



Wexford County

HUMAN RESOURCES / PUBLIC SAFETY COMMITTEE

Brian Potter, Chair

NOTICE OF MEETING

The Human Resources / Public Safety Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, May 23, 2023, beginning at 4:00 p.m. in the Commissioners' Room, 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 APRIL 27, 2023 REGULAR MEETING MINUTES..... 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Sheriff's Monthly Report (*Sheriff/Undersheriff – April 2023*) 3
 - 2. MMR Monthly Update (*April 2023*)
 - 3. Emergency Management Monthly Report (*R. Boike – April 2023*) 8
 - 4. Central Dispatch Monthly Report (*D. Alworden – April 2023*) 9
 - 5. Central Dispatch Employee Roster Discussion
 - 6. Veterans Services Monthly Report (*K. Cline – April 2023*) 10
 - 7. Employee Recognition 11
 - 8. Cadillac Wexford Transit Authority 12
 - a. Resignation Letter
 - b. Appointment
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
Open for any public comment.
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE
REGULAR MEETING MINUTES
April 27, 2023

The Human Resources / Public Safety Committee regular meeting was called to order by Chairman Brian Potter at 4:00 p.m., in the Commissioners' Room, third floor, Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

Members Present: Brian Potter, Kathy Adams, Michael Bush, and Gary Taylor

Members Absent: None.

Also Present: Travis Baker, Central Dispatch Deputy Director; Randy Boike, Emergency Management Specialist; Lt. Michael DeCastro, Michigan State Police Region 7 District Coordinator; Alan Deveraux, MMR; Noah Knauf, Fire Chief Cherry Grove; Megan Kujawa, Sr. Exec Admin Assistant; Joe Porterfield, County Administrator/Equalization Director; Sheriff Trent Taylor; and Roxanne Snyder, Register of Deeds

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Bush to approve the agenda. A vote was called, all in favor. Motion passed 4-0.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Bush to approve the March 28, 2023 Regular Meeting Minutes. A vote was called, all in favor. Motion passed 4-0.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Sheriff's Office Monthly Report (March 2023)

Sheriff Taylor was present; a report was provided in the packet. Sheriff Taylor reviewed the report. Sheriff Taylor informed the committee that the jail will be retaining the Kalkaska inmates and there will be a contract that will be coming for Board approval. Current Deputy Cadets will be graduating on May 5th and in the upcoming weeks they will start interviews for the next Deputy Cadets to start in August.

G.2. MMR Monthly Update (March 2023)

Alan Deveraux, MMR representative, was present; a report was provided in the packet. Mr. Deveraux informed the committee that staffing is continuing to improve. Construction on the EMS garage doors will be starting soon. There is a new Operations Manager for Wexford and Manistee Counties; his name is Danny Mosholder and he will be attending May's committee meeting.

G.3. Emergency Management Monthly Report (March 2023)

Mr. Randy Boike, Emergency Management Specialist, was present; a report was provided in the packet. Mr. Boike reviewed the report with the committee.

G.3.a. Emergency Management Position Hours Requirement Discussion

Lt. Michael DeCastro, Michigan State Police Region 7 Director, was present and discussed with the committee the importance of having an Emergency Manager full-time. Lt. DeCastro informed the committee that his briefing of the requirements and duties of an Emergency Manager doesn't cover all that is required and the responsibilities. It is a very high responsibility position that is vital to the County and Townships for numerous scenarios and not just in the event of an emergency.

G.4. Central Dispatch Monthly Report (March 2023)

Mr. Travis Baker, Central Dispatch Deputy Director, was present, a report was provided in the packet. There were no questions or concerns with the report.

G.5. Veterans Services Monthly Report (March 2023)

Ms. Kathy Cline, Veterans Services Director, was not present; a report was provided in the packet. There were no questions or concerns with the report.

G.6. Employee Recognition

A motion was made by Comm. Bush and supported by Comm. Adams to forward a recommendation to the full board to present Certificates of Appreciation at the Board of Commissioners meeting on May 03, 2023. A vote was called, all in favor. Motion passed, 4-0.

G.7. Policy D-12.0 Courthouse Security

A motion was made by Comm. Adams and supported by Comm. Bush to forward a recommendation to the full board to approve the amendment to Policy D-12.0 Courthouse Security. A vote was called, all in favor. Motion passed, 4-0.

CORRESPONDENCE

H.1. Medical Examiner Report

None.

ADMINISTRATOR'S COMMENTS

Mr. Porterfield stated that he appreciates the County employees and their dedication to their positions with the County.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Adams to adjourn at 4:35 p.m. A vote was called, all in favor. Motion passed 4-0.

Brian Potter, Chairman

Megan Kujawa, Recording Secretary



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Richard R. Doehring
Undersheriff

Wexford County Office of the Sheriff

Monthly Report

April

2023

LAW ENFORCEMENT DIVISION

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 19 sworn Officers; the Sheriff, Undersheriff, 1 Law Enforcement Lieutenant, 1 Detective Lieutenant, 1 Detective Sergeant, 4 Law Enforcement Sergeants, 10 Deputies and 1 Court Bailiff's.

In April, the Law Enforcement Division received 700 calls for service. Of those calls, 197 reports were taken. As a result of those complaints taken, 27 arrests were made, and 43 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	700
Total Complaints Taken	197
Felony/Misdemeanor Arrests	27
Citations Issued	43

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	5
---------------	---

TNT:

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

Original Reports

Intelligence Reports currently no Deputy assigned

Arrests

Assist Other Agencies

CIVIL PROCESS:

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

Total Civil Papers Received	54
Total Civil Papers Completed	33

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.

Live Scan Fingerprint:

Michigan School Employment	16
Concealed Pistol Licensing	37
Other	07
Total Prints.....	60

Pistol Information:

Pistol Permits Issued	10
Denied Permits	2
Indiv. Pistols registered	113

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).

ACTIVITY:

Total Calls	48
Total Complaints/Reports	5
Animal Bites	7
Citations Issued	1
Animals Lodged in Pound	57
Animals Adopted Out	12
Animals Transferred to Rescue	17
Animals Claimed By Owners	9
Animals Euthanized	0

CORRECTIONS DIVISION:

The Wexford County Corrections Division is comprised of 3 Sergeants, 17 Correctional Officers and is overseen by the Jail Lieutenant.

Average Daily Inmate Headcount	84
Total number of inmates Booked	92
Total Inmates Booked –Year to date	337
Total Number of Inmates Released	94
Number Released-Year to date	350
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAININGS/RECOGNITIONS:

- March 27-31st— Wexford County Sheriff's Office sent Detective/Lieutenant Penney to attend Advanced Homicide Investigation in Gatlinburg, Tennessee. The training was provided by Legal and Liability Risk Management Institute.
- April 04, 2023-Wexford County Sheriff's Office had a zoom training from MSP, for the Clean Slate/Conviction Set Aside. The following Corrections Sgt's attended Sgt's Vermuelen, Batten and Rowell.
- April 18, 2023—Law Enforcement Response to Stalking/PPO and Bond Violation Seminar. The training was held at the Wexford County Sheriff's Office. The training was provided by MCOLES. The following individuals attended Sgt's Kovach, Harnish, Garland along with Deputies Sprik, Zajac, T. Quiggin, G. Quiggin, Howard, Koponen, Hoffman, Wetzig.
- April 20, 2023- Sgt Batten completed 12 hours of training for PPCT/DT, Taser and OC Spray recertification at the Wexford County Sheriff's Office.
- April 19-20th- Wexford County Sheriff's Office sent ACO'S Stanhope and Tharp to the annual Michigan Association of Animal Control Officer's Spring Conference. The training was held in Battle Creek Michigan.
- April 24-28th- Deputies Hoffman and Koponen attended the weeklong Street Cop Training Seminar in Nashville Tennessee.
- April 28, 2023- Corrections Officers Zeestraten and Jenema graduated from Kirtland Local Corrections Academy.

Wexford County Animal Shelter				Reporting Month April 2023					
The Wexford Count Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section3 (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. Section9(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	39	43	5	0	5	17	0	0
Cats	9	5	14	3	4	7	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		75.00	0.00		75.00
Sterilization Deposits	0.00	100.00		0.00	0.00		100.00
Ordinance Fee Refunds							
Reclaim Fees	9 animals reclaimed						110.00
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 Stanhope

Date Submitted

05-02-2023

Submitter's Signature

Phone

231-779-9530



Emergency Management Monthly Report

May 2023

- Attended Region 7 Homeland Security meeting with other local EM to discuss training and upcoming grant projects.
- School Safety Mtg: Updated threat assessment, New SRO (CTC)
- St Ann School Assessment & ASIRT planning
- Great Lakes Homeland Security Multi Day Training Event
- (4) EM1 Callouts
- HAZMAT: Explosive Chemical Spill with one injured, Metro HAZMAT Team requested, Northern A1 HAZMAT for removal
- Suicidal: Drone requested for Search & Rescue to locate subject in State Forest/Private vacant land area, Night Ops using Thermal Optics
- Structure Fire/Brush Fire: Four Alarm Fire + DNR Fire totaling (24) units to suppress, also to protect Mesick High School
- Missing Child: Drone requested for Thermal Optics on Night Search
- Upcoming+ MABAS Training, ARC-GIS Damage Assessment Training

CENTRAL DISPATCH PUBLIC SAFETY REPORT ARIL 2023

Total LEIN Responses	16,988
----------------------	--------

CAD GENERATED: INCIDENTS:

Sheriff Department	784
Animal Control	48
Michigan State Police	404
Cadillac Police Department	808
Manton Police Department	0
EMS Calls	500
Fire Calls	213
Support Services Calls	39
Central Dispatch	107
911 Hang up/Text Back	289

TOTAL CALLS FOR SERVICE	3,192
-------------------------	-------

TELEPHONE CALLS RECEIVED:

9-1-1 calls	474
Administrative Calls	2821
TOTAL CALLS RECEIVED:	3,295

Wexford County Veterans Services

401 N. Lake Street, Cadillac, MI 49601

231-775-6654

Kathy Cline, Director

2 May, 2023

Veterans Services Monthly Report

April 2023 Overview

- Veterans in office visits-56
- Logged phone contacts-250
- Veterans who received emergency assistance -1
- Veterans ineligible/denied for emergency assistance - 1
- County Burial benefits and letters have been initiated-3
- County Burial Benefits ineligible-0
-

We saw 56 Veterans/Family during the month. We had 250 phone calls. Charles and I attended the Michigan Association of County Veteran Counselors (MACVC) Conference in Frankenmuth the last week of April. We completed CEU's for the next year. Our work on the Expo continues.

Kathy Cline, Director

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: May 23, 2023
SUBJECT: Employee Recognition

SUMMARY OF ITEM TO BE PRESENTED:

Wexford County would like to recognize employees for their service, per County Policy B.13-0, at 10, 15, 20, 25, 30, and 35 years. The following employee should be recognized at the next Board of Commissioners meeting for their service as follows:

EMPLOYEE NAME	DEPARTMENT	YEARS OF SERVICE
Marty Penney	Sheriff's Office	30

Mr. Marty Penney began his employment with Wexford County on June 24, 1993 as a Road Patrol Deputy. On January 14, 2007 Marty was promoted to Sergeant of Road Patrol. On February 28, 2010, Marty was promoted to Detective Sergeant. Marty was again promoted on March 4, 2012 to Lieutenant Detective and continues to serve in this position.

RECOMMENDATION:

The Human Resources / Public Safety Committee recommends presentation of the Certificate of Appreciation at the Board of Commissioners meeting on June 07, 2023.

BOARD OF COMMISSIONERS COMMITTEE AGENDA ITEM

TO: Human Resources / Public Safety Committee
FROM: Administration
FOR MEETING DATE: May 23, 2023
SUBJECT: Cadillac Wexford Transit Authority

SUMMARY OF ITEM TO BE PRESENTED:

Mr. Mark Howie has submitted his resignation from the Cadillac Wexford Transit Authority. This resignation letter follows. Mr. Craig Hewitt has submitted an application for consideration

<u>Committee or Authority</u>	<u>Member</u>	<u>Response</u>	<u>New Term Expiration</u>
Cadillac Wexford Transit Authority	Mark Howie	Resignation	
Cadillac Wexford Transit Authority	Craig Hewitt	Seeking Appointment	12/31/2025

RECOMMENDATION:

Administration recommends that the HR/PS accept Mr. Mark Howie's resignation and consider Mr. Hewitt to fill the vacancy.

Mark Howie
8902 S 33 Rd
Cadillac, MI 49601
231-920-7711

May 15, 2023

Joe Porterfield
Wexford County Administrator
437 E. Division St.
Cadillac, MI 49601

Dear Joe,

This letter is to inform you that I will resign from my position as Director of Wexford County CWTA, effective June 1, 2023, due to my limited availability in retirement.

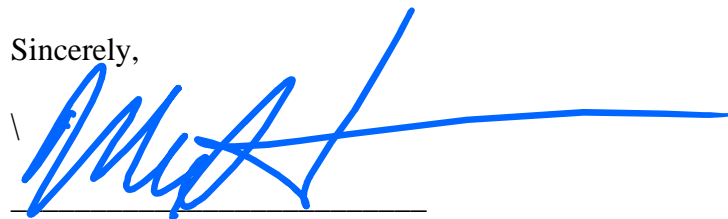
I wish to thank you for the opportunity to serve such an outstanding organization and its people for the past many years. I enjoyed my time in this capacity tremendously and hope that my service during this time was as valuable to the organization as it was to me.

I truly have enjoyed serving on the board of this fine well-run organization. The whole organization is to be commended. The leadership team of Carrie, Aaron and Debbie have continued to demonstrate fiscal responsibility for the community's money while at the same time achieving higher levels of ridership and community support.

I have enjoyed the serving with my fellow board members, each has brought unique talents that have enabled the board and CWTA to function in a positive fashion.

Please let me know if you have questions for me or if there is anything I can do to support the transfer of my responsibilities.

Sincerely,



Mark Howie