



## 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, June 27, 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 MAY 23, 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 – May 2023*).....4
  - 2. MMR Monthly Update (*May 2023*).....9
  - 3. Emergency Management Monthly Report (*R. Boike – May 2023*)
  - 4. Central Dispatch Monthly Report (*D. Alworden – May 2023*)..... 15
  - 5. Veterans Services Monthly Report (*K. Cline – May 2023*)
  - 6. Central Dispatch Request for Additional Dispatcher..... 16
- 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  
May 23, 2023

The Human Resources / Public Safety Committee regular meeting was called to order by Chair 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: Duane Alworden, Central Dispatch Director; Travis Baker, Central Dispatch Deputy Director; Jami Bigger, Deputy Administrator/HR Director; Randy Boike, Emergency Management Specialist; Undersheriff Richard Doehring; Megan Kujawa, Sr. Exec Admin Assistant; Kristi Nottingham, Treasurer; and Roxanne Snyder, Register of Deeds

**ADDITIONS OR DELETIONS TO THE AGENDA**

**ADDED:** *G.9. 911 Professional Services*

**APPROVAL OF THE AGENDA**

**A motion was made by Comm. Taylor and supported by Comm. Adams to approve the agenda, as amended. 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 April 27, 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 (April 2023)***

Undersheriff Doehring was present; a report was provided in the packet. Undersheriff Doehring reviewed the report. New Deputy Cadet graduates started their road patrol training. A Deputy will be completing their officer training certificate on June 10<sup>th</sup>. There will be four Deputy Cadets going through the sponsorship program starting in August.

***G.2. MMR Monthly Update (April 2023)***

No representative was present; a report was not provided.

***G.3. Emergency Management Monthly Report (April 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.4. Central Dispatch Monthly Report (April 2023)***

Mr. Duane Alworden, Central Dispatch Director, was present, a report was provided in the packet. The report was reviewed with the committee.

**G.5. Central Dispatch Employee Roster Discussion**

Mr. Alworden presented to the committee that he hopes to add a tenth dispatch position to his employee roster. This position would help with expanding services and decreasing overtime hours. There is money within Central Dispatch's fund balance for this addition. A discussion ensued and the committee tabled it until Mr. Porterfield is able to be present to discuss.

**G.6. Veterans Services Monthly Report (April 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.7. Employee Recognition**

**A motion was made by Comm. Bush and supported by Comm. Adams to forward a recommendation to the full board to present Marty Penney with a Certificate of Appreciation at the June 07, 2023 Board of Commissioners meeting. A vote was called, all in favor. Motion passed, 4-0.**

**G.8. Cadillac Wexford Transit Authority**

**a. A motion was made by Comm. Taylor and supported by Comm. Adams to forward a recommendation to the full board to accept Mr. Mark Howie's resignation from the Cadillac Wexford Transit Authority. A vote was called, all in favor. Motion passed, 4-0.**

**b. A motion was made by Comm. Adams and supported by Comm. Taylor to forward a recommendation to the full board to appoint Mr. Craig Hewitt to the CWTA with a term expiring December 31, 2025.**

Comm. Bush asked if Mr. Hewitt previously served on the Airport Authority. Chair Potter stated that he did investigate this, and that Mr. Hewitt did, but due to situations at the time, Mr. Hewitt didn't feel that he was a good fit for the Airport Authority. Chair Potter also reached out to the CWTA Executive Director, Carrie Thompson, and she forwarded her approval and recommendation of having Mr. Hewitt on the CWTA.

**A vote was called, all in favor. Motion passed, 4-0.**

**G.9. 911 Professional Services**

**A motion was made by Comm. Adams and supported by Comm. Bush to forward a recommendation to the Finance Committee to approve contracting with Legacy Litigation Group. A vote was called, all in favor. Motion passed, 4-0.**

**CORRESPONDENCE**

None.

**ADMINISTRATOR'S COMMENTS**

Ms. Bigger informed the committee that the auditors were onsite last week but now are continuing to work on the audit remotely. Wednesday through Friday, Mr. Porterfield and herself will be out of the office at an Administrators Conference. On Friday morning the Administration office will be closed until the afternoon.

**PUBLIC COMMENTS**

None.

**COMMITTEE COMMENTS**

None.

**CHAIR COMMENTS**

None.

**ADJOURN**

**A motion was made by Comm. Taylor and supported by Comm. Bush to adjourn at 4:25 p.m. A vote was called, all in favor. Motion passed 4-0.**

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Brian Potter, Chair

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Megan Kujawa, 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

# MAY

# 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 May, the Law Enforcement Division received 753 calls for service. Of those calls, 210 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	753
Total Complaints Taken	210
Felony/Misdemeanor Arrests	48
Citations Issued	72

### 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

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.

<b>Total Civil Papers Received</b>	98
<b>Total Civil Papers Completed</b>	62

## **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	24	Pistol Permits Issued	7
Concealed Pistol Licensing	28	Denied Permits	2
Other	10	Indiv. Pistols registered	121
Court	02		
Total Prints.....	64		

## **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 May, the shelter took in 20 animals, adopting 20 and reuniting 3 with their owner(s).

### ACTIVITY:

Total Calls	36
Total Complaints/Reports	6
Animal Bites	6
Citations Issued	2
Animals Lodged in Pound	20
Animals Adopted Out	20
Animals Transferred to Rescue	8
Animals Claimed By Owners	3
Animals Euthanized	4

## **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	112
Total Inmates Booked –Year to date	449
Total Number of Inmates Released	108
Number Released-Year to date	458
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

## **TRAININGS/RECOGNITIONS:**

- May 1<sup>st</sup>-5<sup>th</sup>—New Deputies Pacola Reed and Ramirez conducted the onboarding process for the Sheriff's Office Law Enforcement Division
- May 15<sup>th</sup>-18<sup>th</sup>- Lt. Dension and Deputy T. Quiggin attended the Michigan Tactical Officers Annual conference in Traverse City, Michigan
- May 31<sup>st</sup>— Sgt. Harnish and Deputies T. Quiggin and Koponen attended 12 Gauge beanbag Less Lethal Instructor Certification Class. They attended Kirtland Community College Law enforcement in Service Program.
- May 9<sup>th</sup>-11<sup>th</sup>- Corrections Officers Ochalek and Kunkel completed Instructor training at Northern Lakes Community Mental Health for Mental Health First Aid.
- May 15<sup>th</sup>-19<sup>th</sup>- Sgt. Rowell and Corrections Officer Yager completed Instructor Training at Kirtland Community College for Basic Firearms Instructor.
- May 25<sup>th</sup> – 26<sup>th</sup> – Sgt. Vermeulen along with Corrections Officers Yager and Noren completed Instructor Training at Wexford County Sheriff's Office by Risen Stun Dynamics for Operator/Instructor Less Lethal Electronic Restraint Devices.
- May 17<sup>th</sup>- Office Manager Henry and Administrative Assistant Wright attended FOIA Training at Kirtland Community College.



Wexford County Animal Shelter				Reporting Month May 2023					
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	0	9	9	11	0	11	8	4	0
Cats	9	2	11	4	5	9	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		165.00	0.00		165.00
Sterilization Deposits	0.00	125.00		0.00	0.00		125.00
Ordinance Fee Refunds							
Reclaim Fees	3 animals reclaimed						60.00
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

06-02-2023

Submitter's Signature

Phone

231-779-9530

# Wexford County 911 Responses

## May 2023

G.2.

Nature of Call	Wexford County	Total
10-Chest Pain (Non-Traumatic)	23	23
11-Choking	1	1
12-Convulsions/Seizures	12	12
13-Diabetic Problems	5	5
15-Electrocution /Lightning	1	1
17-Falls	42	42
18-Headache	2	2
19-Heart Problems / A.I.C.D.	5	5
1-Abdominal Pain/Problems	6	6
21-Hemorrhage/Lacerations	3	3
23-Overdose / Poisoning (Ingestion)	4	4
25-Psychiatric/ Abnormal Behavior/Suicide Atf	9	9
26-Sick Person (Specific Diagnosis)	61	61
27-Stab/Gunshot/Penetrating Trauma	2	2
28-Stroke (CVA)	8	8
29-Traffic/Transportation/Accidents	18	18
2-Allergies (Reactions)/Envenomations (Sting:	2	2
30-Traumatic Injuries (Specific)	7	7
31-Unconscious/Fainting (Near)	14	14
32-Unknown Problem (Man Down)	18	18
3-Animal Bites/Attacks	1	1
4-Assault/Sexual Assault	2	2
5-Back Pain (Non-traumatic or Non Recent Tra	4	4
6-Breathing Problems	33	33
7-Burns (Scalds) /Explosion	5	5
9-Cardiac or Respiratory Arrest/Death	5	5
<b>Total</b>	<b>293</b>	<b>293</b>

Call Disposition	Wexford County	Total
Transport	196	196
Refusal	48	48
Cancelled	49	49
<b>Total</b>	<b>293</b>	<b>293</b>

Response Priority	Wexford County	Total
P-1 Emergency ALS	58	58
P-2 Emergency BLS	227	227
P-3 Non-Emergent	5	5
P-18 Stage	3	3
<b>Total</b>	<b>293</b>	<b>293</b>

# Wexford County Twp Responses

May 2023

	10 MA302	10 WA150	10 WA160	10 WA161	10 WA170	10 WB150	10 WB160	10 WB161	10 WEX E1	8 CA01	Total
Wexford-Antioch	0	0	0	0	1	1	0	0	0	0	2
Wexford-Boon	0	0	0	0	1	0	0	0	0	0	1
Wexford-Cedar Creek	0	0	1	1	4	8	8	2	3	0	27
Wexford-Cherry Grove	0	0	0	0	2	1	0	0	1	0	4
Wexford-City of Cadillac	0	0	0	0	120	18	2	0	1	1	142
Wexford-City of Manton	0	1	0	1	4	3	7	0	1	0	17
Wexford-City of Mesick	0	0	0	0	1	0	0	0	0	0	1
Wexford-Clam Lake	0	0	0	0	21	2	2	0	0	0	25
Wexford-Colfax	0	0	0	0	2	3	3	0	0	0	8
Wexford-Greenwood	0	0	0	0	0	0	1	0	0	0	1
Wexford-Haring	0	0	0	0	14	30	0	0	0	0	44
Wexford-Henderson	0	0	0	0	1	0	0	0	1	0	2
Wexford-Liberty	0	0	0	0	1	2	4	0	0	0	7
Wexford-Selma	0	0	0	0	1	1	0	0	2	0	4
Wexford-South Branch	0	0	0	0	2	1	0	0	0	0	3
Wexford-Springville	1	0	1	0	0	2	0	1	0	0	5
<b>Total</b>	1	1	2	2	175	72	27	3	9	1	293

Wexford RT May 2023 Priority 1-2

Wexford-Antioch

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:17:00 - 00:17:59	1	1	100.00%

Wexford-Cedar Creek

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	1	1	4.35%
00:01:00 - 00:01:59	1	2	8.70%
00:04:00 - 00:04:59	1	3	13.04%
00:06:00 - 00:06:59	1	4	17.39%
00:09:00 - 00:09:59	1	5	21.74%
00:10:00 - 00:10:59	2	7	30.43%
00:11:00 - 00:11:59	1	8	34.78%
00:12:00 - 00:12:59	1	9	39.13%
00:13:00 - 00:13:59	1	10	43.48%
00:14:00 - 00:14:59	2	12	52.17%
00:17:00 - 00:17:59	5	17	73.91%
00:18:00 - 00:18:59	2	19	82.61%
00:21:00 - 00:21:59	3	22	95.65%
00:22:00 - 00:22:59	1	23	100.00%

Wexford-Cherry Grove

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:06:00 - 00:06:59	1	1	100.00%

Wexford-City of Cadillac

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:01:00 - 00:01:59	18	18	15.38%
00:02:00 - 00:02:59	25	43	36.75%
00:03:00 - 00:03:59	20	63	53.85%
00:04:00 - 00:04:59	19	82	70.09%
00:05:00 - 00:05:59	10	92	78.63%
00:06:00 - 00:06:59	8	100	85.47%
00:07:00 - 00:07:59	2	102	87.18%
00:08:00 - 00:08:59	5	107	91.45%
00:09:00 - 00:09:59	3	110	94.02%
00:10:00 - 00:10:59	5	115	98.29%
00:12:00 - 00:12:59	1	116	99.15%

00:28:00 - 00:28:59	1	117	100.00%
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Wexford-City of Manton

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:01:00 - 00:01:59	3	3	20.00%
00:03:00 - 00:03:59	2	5	33.33%
00:04:00 - 00:04:59	1	6	40.00%
00:06:00 - 00:06:59	1	7	46.67%
00:11:00 - 00:11:59	1	8	53.33%
00:12:00 - 00:12:59	2	10	66.67%
00:13:00 - 00:13:59	2	12	80.00%
00:14:00 - 00:14:59	2	14	93.33%
00:16:00 - 00:16:59	1	15	100.00%

Wexford-Clam Lake

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:01:00 - 00:01:59	1	1	4.35%
00:02:00 - 00:02:59	1	2	8.70%
00:03:00 - 00:03:59	2	4	17.39%
00:04:00 - 00:04:59	4	8	34.78%
00:05:00 - 00:05:59	3	11	47.83%
00:06:00 - 00:06:59	4	15	65.22%
00:07:00 - 00:07:59	3	18	78.26%
00:08:00 - 00:08:59	2	20	86.96%
00:09:00 - 00:09:59	3	23	100.00%

Wexford-Colfax

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:13:00 - 00:13:59	1	1	16.67%
00:15:00 - 00:15:59	1	2	33.33%
00:16:00 - 00:16:59	1	3	50.00%
00:23:00 - 00:23:59	2	5	83.33%
00:33:00 - 00:33:59	1	6	100.00%

Wexford-Greenwood

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:15:00 - 00:15:59	1	1	100.00%

Wexford-Haring

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	1	1	2.56%
00:02:00 - 00:02:59	5	6	15.38%
00:03:00 - 00:03:59	6	12	30.77%
00:04:00 - 00:04:59	4	16	41.03%
00:05:00 - 00:05:59	6	22	56.41%
00:06:00 - 00:06:59	6	28	71.79%
00:07:00 - 00:07:59	2	30	76.92%
00:08:00 - 00:08:59	2	32	82.05%
00:09:00 - 00:09:59	5	37	94.87%
00:10:00 - 00:10:59	1	38	97.44%
00:17:00 - 00:17:59	1	39	100.00%

Wexford-Henderson

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:23:00 - 00:23:59	1	1	50.00%
00:31:00 - 00:31:59	1	2	100.00%

Wexford-Liberty

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:06:00 - 00:06:59	1	1	16.67%
00:07:00 - 00:07:59	1	2	33.33%
00:12:00 - 00:12:59	1	3	50.00%
00:15:00 - 00:15:59	1	4	66.67%
00:17:00 - 00:17:59	1	5	83.33%
00:22:00 - 00:22:59	1	6	100.00%

Wexford-Selma

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:01:00 - 00:01:59	1	1	33.33%
00:02:00 - 00:02:59	1	2	66.67%
00:10:00 - 00:10:59	1	3	100.00%

Wexford-South Branch

Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:18:00 - 00:18:59	1	1	100.00%

Wexford-Springville			
Response Time Minutes	Call Count	Cumulative Call Count	Cumulative Percentage
00:00:00 - 00:00:59	0	0	0.00%
00:20:00 - 00:20:59	1	1	33.33%
00:25:00 - 00:25:59	1	2	66.67%
00:28:00 - 00:28:59	1	3	100.00%

**WEXFORD COUNTY  
CENTRAL DISPATCH PUBLIC SAFETY  
REPORT  
MAY 2023**

Total LEIN Responses	16,132
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CAD GENERATED: INCIDENTS:

Sheriff Department	816
Animal Control	36
Michigan State Police	389
Cadillac Police Department	864
Manton Police Department	0
EMS Calls	536
Fire Calls	194
Support Services Calls	52
Central Dispatch	122
911 Hang up/Text Back	401

TOTAL CALLS FOR SERVICE	3,410
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TELEPHONE CALLS RECEIVED:

9-1-1 calls	718
Administrative Calls	3413
TOTAL CALLS RECEIVED:	4,131





## Wexford County

### Request for Board of Commissioner Action

**Department:** Central Dispatch

**Submitted by:** Duane Alworden

**Subject:** 10<sup>th</sup> Dispatcher Position

**Committee:** HR/PS Meeting

**Committee Meeting Date:** 6/27/2023

**BOC Meeting Date:** 7/5/2023

**Action Request** (proposed motion for the Board to consider):

Give Central Dispatch the ability to hire a 10<sup>th</sup> dispatcher within the 911 center.

**Financial Information** (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

The costs for this addition are currently in our budget. Starting July 1<sup>st</sup>, we will be moved to \$3.00 surcharge, only increasing our yearly budget.

**Summary** (explain why the action is necessary and the desired outcome after implementation):

This new position will help with our overtime and allow Central Dispatch to promote a night-shift supervisor which we haven't been able to replace since 2021. The night-shift supervisor will be able to properly evaluate the night employees, take care of complaints and issues from first responders in the field. This position will also give us the flexibility to have an additional dispatcher on duty during the large festivals and events we have in Wexford County, as well as large weather events that may take place. This position has been a goal for many years.

**Timeline** (if request is approved at BOC meeting date noted above):

Post the position as soon as possible.