies	3

### **CIVIL PROCESS:**

The Law Enforcement Division provides Civil Process Services within the county for citizens, as well as for Courts and Prosecutor's Offices.

<b>Total Civil Papers Received</b>	50
<b>Total Civil Papers Completed</b>	34

## **ADDITIONAL SERVICES:**

In addition to the many services provided by the Wexford County Sheriff's Office, the Office provides Live Scan Fingerprinting, and Pistol Purchase Permits for individuals who wish to purchase a handgun from an individual. The office is also responsible for registering firearms purchased from citizens with the State of Michigan Firearms Unit.

<u>Live Scan Fingerprint:</u>		<u>Pistol Information:</u>	
Michigan School Employment	18	Pistol Permits Issued	13
Concealed Pistol Licensing	18	Denied Permits	1
Other	17	Indiv. Pistols registered	127
Total Prints.....	53		

## **ANIMAL CONTROL DIVISION:**

The Wexford County Animal Control Division is comprised of two Animal Control Officers and is overseen by the Law Enforcement Lieutenant. The Animal Shelter has many volunteers that assist in taking care of the animals and advocating for their adoptions. In September, the shelter took in 30 animals, adopting 22 and reuniting 4 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	22
Total Complaints/Reports	1
Animal Bites	3
Citations Issued	0
Animals Lodged in Pound	21
Animals Adopted Out	13
Animals Transferred to Rescue	0
Animals Claimed by Owners	4
Animals Euthanized	1

## **CORRECTIONS DIVISION:**

The Wexford County Corrections Division is comprised of, 4 Sergeants, 20 Correctional Officers and is overseen by the Jail Lieutenant.

Average Daily Inmate Headcount	81
Total number of inmates Booked	116
Total Inmates Booked –Year to date	198
Total Number of Inmates Released	84
Number Released-Year to date	158
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO



## **TRAININGS/RECOGNITIONS:**

- Sgt. Kovach, Sgt. Harnish, Deputies Runyon, and Stanley all attended Field Training Officer Update Seminar in Traverse City on February 4, 2022. Training was provided by DeWolf and Associates.
- Sgt. Rood attended Speed Measurement Instructor School at Kirkland Community College in Grayling on February 16th & 17th. Training was provided by Michigan State Police.
- Sgt. Rood, Garland, and Harnish attended the second month of a five-month Command Level 1 training provided by Shield Institute.
- Correction Officers Howard and Hirsch completed 40 hours of CTO Training Officer on February 14<sup>th</sup>-18<sup>th</sup> at Ingham County Sheriff's Office.
- Corrections Officer James Yager completed 40 hours of HFRG (Formerly known as PPCT/DT) Instructor Training at Delta Community College February 21<sup>st</sup>-25<sup>th</sup>.
- Corrections Lt. Mike McDaniel, and Sergeants David Batten and Anthony Rowell completed 2 hours of Instructor Training on Feb. 24<sup>th</sup> at the Wexford County Sheriff's Office on the Apex Officer virtual reality training until.
- Deputies Troy Quiggin, Jacob Koponen, and Ryan Cox were awarded a Lifesaving award.

Wexford County Animal Shelter	Reporting Month February 2022
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The Wexford County Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section 3 (B).5 as amended. This report must be submitted to the Wexford County Board of Commissioners with 15 days of the end of the month. This is to be completed according to the guidelines for the Animal Shelter Annual Report - per Act 287, Section 9(a) but on a reporting month basis.

Type of Companion Animal received into the shelter reporting month	Total number of animals received by the shelter during the reporting month less than 6 months of age	Total number of animals received by shelter during reporting month at 6 months of age & older	Total number of animals by type received into the shelter during reporting month	Total number of animals type adopted during reporting month (at the time of adoption) per ref 1		Total number of animals by type sold during reporting month per ref 2	Total number of animals by type transferred to allowable entities during reporting month per ref 3	Total numbers of animal by type euthanized during reporting month	
				Altered	Not Altered			Shelter Animals	Owner Requested
Dogs	4	16	20	12	0	12	0	1	0
Cats	0	1	1	1	0	1	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		180.00	0.00		180.00
Sterilization Deposits	0.00	0.00		0.00	0.00		0.00
Ordinance Fee Refunds							
Reclaim Fees	4 animals reclaimed						105.00
Donations Received							

References:

1. MCL 287.338.8a Sec (1)
2. MCL 287.388
3. MCL 287.338.7; MDARD-registered shelters, law enforcement agencies, or service dog organizations

Printed Name of Person Submitting the Report Jamie Geeseman	Date Submitted 03-08-2022
Submitter's Signature 	Phone 231-779-9530



## Emergency Management Monthly Report

*February 2022*

- Attended Region 7 Homeland Security meeting with other local EM to discuss training and upcoming grant projects.
- Worked with Mackinaw Trail Middle School on setting up text to 911 for school lockdown alerts. (Still working on this project)
- Continue to work with Fire Departments on Box Alarm system, to manage resources within the county.
- Completed Wildfire Emergency Plan, sent off to DNR and Forest Service for review, will meet in a few weeks to go over with them.
- Continuing to receive TIER II hazard chemical site reports from area factories and businesses.

Travis Baker EMD 3/22/2022

**Wexford County**

**Central Dispatch**

**Public Safety**

**Report**

**February 2022**

## **CENTRAL DISPATCH**

Total LEIN Responses 14,161

CAD GENERATED: INCIDENTS:

Sheriff Department	650
Animal Control	22
Michigan State Police	401
Cadillac Police Department	606
Manton Police Department	12
EMS Calls	458
Fire Calls	91
Support Services Calls	45
Central Dispatch	52
911 Hang up/Text Back	136

TOTAL CALLS FOR SERVICE 2473

TELEPHONE CALLS RECEIVED:

9-1-1 calls	930
Administrative Calls	2709
TOTAL CALLS RECEIVED:	3639

# ***Wexford County Veterans Services***

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

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*Kent Myers, Director*

1 March, 2022

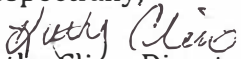
## ***Veterans Services Monthly Report***

### February 2022 Overview

- Veterans in office visits-44
- Logged phone contacts-409
- Veterans who received emergency assistance -1
- Veterans ineligible/denied for emergency assistance - 0
- County Burial benefits and letters have been initiated-0

It was a busy month helping veterans in person and on the phone. Work is continuing on the EXPO. We have been calling and emailing different organizations to get them locked in for the EXPO. I am finding that some people are still having reservations due to Covid. Ray has signed up for Federal training virtually in March and in person training in May in Lansing. He has resumed the Outreach Program in Mesick and Manton. In April, we are both going to the MACVO Spring Conference in Kalamazoo. (Michigan Association of County Veteran Service Officers) Mesick is a great success. Manton is a bit slower, but we are working on ideas on how to get more veterans in. Work on the Memorial continues. WW11 is complete. The unveiling will probably be in late April or early May.

Respectfully,

  
Kathy Cline, Director

Ray Orr  
Veteran Service Officer

**COMMUNITY CORRECTIONS**  
437 E Division St, Cadillac, MI 49601  
231-779-9472 Fax 779-9102

*Mistine Stark*

*Manager*

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March 25, 2022

Community Corrections HR meeting updates:

Currently Community Corrections has 72 **offenders** that are being monitored and/or enrolled in jail diversion programs that include:

- 27 offenders on Random Substance Abuse Testing Program (alcohol and drugs) for bond conditions
- 21 offenders on portable Soberlink alcohol testing devices for bond conditions
- 16 offenders on GPS tether for bond conditions
- 8 offenders enrolled in Enhanced Outpatient Program
- 0 offenders currently in Transition houses.

The transition houses will remain empty until after the upcoming Audit and then will be discussed by Community Corrections board for future recommendations to the board of commissioners.

Minutes of a regular meeting of the Wexford County Board of Commissioners, held at the Wexford County Courthouse, 437 E. Division St., Cadillac, Michigan on the twentieth day of April 2022, at 4:00 p.m.

PRESENT: \_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and resolution were offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_.

**RESOLUTION NO. 22-10  
EXTENDING APPRECIATION FOR  
DEPUTY ALAN LUCAS' DEDICATED SERVICE**

**WHEREAS**, the Wexford County Board of Commissioners would like to personally thank Alan Lucas for his commitment to Wexford County for over the past twenty-four years. Alan worked with dedication and pride to meet the needs of Wexford County; and

**WHEREAS**, Alan began his career with Wexford County on April 20, 1997 as a Marine Patrol Officer serving Wexford County Sheriff's Office; and

**WHEREAS**, Alan graduated from West Shore Community College Police Academy on July 28, 1997; and

**WHEREAS**, on January 7, 1998 Alan was hired as a full-time Deputy for the Wexford County Sheriff's Office; and

**WHEREAS**, on September 03, 1998 Alan received the Wexford County Sheriff's Commendation Award; and

**WHEREAS**, on September 27, 2017 Alan received the Wexford County Sheriff's Office Meritorious Service Award; and

**WHEREAS**, in the Spring of 2018 Alan received the Michigan Sheriff's Association Award, due to the efforts of him and fellow deputies for apprehending an individual that was a danger to the community; and

**WHEREAS**, in addition to his duties serving Wexford County Alan also served as a Secondary Road Patrol Deputy.

**NOW, THEREFORE BE IT RESOLVED** that the Wexford County Board of Commissioners wishes you the best in your future endeavors and once again thanks you for your efforts for over the past twenty-four years while you served Wexford County as a very dedicated and appreciated employee.



A ROLL CALL VOTE WAS TAKEN AS FOLLOWS:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

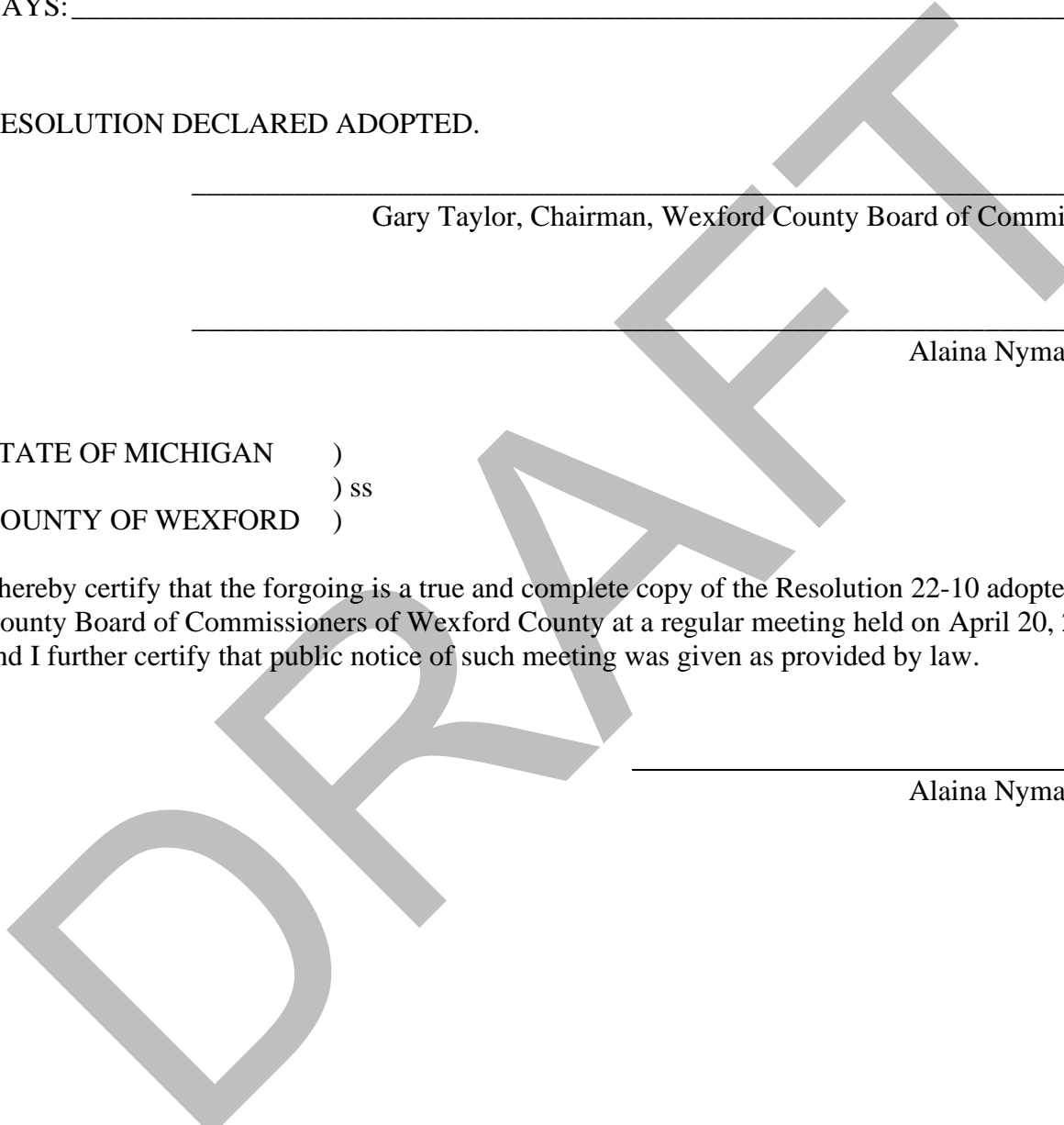
\_\_\_\_\_  
Gary Taylor, Chairman, Wexford County Board of Commissioners

\_\_\_\_\_  
Alaina Nyman, Clerk

STATE OF MICHIGAN     )  
  ) ss  
COUNTY OF WEXFORD    )

I hereby certify that the forgoing is a true and complete copy of the Resolution 22-10 adopted by the County Board of Commissioners of Wexford County at a regular meeting held on April 20, 2022, and I further certify that public notice of such meeting was given as provided by law.

\_\_\_\_\_  
Alaina Nyman, Clerk



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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resources/ Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** March 29, 2022  
**SUBJECT:** Revision to Policy B-12.4 Paid Absence from the Workplace

SUMMARY OF ITEM TO BE PRESENTED:

When Policy B-12.4 was revised to accommodate the change from anniversary dates to accrual rates for the vacation time, the seniority required to start accruing at the higher rate was changed in error from 10 years to 12 years. This was brought to our attention by an employee and was never the intention of the policy change.

Following is a revision to the policy to correct that error.

RECOMMENDATION:

Administration recommends the HR/PS Committee forward a recommendation to the full board to approve the Revision to Policy B-12.4 Paid Absence from the Workplace.

**Personnel Management Policies**

**B-12.4 Paid Absence from the Workplace**

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County Board Approval: May 15, 1996; Amendments February 7, 2001; December 5, 2002; March 17, 2004; May 6, 2009; November 7, 2012; January 6, 2016; February 3, 2016; April 6, 2016; September 7, 2016; Effective March 29, 2019; Amended January 6, 2021; Amended February 3, 2021; Amended April 6, 2022

**A. Vacation Leave.**

1. Administrative information:

a. Pay status: paid leave.

b. Approval authority: Department Head or Elected Official.

2. Full-time employees who worked during the period establishing their vacation eligibility as set forth below shall accrue vacation on a bi-weekly work period in accordance with the following schedule.

Vacation shall be credited to each eligible employee at the end of the bi-weekly work period in which 75 hours (or 80 hours depending on the requirements of the position) of paid service is completed as listed below. When paid service does not total 75 (or 80) hours in a biweekly work period the employee shall be credited with a pro-rated amount of vacation for that work period based on the number of hours in pay status divided by 75 (or 80) hours multiplied by the applicable accrual rate.

Seniority Required	Per Work Period Accrual Rates	
	80 hrs/work period	75 hours/work period
1 year	3.08 hours	2.89 hours
5 years	4.62 hours	4.33 hours
10 years	6.15 hours	5.77 hours
20 years	7.69 hours	7.21 hours

Vacation shall be available for use only in biweekly periods subsequent to the biweekly work period in which it is earned.

3. Regular part-time employees are eligible for vacation leave and will accrue vacation at the above rates when their accumulated work hours reach the equivalent of the seniority levels noted above.

4. In order to be eligible for vacation benefits, employees must have worked for the County a minimum of 1950 hours (if a 75 work period) or 2080 hours (if the employee works in an 80 work period position). This applies to both full time and part time employees.

5. Maximum Accrual

Employees may accumulate vacation leave only up to the maximum accumulation limits provided below:

Time in Service	Maximum	Maximum
<u>Seniority Required</u>	<u>Accumulation Limit</u>	<u>Pay Out Limit</u>
0 to 25 or more years	250 hours	200 hours

6. Upon termination of employment, the employee may be entitled to compensation for any accrued but unused vacation time (at their normal hourly or daily rate) in any of the following circumstances:

a. If the employee retires in accordance with the retirement plan currently in effect.

- b. If the employee resigns from employment and a minimum of two weeks advance notice is given.
- c. If the employee is laid off and requests payment of accrued vacation pay in writing.
- d. If the employee's position is eliminated as a result of staff reorganization, budget cuts or for some other reason not the fault of or caused by the employee.

e. Note: Employees terminating within the first 6 months of employment (normally the probation period) will not be eligible for payment for any accrued vacation time.

- 7. Vacation leave scheduling shall be the result of coordination between the employee and the employee's supervisory chain of command.
- 8. Vacation leave shall be considered mandatory.

**B. Paid Holidays.**

- 1. Administrative information:
  - a. Pay status: paid leave.
  - b. Approval authority: not applicable.
- 2. The County Administrative Offices and Courts will be closed on the following holidays (note: this listing conforms as closely as possible to the recognized holiday listing that is promulgated by the State Court Administrator's Office.)
  - a. New Year's Day (January).
  - b. Martin Luther King Day (January).
  - c. Presidents' Day (February).
  - d. Good Friday (March or April, afternoon off only, from 12:00 PM onward).
  - e. Memorial Day (May).
  - f. Independence Day (July).
  - g. Labor Day (September).
  - h. Veterans Day (November).
  - i. Thanksgiving Day (November).
  - j. Friday after Thanksgiving Day (November).
  - k. Christmas Eve Day (December).
  - l. Christmas Day (December).
  - m. New Year's Eve Day (December).
- 3. Whenever a holiday falls on:
  - a. Saturday, the preceding Friday shall be considered the holiday for paid time off purposes.
  - b. Sunday, the following Monday shall be considered the holiday for paid time off purposes.
- 4. Procedures:
  - a. The County Administrator, Union representatives, and representatives from each of the three Courts will review the coming year's holiday schedule annually in November to:
    - 1) Ensure that there is agreement and conformity on the next year's holiday schedule in all County Departments, and to:

- 2) Determine if adjustments to the holiday schedule are warranted or desired. If adjustments are required, a proposal will be forwarded to the Board of Commissioners (via the appropriate Committee) for approval).
5. In the event that changes to the holiday schedule are required or desired, consensus agreement must be obtained between the County Administrator, each of the three Courts and the Union representatives and then sent to the Board of Commissioners for final approval.
6. A minimum of five calendar days prior to the closure of County offices due to holiday, the County Administrator shall post closure signs on the doors of each entryway to advise the general public of the holiday closure status.
7. If a holiday falls during a period when an employee is on authorized vacation leave, the holiday shall be counted as a holiday and not counted as leave and not deducted from the employee's accrued leave bank.

**C. Administrative Leave.**

1. Administrative information.
  - a. Pay status: paid leave.
  - b. Approval authority: Department Head/Elected Official.
2. There may be times when an employee's absence from the work place has been authorized by cognizant authority but does not logically fit into any of the paid absence categories outlined in this section. An example of this is the time that an employee is absent from the work place due to early closure or late opening of County offices because of heavy weather (described elsewhere in this manual).
3. In these instances, the cognizant Department Head or Elected Official shall cause the hours accounting (on the twice monthly time sheet) to reflect the designated number of hours of administrative leave as a separate category in hours accounting.

**D. Paid Personal Leave.**

1. Administrative information:
  - a. Pay status: paid leave.
  - b. Approval authority: Department Head or Elected Official.
2. All regular full-time non-probationary employees of the County shall be allowed 3 personal days as paid leave of absence per calendar year. A personal day shall be considered the equivalent of a full work day based on the employee's prescribed daily work period.
3. An employee who successfully complete their probationary period will be awarded a prorated amount of paid personal leave.

Probationary periods are defined in collective bargaining agreements and in Policy B-9.0 Job Vacancies, Section H. Probationary period.
4. Personal days may be used only as requested and coordinated at least 7 days in advance of the date desired (whenever possible) with the cognizant Department Head or Elected Official. The Employer shall make every effort to notify the employee whether the request is granted within 3 days following submission of the request. A request for a personal day may be denied if the absence of the employee would unreasonably interfere

with or have an adverse impact on the ability of the Employer to provide required services.

5. Personal days are not cumulative from year to year and unused personal days will not be compensated for at the termination of employment as is the case with accrued vacation leave.

**E. Medical Leave.**

1. Administrative information: Changes effective March 29, 2019 and such changes supersede any prior policy or past practice:

- a. Full-time employees and regular part-time employees who work 25 hours or more per week.
- b. Pay status: paid leave
- c. Approval authority: Department Head/Elected Official

2. General.

a. Employees who accrue medical leave are eligible to use accrued medical leave, provided that the employee notifies his/her cognizant supervisory chain of command as soon as possible, but in no case later than the morning of the work day for which the employee will be absent. If the absence extends beyond a single work day, it is expected that the Employer will be kept informed by the employee as to his/her condition and anticipated dated of return to work.

b. A verification statement by a physician may be required by the supervisory chain of command at any time. This statement should contain the cause(s) of the sickness or disability and its expected duration.

c. In the event that an employee's need for medical leave extends longer than the employee's accumulated medical leave credits, the employee shall be placed on medical leave without pay effective the date that the accumulated medical leave credits are exhausted or cease being used by the employee. This period will continue until such time as the need for medical leave ceases or disability payments (under the Employer's disability insurance program) are also exhausted.

d. Upon return from medical leave, an employee must be given his/her previous job.

e. In the case of a work incapacitating injury or illness for which an employee is eligible for benefits under the Employer's sickness and accident insurance portion of the Employer's workers' compensation program, medical leave credits may be utilized, at the employee's request, to equalize the difference between the employee's normal bi-weekly after-tax earnings and the disability or compensation payment.

f. For the purposes of medical leave, "family member" includes all of the following:

- 1) A biological, adopted, or foster child, stepchild or legal ward, or a child to whom the eligible employee stands in loco parentis.
- 2) A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an eligible employee or an eligible employee's spouse or an individual who stood in loco parentis when the eligible employee was a minor child.
- 3) An individual to whom the eligible employee is legally married under the laws of any state.
- 4) A grandparent.
- 5) A grandchild.
- 6) A biological, foster, or adopted sibling.

3. Absence from work under the Family Medical Leave Act (FMLA) of 1993 is discussed in a separate section below.
4. Medical leave accrual:

Regular full-time employees will accrue medical leave at a rate of 0.0369 hours of medical leave to 1 hour of paid time, which is approximately 6 hours per month.

Regular part-time employees working 25 hours per week or more will accrue medical leave at a rate of 0.0286 hours of medical leave to 1 hour of paid time.
5. Medical leave utilization.
  - a. An employer shall allow an eligible employee to use accrued medical leave for any of the following:
    - 1) The eligible employee's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's mental or physical illness, injury, or health condition; or preventative medical care for the eligible employee.
    - 2) The eligible employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the eligible employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for a family member of the eligible employee.
    - 3) If the eligible employee or the eligible employee's family member is a victim of domestic violence or sexual assault, the medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
    - 4) For closure of the eligible employee's primary workplace by order of a public official due to a public health emergency; for an eligible employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or if it has been determined by the health authorities having jurisdiction or by a health care provider that the eligible employee's or eligible employee's family member's presence in the community would jeopardize the health of others because of the eligible employee's or family member's exposure to a communicable disease, whether or not the eligible employee or family member has actually contracted the communicable disease.
  - b. Employees shall furnish satisfactory evidence of illness or injury when the illness or injury is expected to exceed 3 working days. The employee's supervisor, at his or her discretion, may require such evidence of illness or injury for periods of less than 3 working days.
  - c. Medical leave may be used upon accrual.
    6. Unused medical leave:
      - a. Except as set forth below, paid medical leave shall not accumulate from December 1st of any year to December 1st of any other year or be "carried over" in any manner and will have no monetary value upon separation from employment with the employer for whatever reason.

- b. Full-time employees may carry over a total of 12 unused medical leave days from year-to-year. Part-time employees may carry over a total of 40 unused medical leave hours from year to year.
- c. For full-time employees, at the end of each calendar year, up to five days of accrued but unused medical leave that is in excess of 12 days shall be multiplied by the employee's straight time rate of pay as of November 30th of that year and that amount shall be paid to the employee. Any unused medical leave days above the five-day maximum shall not be compensated and shall be deemed forfeit. For regular part-time employees working 25 hours or more per week, there shall be no amounts paid to employees for unused medical leave.
- d. Employees whose employment status with the County is severed forfeit all accrued medical leave benefits.
- e. In cases of work incapacitating illness or injury for which an employee is eligible for work disability payments under the Workers' Compensation Law of the State of Michigan, accrued medical leave may be utilized to maintain the difference between the employee's net regular salary or wage. Upon exhaustion of his or her medical leave bank, the employee shall draw only those benefits which are allowable under the Workers' Compensation Law of the State of Michigan, if any. The Employer will pay the first 14 days without charge to medical leave, to be reimbursed if later paid by workers' compensation.

**F. Jury Duty Leave.**

- 1. Administrative information:
  - a. Pay status: paid leave.
  - b. Approval authority: Department Head/Elected Official.
- 2. Employees selected for jury duty or who are summoned as a witness in a court proceeding shall be given a leave of absence for this period.
- 3. Employees shall be paid the difference between any jury duty or witness compensation they receive from the Court and the straight time pay they would otherwise have earned (exclusive of all premiums) for the time spent on jury duty or as a witness.
- 4. In order to receive pay for time spent on jury duty or as a witness, an employee must:
  - a. Give the Employer advance notice of the time he/she is to report for jury duty or as a witness.
  - b. Give satisfactory evidence that he/she served as a juror or witness at the summons of the Court on the day or days that he/she claims for such pay.
  - c. Return to work promptly after being excused as a juror or witness.

**G. Family and Medical Leave.**

In order to assure consistency in the application of the Federal Family and Medical Leave Act (FMLA) and coordinate same with existing labor contracts, it is the policy of Wexford County to designate all leaves of absence, paid or unpaid, which meet the eligibility requirements of the Family and Medical Leave Act, toward employees' allotment under the Family and Medical Leave Act.

The 12-week allotment granted through the Family and Medical Leave Act is computed on a rolling basis for the 12-month period preceding the leave and not on a calendar basis.

- 1. Administrative information.
  - a. Pay status: paid leave, see below for additional information.
  - b. Approval authority: Department Head/Elected Official



2. General. Employees who have been employed for at least 12 months are eligible for leaves of absence for family and medical reasons under the terms and conditions set forth below and as those terms and conditions are supplemented and explained by the Family and Medical Leave Act of 1993 (FMLA) and the regulations promulgated under that Act, provided that they were employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the requested leave:

a. Qualifying reasons for leave. An eligible employee is entitled to a total of 12 workweeks of leave during a "rolling" 12-month period measured backward from the date an employee uses any for any one, or more of the following reasons:

- 1) The birth of a son or daughter and to care for a newborn child.
- 2) The placement with an employee of a son or a daughter for adoption or foster care.
- 3) To care for the employee's spouse, son, daughter or parent with a serious health condition.
- 4) Because of a serious health condition that makes the employee unable to perform the functions of functions of his/her job.
- 5) Service member

b. Explanation. For purposes of definition, the term "serious health condition" means:

- 1) An illness, injury, impairment or physical or mental condition that involves any period of incapacity or treatment in connection with or consequent to inpatient care (i.e., an overnight stay) in a hospital, hospice or residential medical care facility.
- 2) Any period of incapacity requiring absence from work, school or other regular daily activities of more than 3 calendar days that also involves continuing treatment by (or under the supervision of) a health care provider.
- 3) Continuing treatment by (or under the supervision of) a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than 3 calendar days.
- 4) Prenatal care.

c. Explanation. For purposes of definition, the term "Service member" means:

- 1) The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for a covered family member's service in the Armed Forces ("Service member FMLA"). Except as mentioned below, an employee's rights and obligations to Service member FMLA Leave are governed by the County's existing FMLA policy.
  - a) Service member FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:
    - 1.) A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
    - 2.) To care for a covered family member who has incurred an injury or illness in the line of duty while on active

duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.

- b) Duration of Service member FMLA
  - 1.) When Leave Is Due To A "Qualifying Exigency": An eligible employee may take up to 12 workweeks of leave during any rolling 12-month period.
  - 2.) When Leave Is To Care for an Injured or Ill Service Member: An eligible employee may take up to 26 workweeks of leave during a single rolling 12-month period to care for the service member. Leave to care for an injured or ill service member, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single rolling 12-month period.
- c) Service member FMLA runs concurrent with other leave entitlements provided under federal, state and local law.
  - 1.) Except as provided for to care for an injured/ill Service member, an eligible employee is entitled to a total of 12 work weeks of leave during a rolling 12-month period measured backward from the date an employee uses any leave.

d. Request for leave.

- 1) Employees desiring leaves of absence under this section shall provide written notice to the Employer setting forth the reasons for the requested leave, the anticipated start date of the leave and its anticipated duration. Requests for leave under this section will be routed to the employee's Department Head or Elected Official via the employee's supervisory chain of command.
- 2) Foreseeable leaves. An employee must provide at least 30 days advance notice before the leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or for planned medical treatment for a serious health condition of the employee or family member. If 30 days is not practicable (such as because of a lack of knowledge of exactly when the leave will be required or due to changes in circumstances), notice must be given as soon as possible. Employees are expected to consult with the Employer prior to the scheduling of planned medical treatment in order to work out said treatment schedule which best suits the needs of both the employee and the Employer. The Employer may, for justifiable cause, require the employee to reschedule treatment, subject to the approval of the health care provider and the ability to reschedule the treatment. In the event that an employee fails to give the required notice with no reasonable excuse for the delay, the Employer may delay the commencement of the leave until at least 30 days after the date that the employee gives notice of the need for leave.

- 3) Unforeseeable leaves: When the need for leave or its approximate timing is not foreseeable, an employee shall give notice to the Employer as soon as practicable under the facts and circumstances of his/her particular case. In the case of a medical emergency (such as a motor vehicle accident), written advance notice is not required.
- 4) Notice: Employees shall provide notice to the Employer either in person, by telephone or by fax. Notice may be given by an employee's representative if the employee is unable to do so himself or herself. In the case of unforeseeable leaves, the employee is expected to provide more information when it can be readily accomplished in a practical manner, taking into consideration the exigencies of the situation.

e. Medical certification.

- 1) A request for leave to care for the employee's family member with a serious health condition or due to the employee's own serious health condition that makes the employee unable to perform the functions of his/her position, must be supported by a certification issued by the health care provider of the employee or the employee's family member. This certification should be provided to the Employer within 15 calendar days of the request for leave unless it is not practical to do so despite the employee's diligent and good faith efforts. An employee who fails to provide this required certification may be denied the commencement of leave until certification is provided.
- 2) If the Employer has reason to doubt the validity of a medical certification, the employee may be required to obtain a second opinion at the Employer's expense from a health care provider of the Employer's choice, provided that the health care provider is not employed or cannot be employed on regular basis by the Employer. If the opinions of both the employee's and the Employer's designated health care providers differ, the Employer (at the Employer's expense) may require the opinion of a third health care provider designated jointly by the employee and Employer. Both parties must act in good faith in the selection of this third health care provider as this third opinion shall be final and binding on both the employee and the Employer.
- 3) The Employer may request recertification at any reasonable interval, but not more than once every 30 calendar days, unless:
  - a) The employee requests an extension of leave.
  - b) Circumstances described in the original certification have changed significantly (i.e., the duration or nature of the illness, medical complications, etc.).
  - c) The Employer receives information that casts doubt on the continuing validity of the last certification in the case.
- 4) The Employer may also require recertification of the employee's or family member's serious health condition when the Employer is prevented from recovering the Employer's share of health benefit premium payments made on the employee's behalf during a period of unpaid leave because the employee is unable to return to work after leave

due to the continuation, reoccurrence or onset of a serious health condition.

- 5) Employees whose leave was occasioned by a serious health condition that made the employee unable to perform their job are required to obtain and present certification from the health care provider that they are fit for duty and able to return to their work. This certification must be provided at the time the employee seeks reinstatement at the end of leave, and the Employer may deny restoration to full duty until satisfactory certification is provided.

f. Length of leave:

- 1) An employee is eligible for up to 12 workweeks of leave each year. As described above, this year is based upon a "rolling" 12-month period measured backward from the date an employee uses any leave under this section. These 12 workweeks of leave may be taken in one continuous period. "Intermittently" or on a "reduced leave schedule" under certain circumstances.
- 2) "Intermittent" leave is leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods of an hour or more to several weeks.
- 3) A "reduced leave schedule" is a leave schedule that reduces the number of working hours per workweek or hours per workday.
- 4) Leave taken because of a birth or placement of a child for adoption or foster care may only be taken intermittently or on a reduced leave schedule with the prior written approval of the Employer.
- 5) Leave taken to care for a sick family member or for an employee's own serious health condition may be taken intermittently or on a reduced leave schedule when medically necessary.
- 6) For intermittent leave or a reduced leave schedule, there must be a medical need for leave (as distinguished from voluntary treatments and procedures) and it must be that such medical need can be best accommodated through intermittent leave or a reduced leave schedule. Employees who require intermittent leave or a reduced leave schedule must attempt to schedule these leave periods so as to minimize the impact on the Employer's operations.
- 7) A foreseeable request for intermittent leave or for a reduced leave schedule may result in the Employer requiring the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates the recurring periods of leave than does the employee's regular position. This alternative position must have equivalent pay and benefits. The Employer may also transfer the employee to a part-time position with the same rate of pay and benefits, provided the employee is not required to take more leave than is medically necessary. The Employer may not eliminate benefits to which the employee is entitled to and which otherwise would not normally be provided to an employee in this part-time position, however, the

Employer may proportionately reduce earned benefits where such reduction is normally made for part-time employees.

- 8) If an employee takes leave on an intermittent or reduced leave schedule basis, only the amount of leave actually taken is counted toward the maximum of 12 weeks of leave. Where an employee normally works a part-time schedule or variable hours, the amount of leave is determined on a pro-rata or proportional basis by comparing the new schedule with the employee's normal schedule. If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12 weeks prior to the beginning of the leave period is used for calculating the employee's normal workweek.

g. Pay status while on leave: Employee's on leave of absence under this section shall be paid in accordance with the following:

- 1) In instances where the leave is needed due to the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued leave days. These paid leave days shall be applied in the following order:
  - a) Paid sick leave.
  - b) Paid personal leave.
  - c) Paid vacation.
- 2) In instances where the leave is needed for reasons other than the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:
  - a) Paid personal leave.
  - b) Paid vacation.
- 3) As a condition of the leave, employees must utilize available paid leave in the order set forth above and cannot elect to have unpaid leave in order to retain paid leave for use at other times. Upon the exhaustion of accrued paid leave days, the remainder of the leave shall be without pay.

h. Benefit status while on leave.

- 1) While on leave, an employee's coverage under any group health plan shall be continued on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period.
- 2) An employee may choose not to retain health coverage while on leave and upon return from the leave is entitled to reinstatement of the group health plan coverage without any qualifying period, physical examination or exclusion of pre-existing conditions.
- 3) Except as required by the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), the Employer's obligation to maintain health benefits ceases when an employee informs the Employer of his/her intent

not to return from leave (including at the start of the leave if the Employer is so informed on or before the starting date of the leave), the employee fails to return from leave and thereby terminates employment or the employee exhausts his/her leave entitlement.

- 4) The Employer may recover its share of health plan premiums paid during a period of unpaid leave from an employee if the employee fails to return to work after the employee's leave entitlement has been exhausted or expires, unless the reason that the employee does not return is due to:
  - a) The continuation, recurrence or onset of a serious health condition which would entitle the employee to leave under this section, unless the Employer requests medical certification and the employee does not provide such certification in a timely manner (within 30 days); or
  - b) Other circumstances beyond the employee's control.
- 5) The Employer's right to recover its share of health premiums paid during periods of unpaid leave extends to the entire period of unpaid leave taken by the employee.

When an employee fails to return to work, except for the reasons stated above, health premiums paid by the Employer during a period of leave are a debt owed by the non-returning employee to the Employer. In the circumstances where recovery is allowed, the Employer may recover its share of health insurance premiums through deduction from any sums due to the employee (i.e., unpaid wages, vacation pay, profit sharing, etc.). Alternatively, the Employer may initiate legal action against the employee to recover its share of health insurance premiums.

- i. Rights upon return to work. On return from leave, an employee shall be returned to the same position that he/she held when leave commenced or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment, unless the employee is no longer qualified for the position because of their physical or mental condition or the failure to maintain a necessary license or certification.

## **H. Disability Leave.**

1. Administrative information:
  - a. Pay status: paid leave, see below for additional information.
  - b. Approval authority: Department Head/Elected Official.
2. After completion of the 12 week family and medical leave granted because of a serious health condition that caused the employee to be unable to perform the functions of his/her job, a supplemental disability leave of absence may be granted to employees who are unable to continue to work for the Employer because of a non-work related injury, illness, pregnancy or other disability, subject to the right of the Employer to require a physician's certification establishing (to the Employer's satisfaction) that the employee is indeed incapacitated from the safe performance of work due to illness, injury or other disability.

3. During a disability leave, an employee shall receive paid sick leave if available from a collective bargaining agreement or from County policy. Paid sick leave and accident insurance payments will be granted if allowed under the appropriate collective bargaining agreement or County policy.
4. Disability leave will continue for the period of the employee's disability provided, however, that the duration of disability leave does not exceed 24 consecutive months or the length of the employee's seniority, whichever is lesser. The employer may request, at any time as a condition of continuance of disability leave, proof of the employee's continuing disability.
5. In situations where the employee's physical or mental condition reasonably raises a question as to the employee's capacity to perform the job, the Employer may require medical examination by a physician selected by the Employer at the Employer's cost, and, if appropriate, require the employee to take leave of absence under this policy.
6. Employees are required to notify the Employer of any condition which will require a leave of absence under this policy together with the anticipated date for commencement of the leave. This notice should be given as soon as the employee is first aware of the condition and should be processed via the employee's supervisory chain of command to the County Administrator for final approval.
7. Employees who have requested leave under this policy shall present a physician's certification of the need for this leave of absence, and, if applicable, the ability to remain at work until the commencement of disability leave.
8. Employees returning to work from disability leave must present a physician's certificate establishing to the Employer's satisfaction that the employee is able to perform his/her job.

**I. Bereavement Leave.**

1. Administrative information:
  - a. Pay status: paid leave, see below for additional information.
  - b. Approval authority: Department Head/Elected Official.
2. Full-time employees shall be granted a leave of absence with pay for up to 3 days when a death occurs in the immediate family.
3. For the purposes of this section, the term "immediate family" is defined as the employee's spouse, children, mother, father, sister, brother, grandparents, grandchildren, stepchildren, stepmother, stepfather, father-in-law, mother-in-law, sister-in-law, brother-in-law, spouse's grandparents, and the spouse(s) of the employee's children.
4. Bereavement leave will be requested and coordinated by the employee with his/her supervisor sufficiently in advance so as to allow the employee to make travel plans (if required) and to allow the Employer to make adequate adjustments to departmental operations.
5. If the funeral is scheduled for a location outside of the State of Michigan and more time is required, the employee has the option of using other accrued leave days or taking an additional two days bereavement leave under this section. Such additional days of bereavement leave will be without pay.

6. Under normal circumstances, bereavement leave is to be taken on consecutive days, however, in instances where the burial date is different from the funeral date, bereavement leave days may be split to allow attendance at both ceremonies. When leave dates are split under this section, the employee must coordinate with his/her supervisory chain of command.

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**Attachment (1) - Wexford County Leave Request Form**

Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_

Date(s) Requested	Hours (if applicable)	Type of leave: Annual, Personal, Sick
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. Please indicate if the time taken is annual, personal or sick time.
2. Forward to Department Head or Administrator.
3. You will be notified as soon as possible of the status of your request
4. A signed copy of this form will be returned to you for your files.

Approved Yes  No

Explanation, if any  
(to be used by employee and/or supervisor)

\_\_\_\_\_  
\_\_\_\_\_

Department Head or Administrator

Date

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resources/ Public Safety Committee  
**FROM:** Administration & Dispatch Director  
**FOR MEETING DATE:** March 29, 2022  
**SUBJECT:** New Policy- D-9.1 Wrecker Policy

SUMMARY OF ITEM TO BE PRESENTED:

The county does not currently have a county policy for wrecker services. Per the request and recommendation of Dispatch Director Duane Alworden, following is draft policy D-9.1 Wrecker Policy for consideration. This policy has been reviewed by legal counsel.

RECOMMENDATION:

Administration recommends the HR/PS Committee forward a recommendation to the full board to approve Policy D-9.1 Wrecker Policy.

## Facilities and Equipment Management

### D-9.1 Wrecker Policy

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County Board Approval:

#### A. General

It is the purpose of this policy to establish practical operational guidelines and procedures for the implementation of towing services as needed by agencies serviced by Wexford County Central Dispatch. These guidelines include operational procedures to provide fair and efficient tow services by competent, courteous, and efficient tow service providers. This directive shall apply to all dispatch personnel, all law enforcement agencies, and all fire/ambulance service personnel serviced by Wexford County Central Dispatch, and all tow service providers authorized to provide such service in Wexford County.

#### B. Liability Insurance Standards

1. Any towing service seeking qualification as a service provider must obtain and produce upon application, a certificate of insurance completed by their insurance carrier naming Wexford County Central Dispatch as an additional insured. Certificates must be provided to Wexford County Central Dispatch prior to qualification.
2. Mandatory insurance coverage must include:
  - a. Worker's compensation
  - b. Employer's liability insurance
  - c. General liability (occurrence basis only) with the following inclusions:
    - i. Broad form general liability endorsement or equivalent, if not in policy form
    - ii. Independent contract
    - iii. Product completed operations
    - iv. Contractual liability
3. Vehicle liability coverage and Michigan no-fault coverage including all owned, non-owned, and hired vehicles.
4. The limits of liability for items b and c must not be less than \$1,000,000 per occurrence and/or aggregate combines single limit personal injury, bodily injury, and property damage.
5. All certificates of insurance must include 30-day advance notice of cancellation to Wexford County Central Dispatch.
6. Qualification as a tow service will be immediately suspended upon receipt of notification on non-coverage and said tow service will not be utilized until required proof of insurance is provided to Wexford County Central Dispatch.
7. Wexford County Central Dispatch must be notified when insurance certificates are renewed, and any change in insurance carrier.

#### C. Additional Requirements and Standards

Tow providers are required as a matter of policy by Wexford County Central Dispatch to comply with the following requirements. Failure to meet these requirements will render the provider ineligible for utilization as a tow provider. Wexford County Central Dispatch may establish additional criteria as necessity dictates.

1. Tow services must not misrepresent or conceal any material facts when seeking qualification under the provisions of this policy.
2. Prior to qualification, the tow service representative must sign and date a form indicating they have read and understand the provisions set forth by this policy. They must also provide their employees who service Wexford County with a written copy of this policy. The signed acknowledgement form will be retained at Wexford County Central Dispatch.
3. Wexford County Central Dispatch will distribute “no-preference” calls in the most equitable manner possible. There is no guarantee, specific or implied by this directive that any qualified tow service provider will receive any specific number or percentage of requests for service.
4. Emergency tow service will be utilized in a manner which most effectively and efficiently serves on-scene emergency personnel.
5. All participating tow services will comply with all applicable state laws, local ordinances, zoning requirements, and any/all other regulatory directives that apply to said tow service.
6. Qualified tow providers will:
  - a. Be available 24 hours per day, 7 days per week
  - b. Have minimum of one tow truck available
  - c. Have reasonable rate scale based on industry standards for services provided
  - d. Non-emergency providers will give requests by Wexford County Central Dispatch and its related emergency service agencies priority, and will respond promptly to requests for service. Response times must be reasonable (see below for requirements). Repeated delays may result in loss of qualifications.
7. Reasonable response time
  - a. Emergency response time, in the most expeditious manner, following all traffic laws.
  - b. Non-emergency response time: 20 minutes from time of notification, following all traffic laws.
  - c. All drivers shall respond in a safe manner and shall obey posted speed limits or reduce speed if conditions dictate.
8. Telephone Notification
  - a. Tow providers will answer the phone within 5 rings. Failure to do so will be considered non-available for service. Repeated non-availability shall be considered loss of qualification, as determined by Wexford County Central Dispatch.
  - b. Non-availability for whatever reason is considered as a service provided in rotation.
  - c. Tow services will provide and maintain only one contact number for use Wexford County Central Dispatch.
9. Unauthorized Vehicle Removal
  - a. Tow providers shall not remove any vehicle from a reportable accident scene until directed to do so by the appropriate law enforcement agency.

**D. Physical Requirements**

1. Tow companies must disclose physical address, not just a PO box.

2. Personal property within vehicles is not subject to lien. Only the vehicles themselves.
3. Tow companies must provide secure and safe storage facilities for any property towed.
4. A complete list of equipment and equipment capabilities shall be provided to Wexford County Central Dispatch, and it shall be the responsibility of the tow service representative to maintain the listed equipment.

**E. Administrative Standards**

1. It is expected that tow service providers will arrive at scenes as requested. Tow agencies will not respond to scenes unless requested to do so. Utilizing a scanner or other means to preemptively respond to a scene is prohibited, and grounds for disqualification.
2. All drivers will be sober and conduct themselves in a courteous and professional manner. Profanity or belligerence of any kind including gesturing or shouting at service recipients will not be tolerated and is grounds for disqualification.
3. Wexford County Central Dispatch expects that all drivers in the employ of approved tow agencies are properly licensed and free from any felony convictions.
4. Unethical business practices will not be tolerated and are grounds for disqualification. Discovery of same may prompt a sanction hearing before the 911 Board of Directors of Wexford County.
5. All equipment and operators must be qualified under the provisions of Motor Carrier Safety Act, 1983, P.A. 181, and Michigan Vehicle Code, 1949 P.A. 300 as amended.
6. No tow agency may represent itself as an agent of Wexford County or the City of Cadillac, nor does it act as an agent of either.
7. Tow drivers must remove all glass, debris, and potentially injurious materials from roadways pursuant to state law, MCL 324.8902, PA 451 of 1994 which outlines the following:

**324.8902 Littering property or water prohibited; removal of injurious substances dropped on highways as result of accident.**

Sec. 8902

1. A person shall not knowingly, without the consent of the public authority having supervision of public property or the owner of the private property, dump, deposit, place, throw, or leave, or cause or permit the dumping, depositing, placing, theowing, or leaving of, litter on public or private property or water other than property designated and set aside for such purposes.
  2. A person who removes a vehicle that is wrecked or damaged in an accident on a highway, road, or street shall remove all glass and other injurious substances dropped on the highway, road, or street, as a result of the accident.
8. All qualified tow agencies will comply with the provisions regarding abandoned vehicles as stated in MCL 257.252 a-g, 257.252 I, and 257.254.
  9. All qualified tow agencies will immediately contact Wexford County Central Dispatch regarding privately contracted or repossessions or impounds, such as those for non-payment or from parking lots for authorized parking only. Tow agencies will provide the make/model/color/plate or VIN of any vehicle towed, as well as the location from which it was towed.

**F. Investigations.**

1. Due to the sensitive nature of many criminal investigations which require maximum confidentiality, law enforcement agencies may deviate from the directive as necessary for those investigations.

**G. Exceptions/ Revision Responsibility**

1. Any exceptions to this policy shall be made on an individual basis as circumstances dictate.
2. Wexford County Central Dispatch is the sole agency to make or deem revisions necessary.

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resource/ Public Safety Committee  
**FROM:** Administration  
**FOR MEETING DATE:** March 29, 2022  
**SUBJECT:** Appointment to PRNRZ Review Board

SUMMARY OF ITEM TO BE PRESENTED:

The DNR has asked that we review our Appointments to Standing Committees, and at a minimum appoint one primary representative to the Pine River Natural River Zoning Review Board. Larry Copley recently resigned from the board, leaving 3 open vacancies. Currently there is only one primary, Mike Soloman, and no alternates appointed. Please see the attached letter for more information.

RECOMMENDATION:

The recommendation is to appoint a minimum of at least one representative to the Pine River Natural Zoning Review Board.





Thank you for your assistance in administering the Natural Rivers Program. If you have any questions, please contact me by email or at 989-370-7543.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Bury", with a long horizontal flourish extending to the right.

Brian Bury  
Natural Rivers Administrator  
Fisheries Division

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**BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM**

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**TO:** Human Resource/ Public Safety Committee  
**FROM:** Administration & Emergency Management  
**FOR MEETING DATE:** March 29, 2022  
**SUBJECT:** New Policy F-1.0 UAS

SUMMARY OF ITEM TO BE PRESENTED:

Following is a draft policy for Unmanned Aerial Systems. The policy was drafted by Emergency Manager Travis Baker and reviewed and revised by legal counsel. The need for this policy arose due to the recent purchase of the drone.

RECOMMENDATION:

Administration recommends the committee forward a recommendation to the full board to approve the Policy F-1.0 Unmanned Aerial Systems.

## Emergency Management

### **F-1.0 Unmanned Aerial Systems**

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County Board Approval:

#### **A. General**

The following procedures are intended to promote safe, efficient, and lawful operations of the Wexford County Emergency Management's unmanned aerial system (UAS).

#### **B. Philosophy and Mission Statement**

Personnel within Wexford County who are authorized and trained in the use of unmanned aerial systems (UAS) shall be authorized to use this resource to protect the lives and property of citizens and provide emergency management support to first responders in a constitutionally and legally sound manner. Use of an UAS can be utilized in circumstances which would save life and property, as well as being able to detect possible dangers that could not otherwise be seen.

The use of UAS's is quickly growing but had it been available during large catastrophes such as hurricane Katrina, it would have had a large impact on all aspects of emergency response when personnel were in short supply.

UASs can support any responder in any all-hazard incident that would benefit from an aerial perspective. Additionally, the UAS would be suitable uses in locating and apprehending subject, mission persons, search and rescue operations, and support on a fire scene, as well as any task that can be best accomplished from the air in an efficient and effective manner.

#### **C. Protection of Rights and Privacy**

Any application of the UAS shall be in accordance with Federal, State and City laws, to include constitutional privacy rights, search and seizure regulations, and Federal Aviation Administration (FAA) regulations. The authorized UAS operator and visual observer tasked with operation of the UAS will be mindful of privacy rights and, absent a warrant or exigent circumstances, shall not intentionally record or transmit images in any location where a person would have a reasonable expectation of privacy.. To accomplish this goal we will:

1. When the UAS is being flown the gimble camera onboard will be turned so as to be facing away from occupied structures, etc to minimize inadvertent video or still images of uninvolved persons.
2. Unless a UAS deployment has been designated as a record exempt from public disclosure under the law of the jurisdiction in which the flight occurs, the flight data shall be a public record. All video and still images will be maintained by Wexford County Emergency Management Director, and only distributed as may be required by law, or where such distribution is not contrary to law in the opinion of the Emergency Manager
3. The Emergency Management Office will not conduct random surveillance activities. The use of the UAS will limited to authorized uses.
4. The authorized missions for the Wexford County Emergency Management UAS are:
  - a. Video/photographs for investigative support (Homicide, Accident Investigation, wildland or structural fires) that does not require judicial approval under statutory or established case law .
  - b. Emergency Management / Public Safety purposes including HAZMAT Response, Search and Rescue, Traffic Accidents, Disaster Response (flood, tornado, etc).

- c. Officer Safety / Tactical Applications in situations where police operational efficiency and public safety could be improved.
  - d. Training and test flights on a periodic basis as required to maintain proficiency and satisfy any requirements of licensing or FAA mandate.
  - e. Mutual aid requests for UAS authorization will be considered by the Emergency Manager. All mandates in this policy will be applied to mutual aid deployments.
5. All other requested must be approved by the Emergency Management Director prior to accepting the mission. The Emergency Manager balance all operations with the need to accomplish the mission while maintaining public privacy and the freedom from intrusion. This program will operate strictly within the laws and regulations set by the Federal Aviation Administration. (FAA) Maximum altitude shall not be set more then 400' per FAA regulations

The UAS shall NOT be used for the following:

- a. To conduct random surveillance activities.
- b. To target a person or situation based solely on individual characteristics such as, but not limited to; race, color, national origin, religion, age, sex, sexual orientation, gender identity, marital status, height, weight, disability, or any other protected classifications.
- c. To harass, intimidate or discriminate against any individual or group.
- d. To conduct personal business of any type.

**D. Personnel**

The Wexford County Office of Emergency Management is responsible for the overall direction and performance of the UAS unit.

**UAS Program Coordinator**

The Director of Emergency Management will act as the UAS Coordinator .

The UAS Coordinator must maintain a current Part 107 UAS Pilot License issues by the Federal Aviation Administration.

The responsibilities of the UAS Coordinator will include:

- 1. Maintaining all training, flight and maintenance records for each operator and observer as well as individual airframes.
- 2. Overseeing the training and FAA licensing of operators.
- 3. Ensuring that policies and procedures conform to current laws, regulations, and best practices. This shall require that the UAS Program Coordinator maintain contact with the FAA and be up to date of rules and regulations as they change.
- 4. Overseeing procurement and maintenance of UAS equipment.
- 5. Recommending program enhancements including safety and information security.

**E. Operators**

Only Wexford County Emergency Management UAS operators are authorized to control the UAS during active, in-flight deployments. An operator's primary duty is the safe and effective operation of the UAS in accordance with the manufacturer's approved flight manual, FAA regulations and these policies and procedures.

An authorized UAS operator must:

1. Hold a valid a remote pilot certificate with an UAS rating and who has the final authority and responsibility for the safe operation of an UAS deployment conducted under part FAA 14 CFR part 107 . The certificate must be on file with the UAS Coordinator
2. Have successfully completed training on the UAS owned by the County and final check off from the UAS Coordinator on completed training.
3. Understand and fully comply with current FAA regulations applicable to the airspace where the UAS will operate.
4. Maintain a working knowledge of applicable FAA regulations, UAS manufacturer's flight manual and bulletins.
5. Be mindful of privacy rights and, absent a warrant or exigent circumstances, shall not intentionally record or transmit images in any location where a person would have a reasonable expectation of privacy (e.g., inside a structure). An authorized UAS Operator shall take reasonable precautions to avoid an inadvertent recording or transmission of captured images in violation of privacy rights.

**F. Visual Observers (VO)**

A VO working in tandem with the authorized UAS Operator is responsible for communications, limiting distractions authorized UAS Operator , and for general safety and oversight of the UAS deployment. This includes but is not limited to responsibility for radio communications with units on the ground, phone calls with command staff of the incident, etc

1. To be considered for selection as a Visual Observer (VO), applicants are not required to have a Part 107 UAS Pilot License.
2. VO's must have successfully completed training to communicate clearly to the authorized UAS Operator any turning instructions required to stay clear of conflicting traffic. VOs will receive training on rules and responsibilities.

**G. Facilities**

1. The UAS will be housed at the Emergency Management Office, located within the 911 Dispatch Center.
2. Personnel will not leave the Emergency Management Office without making sure that the UAS equipment is secured in its case and all equipment is with the UAS.
3. The UAS Coordinator will assign a key card to access the 911 Dispatch Center once they are a FAA Licensed Operator, VO's will not get a key card to access the building.
4. All personnel are equally responsible for maintaining the facility in a neat, clean and orderly fashion.

**H. Scheduling**

1. To facilitate the broad use of the UAS, it shall be made available to all agencies within the county and can be available to surrounding counties if necessary.
2. To maintain a level of proficiency with the UAS, operators will be required to train on the UAS at least 8 hours every two (2) months. Training will be coordinated through the UAS coordinator and announced to those who are currently in the program or wanting to join the team.

**I. Medical Factors**

1. Operators and VO's shall only deploy the UAS when rested and emotionally prepared for the tasks at hand.
2. Physical illness, exhaustion, emotional problems, etc. can seriously impair judgment, memory and alertness. The safest rule is not to act as an operator or VO when suffering from any of the above. Members are expected to "stand down" when these problems could reasonably be expected to affect their ability to perform flight duties.
3. No member shall act as an operator or observer within eight (8) hours after consumption of any alcoholic beverage.

**J. General Operation Procedures**

Request for UAS Support:

1. Requests for the UAS shall be made through Wexford County Central Dispatch who will contact the Emergency Management Director, if he or she is unavailable, Central Dispatch will have a number to contact another UAS operator.
2. Requests for UAS support can be made at any time during the day or night.
3. Once contact is made to an operator, the UAS operator will check the weather and check for any flight restrictions in the area.
4. Central Dispatch will give the operator information on the request and a name and contact number for someone on scene to coordinate the response.
5. The operator will then make contact with a VO to have them respond as well to assist with the operation.

**K. Deployment Priorities**

1. The UAS shall not be used for the purpose of random surveillance.
2. If several separate requests for UAS support are received simultaneously, they shall be prioritized.
3. In general terms, requests for UAS support are prioritized as:
  - Life Safety
  - Evidence / Documentation

**L. Accident Notification**

FAA 14 CFR Part 107 regulations require the authorized UAS Operator to report an accident involving the UAS to the FAA within 10 days if the accident event results in serious injury or loss of consciousness to any person. Any damage to property in excess of \$500 (not including the UAS device) will also require FAA reporting. All in-flight accidents and incidents involving fatalities, injuries, property damage, and fly-aways attributable to the UAS shall be immediately reported – in writing -- to the Emergency Manager.

Monthly Report  
**Wexford County**



Medical Examiner's Office

**H.1.**

As Of **January 31, 2022**

		Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	FY 2022	% +/- from prev.	FY 2021	FY 2020	FY 2019	FY 2018
# Cases Investigated by MMMEG		13												13	9%	143	145	99	78
	Scene Investigations	9												9	10%	98	99		
	Cremation Permits	31												31	-1%	374	292	217	241
Manner of Death	Homicide	0												0	-100%	1	2	0	0
	Suicide	0												0	-100%	3	6	7	9
	Accident	2												2	-8%	26	26	30	16
	Natural	9												9	-2%	110	109	61	53
	Pending	2												2	2300%	1			
	Indeterminate	0												0	-100%	2	1	0	0
COVID-19	COVID Cases Reviewed	2												2	140%	10	3		
	Cases M.E. Tested in Field	0												0	-100%	2	1		
Suspected Drug Related		1												1	-45%	22	14	11	8
Special Cases	UnClaimed Bodies	0												0	-100%	5	3	1	1
	Unidentified Bodies	0												0	#DIV/0!	0	0	0	0
	Exhumations	0												0	#DIV/0!	0	0	0	0
Ordered	Toxicology	2												2	9%	22	20	21	14
	Autopsy	1												1	71%	7	9	5	6
Donations	Whole Body Accepted	1												1	1100%	1	2	2	3
	Eyes/Cornea Accepted	1												1	1100%	1	2	2	1