

# **PUBLIC SAFETY and INFRASTRUCTURE & DEVELOPMENT COMMITTEE**

1/28/2013

304 E Grand River, Board Chambers, Howell, Michigan 48843

**6:00 PM**

## **AGENDA**

**1. CALL MEETING TO ORDER**

**2. APPROVAL OF MINUTES**

Meeting minutes dated: November 26, 2012

**3. APPROVAL OF AGENDA**

**4. REPORTS**

**5. CALL TO THE PUBLIC**

**6. RESOLUTIONS FOR CONSIDERATION:**

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**07 Prosecutor**

RESOLUTION APPROVING THE ELIMINATION OF ONE PART-TIME ADMINISTRATIVE AIDE AND TRANSFERRING HOURS AMONG CURRENT ADMINISTRATIVE AIDE POSITIONS

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**08 Drain Commissioner**

RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH EQ THE ENVIRONMENTAL QUALITY COMPANY FOR HOUSEHOLD HAZARDOUS WASTE COLLECTIONS FOR 2013/2014 - Drain Commissioner / Solid Waste Program / Infrastructure & Development / Finance Committee

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**09 Central Dispatch**

RESOLUTION AUTHORIZING A NON-PRECEDENT SETTING, ONE-TIME ONLY DONATION OF VACATION DAYS TO A 9-1-1 CENTRAL DISPATCH DEPARTMENT EMPLOYEE BY ALL COUNTY EMPLOYEES VOLUNTEERING TO PARTICIPATE – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS

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**10 Central Dispatch**

RESOLUTION AUTHORIZING THE PURCHASE OF A CENTRALIZED WARNING SIREN ACTIVATION SYSTEM – PUBLIC SAFETY COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS, 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT

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**11 Central Dispatch**

RESOLUTION AUTHORIZING CHAIR TO SIGN A TOWER ENGINEERING COMPANY AGREEMENT FOR PROFESSIONAL SERVICES FOR A TOWER STRUCTURAL ANALYSIS – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS.

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**12 Central Dispatch**  
RESOLUTION AUTHORIZING THE 9-1-1 DIRECTOR TO SIGN PURCHASE ORDERS FOR PROMOTIONAL MATERIALS – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS.

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**13 Central Dispatch**  
RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER (BPO) TO PSYBUS PSYCHOLOGICAL CONSULTANTS – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS.

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**14 Central Dispatch**  
RESOLUTION AUTHORIZING WAIVER OF THE PURCHASING POLICY AND THE ISSUANCE OF A BLANKET PURCHASE ORDER (BPO) IN THE AMOUNT OF \$30,000 TO FIFER INVESTIGATIONS, LLC FOR CONDUCTING APPLICANT BACKGROUND INVESTIGATIONS – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS.

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**15 Central Dispatch**  
RESOLUTION AUTHORIZING THE PURCHASE OF MINI-THERMAL IMAGING MONOCULARS FOR THE SHERIFF DEPARTMENT TACTICAL TEAM – PUBLIC SAFETY COMMITTEE / FINANCE COMMITTEE / BOARD OF COMMISSIONERS - 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT

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**16 Central Dispatch**  
RESOLUTION AUTHORIZING THE PURCHASE OF A SECURITY LOCK SYSTEM FOR COUNTY BUILDINGS – PUBLIC SAFETY COMMITTEE / FINANCE COMMITTEE / BOARD OF COMMISSIONERS - 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT

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**17 Central Dispatch**  
RESOLUTION AUTHORIZING CONTRIBUTION TO THE INSTALLATION OF AN EMERGENCY POWER SUPPLY FOR THE BRIGHTON WIDE AREA NETWORK HUB – PUBLIC SAFETY COMMITTEE / FINANCE COMMITTEE / BOARD OF COMMISSIONERS - 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT

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**18 Sheriff**  
RESOLUTION AUTHORIZING THE REFURBISHMENT OF THE SHERIFF DEPARTMENT TACTICAL AMBULANCE BY MCCOY MILLER (FORMERLY MARQUE AMBULANCE)

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**19 Jail**  
RESOLUTION AUTHORIZING THE EXTENTION OF THE CONTRACT WITH RDK COLLECTIONS FOR INMATE BILLING AND COLLECTIONS

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**20 Jail**  
RESOLUTION AUTHORIZING A CONTRACT WITH ESSENTIAL LEARNING LLC TO PROVIDE ONLINE TRAINING TO CORRECTIONS STAFF –Sheriff Jail

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**21 Jail**  
RESOLUTION AUTHORIZING A CONTRACT WITH MID MICHIGAN MAINTENANCE AND LOCK CORP. TO PROVIDE MAINTENANCE FOR LOCKS FOR THE FACILITY – Sheriff Jail

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**22 Jail**  
RESOLUTION AUTHORIZING AN AGREEMENT WITH RQAW TO PROVIDE CONSULATION AND RECOMMENDATIONS FOR THE PROPOSED EXAPNSION OF THE COUNTY JAIL- LIVINGSTON COUNTY JAIL

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**23 Building Inspections**  
RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY BUILDING DEPARTMENT TO ASSUME RESPONSIBILITY FOR ADMINISTRATION AND CODE ENFORCEMENT OF THE TRADE PERMITS FOR THE CITY OF BRIGHTON - Building Inspections Department / Full Board

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**24. DISCUSSION**  
Sheriff's Contracts

**25. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

NOVEMBER 26, 2012 - 7:30 PM

**ADMINISTRATION BUILDING – BOARD CHAMBERS**  
304 E. GRAND RIVER AVENUE, HOWELL, MI 48843

## PUBLIC SAFETY & JUDICIARY COMMITTEE

**DAVID DOMAS**     **CAROL GRIFFITH**     **JIM MANTEY**     **RON VANHOUTEN**

OTHERS:    DENNIS DOLAN    JACK LA BELLE    CINDY MENDOZA    ROBERTA BENNETT  
              JIM ROWELL    DAVID MORSE    BILL VAILLIENCOURT    JIM LYNCH  
              MAGGIE JONES    TOM DARLING    TOM CREMONTE    KATHLEEN KLINE-HUDSON  
              DON ARBIC    STEVE WILLIAMS

1. **CALL TO ORDER:** Meeting called to order by: **COMM. DAVID DOMAS** at **7:34 P.M.**
2. **APPROVAL OF MINUTES: MINUTES OF MEETING DATED OCTOBER 22, 2012:**

**MOTION TO APPROVE THE MINUTES, AS PRESENTED.**  
**MOVED BY: VAN HOUTEN / SECONDED BY: MANTEY**  
**ALL IN FAVOR - MOTION PASSED**

3. **APPROVAL OF AGENDA:**

**MOTION TO APPROVE THE AGENDA, AS PRESENTED.**  
**MOVED BY: MANTEY / SECONDED BY: VAN HOUTEN**  
**ALL IN FAVOR - MOTION PASSED**

4. **REPORTS: 2013 BUDGET REVIEW - BUILDING DEPARTMENT**

- Jim Rowell updated Members on working with Brighton Area Schools .
- Cindy Mendoza informed the Committee that the Building Department was requesting a \$1.37 Million Budget for 2013. Three (3) additional positions are requested with anticipated revenue being available to cover same.

5. **CALL TO THE PUBLIC: None.**

6. **RESOLUTIONS FOR CONSIDERATION**

7. **CENTRAL DISPATCH: RESOLUTION AUTHORIZING TRANSFER OF \$129,000.00 FROM THE DEPARTMENTS FUND BALANCE TO LINE 261 347-747.001 AND PURCHASE OF REPLACEMENT 800 MHZ PUBLIC SAFETY RADIOS**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: VAN HOUTEN / SECONDED BY: MANTEY  
ALL IN FAVOR - MOTION PASSED

8. **BUILDING INSPECTIONS: RESOLUTION AUTHORIZING THE CREATION OF ADDITIONAL FULL AND PART-TIME POSITIONS**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: VAN HOUTEN / SECONDED BY: MANTEY  
ALL IN FAVOR - MOTION PASSED

9. **SHERIFF: RESOLUTION AUTHORIZING THE SHERIFF DEPARTMENT AND THE COUNTY OF LIVINGSTON TO APPLY FOR AND ENTER INTO CONTRACT WITH THE STATE OF MICHIGAN, OFFICE OF HIGHWAY SAFETY PLANNING FOR THE FISCAL YEAR 2013 "DRIVE MICHIGAN SAFELY TASK FORCE" HIGHWAY SAFETY GRANT**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: MANTEY / SECONDED BY: VAN HOUTEN  
ALL IN FAVOR - MOTION PASSED

10. **JAIL: RESOLUTION AUTHORIZING FUNDING REQUEST FOR OUT-OF-COUNTY JAIL BEDS**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: VAN HOUTEN / SECONDED BY: MANTEY  
ALL IN FAVOR - MOTION PASSED

11. **PLANNING: RESOLUTION APPROVING A COMPETITIVE GRANT ASSISTANCE PROGRAM (CGAP) APPLICATION TO THE MICHIGAN DEPARTMENT OF TREASURY**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: VAN HOUTEN / SECONDED BY: MANTEY  
ALL IN FAVOR - MOTION PASSED

12. **PLANNING: RESOLUTION AUTHORIZING OUT-OF-STATE TRAVEL FOR PLANNING DIRECTOR TO ATTEND THE 2013 NATIONAL AMERICAN PLANNING ASSOCIATION CONFERENCE**

RECOMMEND MOTION TO: FINANCE  
MOVED BY: MANTEY / SECONDED BY: VAN HOUTEN  
ALL IN FAVOR - MOTION PASSED

**13. PLANNING: RESOLUTION TO ADOPT A COUNTY FAIR HOUSING POLICY**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: MANTEY / SECONDED BY: VAN HOUTEN  
ALL IN FAVOR - MOTION PASSED**

**14. PROSECUTOR: RESOLUTION APPROVING THE TRANSFER OF POSITIONS IN THE PROSECUTOR'S OFFICE**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: MANTEY / SECONDED BY: VAN HOUTEN  
ALL IN FAVOR - MOTION PASSED**

**15. PROSECUTOR: RESOLUTION APPROVING THE FILLING OF FUTURE VACANCIES IN THREE FULL-TIME SENIOR TRIAL ATTORNEY POSITIONS AND ONE VACANT ASSISTANT PROSECUTING ATTORNEY POSITION IN THE PROSECUTOR'S OFFICE**

**RECOMMEND MOTION TO: FINANCE  
MOVED BY: MANTEY / SECONDED BY: VAN HOUTEN  
ALL IN FAVOR - MOTION PASSED**

**ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:40 PM  
MOVED BY: MANTEY / SECONDED BY: VAN HOUTEN  
ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**CAROL SUE JONCKHEERE**  
RECORDING SECRETARY

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION APPROVING THE ELIMINATION OF ONE PART-TIME ADMINISTRATIVE AIDE AND TRANSFERRING HOURS AMONG CURRENT ADMINISTRATIVE AIDE POSITIONS**

**WHEREAS, the Prosecuting Attorney has a need to increase the hours of two part-time Administrative Aide positions in order to eliminate a part-time position; and**

**WHEREAS, for purposes of continuity, the Prosecutor’s Office would function more efficiently and be able to meet its mandated obligations; and**

**WHEREAS, the Prosecutors Office is requesting to eliminate one part-time Administrative Aide position (who retired in early 2012) and transfer a portion of the 19 hours covered by that position to two current part-time Administrative Aide positions as follows: (1) Increase the hours of one part-time grant funded employee from 20 hours to 29 hours. This position will be funded from both general fund (59%) and grant funds (41%). (2) Increase the hours of another part-time Administrative Aide position from 20 hours to 28 hours. This position is 100% grant funded;**

**WHEREAS, these two Administrative Aides went from working their 20 hours to the increased hours of 28 and 29 hours on a temporary basis in April of 2012. This resulted in a cost-savings in 2012 and the change was included in the 2013 budget, which has been approved. Accordingly, the Prosecutor’s Office requests that the increase in hours be effective January 1, 2013;**

**THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the elimination of one part-time Administrative Aide position and the increase of hours for two part-time administrative aides:**

|                               |                      |                                 |             |
|-------------------------------|----------------------|---------------------------------|-------------|
| <b>Maureen Borener-Walker</b> | <b>19 hours/week</b> | <b>\$18,032</b>                 | <b>Omit</b> |
| <b>Cristina Schuster</b>      |                      |                                 |             |
| <b>2012:</b>                  | <b>20 hours/week</b> | <b>\$17,304 (100% VR Grant)</b> |             |
| <b>Proposed:</b>              | <b>12 hours/week</b> | <b>\$11,675 (VR Grant)</b>      |             |
|                               | <b>17 hours/week</b> | <b>\$17,503 (General Fund)</b>  |             |
| <b>Renee Piche</b>            |                      |                                 |             |
| <b>2012:</b>                  | <b>20 hours/week</b> | <b>\$16,310 (100% VR Grant)</b> |             |
| <b>Proposed:</b>              | <b>28 hours/week</b> | <b>\$24,932 (100% VR Grant)</b> |             |
|                               | <b>#</b>             | <b>#</b>                        | <b>#</b>    |

MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**PROSECUTING ATTORNEY**

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January 22, 2013

Livingston County Board of Commissioners

Re: Resolution Approving the Elimination of One Part-Time Administrative Aide Position and Transferring Hours Among Current Administrative Aide Positions in the Prosecutor's Office

Dear Commissioners:

Early last year, a part-time (19 hours per week) Administrative Aide retired. Her position was fully funded by the county. In an effort to maintain the level of service provided by the Prosecutor's Office, 17 of those hours were covered by one existing part-time Administrative Aide with a portion of her grant-funded hours shifted to another grant-funded Administrative Aide. A portion of those hours were covered by the county and a portion was funded by grants. That change was included in the 2013 budget and was approved by the Board. It results in a slight cost-savings to the county.

The proposed resolution formalizes that arrangement.

If you have any questions, I would be happy to discuss them with you.

Very truly yours,

William J. Vaillencourt, Jr.  
Prosecuting Attorney



RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH EQ THE ENVIRONMENTAL QUALITY COMPANY FOR HOUSEHOLD HAZARDOUS WASTE COLLECTIONS FOR 2013/2014 - Drain Commissioner / Solid Waste Program / Infrastructure & Development / Finance Committee**

**WHEREAS,** Livingston County coordinates a household hazardous waste collection program as an objective of its Solid Waste Management Plan; and

**WHEREAS,** Livingston County currently holds three such events each year as budgeted in 441-819.00; and

**WHEREAS,** in accordance with the County’s Purchasing Policy, a formal quoting process was performed and the four submitted bids were evaluated by a committee consisting of the Livingston County Purchasing Assistant and the DPW/Solid Waste Coordinator; and

**WHEREAS,** EQ The Environmental Quality Company, based in Ypsilanti Michigan, was the first choice of the above mentioned committee based upon their complete proposal, excellent references and lowest pricing; and

**WHEREAS,** this Resolution has been recommended for approval by the DPW/Solid Waste Coordinator and Livingston County’s Purchasing Assistant; and

**WHEREAS,** EQ The Environmental Quality Company will adhere to the terms and conditions set forth in their proposal dated December 10, 2012 which states that the unit disposal costs for accepted household hazardous wastes shall be a flat rate of \$0.50 per pound along with a \$350.00 Transportation cost per event as well as a charge of \$200.00 per person/event for on-site labor.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with EQ The Environmental Quality Company for the years 2013 and 2014, together with an option for a two year renewal, upon written notice, for services described above at a unit disposal cost for accepted household hazardous wastes at a flat rate of \$0.50 per pound along with a \$350.00 Transportation cost per event, as well as a charge of \$200.00 per person charge for on-site labor.

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners be authorized to sign the above referenced contract upon preparation by Civil Counsel.

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**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF DRAIN COMMISSIONER**

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**2300 E. Grand River Ave. Suite 105**  
**Phone 546-0040 Fax 545-9658**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Robert A. Spaulding**  
**Date: 01/23/13**  
**Re: RECOMMENDATION TO SELECT EQ THE ENVIRONMENTAL  
QUALITY COMPANY FOR HOUSEHOLD HAZARDOUS WASTE  
COLLECTIONS FOR 2013/2014**

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Since 1998 Livingston County has held Household Hazardous Waste (HHW) Collections in accordance to the objectives in the Livingston County Solid Waste Management Plan. The objectives states that Livingston County coordinates HHW collections and education programs. In the last seven years, the Solid Waste Program has held three HHW collections each year in the spring, summer and fall. In 2011 and 2012, approximately 1000 residents participated in this program and approximately 79,000 pounds of hazardous waste was diverted from landfills or our County's watersheds. Our office continues to educate our residents about solid waste issues through our website, waste reduction guide and answering resident's phone inquiries.

Our current agreement with Environmental Recycling Group expired in 2012. A Request for Proposal was prepared by the County's Purchasing Assistant, with our Department's assistance. A total of four bids were submitted to provide HHW services to the County for an initial two year period with an option for one, two year extension. A Committee consisting of the Purchasing Assistant and myself evaluated the four bids. EQ The Environmental Quality Company (EQ) was selected as the Vendor that we would like to recommend to the Board of Commissioners. Our selection of EQ is based on their overall lower costs, experience in providing these services and positive references. The tabulation sheet provided justifies our selection of EQ as the lowest and most responsible bidders for our typical events.

I respectfully request passage of the attached resolution. If you have any questions, please contact my office at 517-546-0040.

**RFP # LC-12-22 Household Hazardous Waste Collection Services**

| Waste Category  | EQ Industrial Services                            |                 | Tradebe Treatment and Recycling, LLC                     |                 | ERG Environmental Services                        |                 | PSC Environmental Services                               |                 |
|---|---|-----------------|--|-----------------|---|-----------------|--|-----------------|
|   | Waste Method                                      | Handling Method | Waste Method   | Handling Method | Waste Method                                      | Handling Method | Waste Method   | Handling Method |
| Aerosols  | DI  | LO              | RC/FI  | LO              | FI  | LO              | FI   | LO              |
| Propane Cylinders – One Pound   | RC  | PA              | RC   | LO              | RC  | LO              | RC   | LO              |
| Lethal Air Cylinders  | RC/DI   | PA              | DI   | LO              | RC/DI   | LP              | DI   | LO              |
| Flammable Liquids – Loose Packed  | FI  | GB              | RC/FI  | LO              | FI  | LO              | FI   | LO              |
| Oil Based Paint – Loose Packed  | FI  | GB              | RC/FI  | GB              | FI  | GB              | FI   | LO              |
| Flammable Solids  | FI  | LP              | RC/FI  | LP              | FI  | LO              | DI   | LP              |
| Pesticide Liquid  | DI  | LO              | DI   | LO              | ST/DI   | LO              | FI   | LO              |
| Pesticide Solid   | DI  | LO              | DI   | LO              | ST/DI   | GB              | DI   | LO              |
| PCBs  | DI  | LB              | DI   | LO              | DI  | LO              | RC   | LP              |
| Acids   | NE  | LO              | NE   | LO              | ST  | LO              | NE   | LP              |
| Bases   | NE  | LO              | NE   | LO              | ST  | LO              | NE   | LP              |
| Reactive  | NE  | LO              | DI   | LO              | ST/DI   | LP              | DI   | LP              |
| Poisons, N. O. S.   | DI  | LO              | DI   | LO              | ST/DI   | LP              | DI   | LP              |
| Non-Regulated Waste   | ST  | LO              | DI   | LO              | ST  | GB              | FI   | LO              |
| Biomedical Sharp's  | DI  | LO              | DI   | LO              | LF/DI   | LO              | DI   | LO              |
| Oxidizing Substances  | DI  | LO              | ST/DI  | LO              | ST/DI   | LP              | ST   | LP              |
| PCB Light Ballast   | RC  | LO              | RC   | LO              | RC  | LO              | RC   | LO              |
| PCB Transformers  | LF  | LO              | DI   | LO              | RC  | LO              | RC   | PA              |
| Mercury   | RC  | LP              | RC   | LO              | RC  | LP              | RC   | LP              |
| Other: Used motor oil and other petroleum based products such as trans. fluid, power steer., hydr. oil, etc bulked in a vendor supplied bulk tank during the collection events. |   |                 | RC   |                 | RC  | LO OR BULK      | RC   | BULK            |
| <b>Flat Rate Price Per Pound per the Waste Categories</b>   |   |                 |  |                 |   |                 |  |                 |
| <b>List Above:</b>  | Price \$ .50/ Per Pound                           |                 | Price \$ .84/ Per Pound                                  |                 | Price \$ .64/ Per Pound                           |                 | Price \$ .59/ Per Pound                                  |                 |
| <b>Bulked Used Motor Oil (petroleum based products):</b>  | Price \$ 0.00/ Per Pound                          |                 | Price \$ 0.16/ Per Pound                                 |                 | Price \$ 0.00/ Per Pound                          |                 | Price \$ 0.10/ Per Pound                                 |                 |
|   | Credit, No Cost or Cost (please circle one above) |                 | Credit, No Cost or <u>Cost</u> (please circle one above) |                 | Credit, No Cost or Cost (please circle one above) |                 | Credit, No Cost or <u>Cost</u> (please circle one above) |                 |
| <b>On-site Labor:</b>   | per person per event                              | \$200           | per event  | \$1,220         | per person per event                              | No Charge       | per event  | \$610           |
| <b>Transportation Cost:</b>   | Flat Rate Per Trip                                | \$300           | Flat Rate Per Trip                                       | \$1,500         | Flat Rate Per Trip                                | No Charge       | Flat Rate Per Trip                                       | \$350           |
| <b>Waste Management Method</b>  |   |                 |  |                 |   |                 |  |                 |
| DI – Destructive/Incineration    RC – Recycle/Reuse   |   |                 |  |                 |   |                 |  |                 |
| Lf – Hazardous Waste Landfill    NE – Neutralization  |   |                 |  |                 |   |                 |  |                 |
| FI – Fuel Incineration    ST - Stabilization  |   |                 |  |                 |   |                 |  |                 |
| <b>Handling Method</b>  |   |                 |  |                 |   |                 |  |                 |
| LP – Lab Packed    LO – Loose Packed  |   |                 |  |                 |   |                 |  |                 |
| GB – Gaylord Box    PA - Palletize  |   |                 |  |                 |   |                 |  |                 |

|   | EQ          |             | ERG         |             |
|---|-------------|-------------|-------------|-------------|
|   | 2011        | 2012        | 2011        | 2012        |
| Total Pounds Collected  | 40247       | 38697       | 40247       | 38697       |
| EQ Cost Per Pound   | \$0.50      | \$0.50      | \$0.64      | \$0.64      |
|   | \$20,123.50 | \$19,348.50 | \$25,758.08 | \$24,766.08 |
| Total Cost Per Year (3 events per year)* for Labor and Transportation | \$3,300.00  | \$3,300.00  | \$0.00      | \$0.00      |
|   | \$23,423.50 | \$22,648.50 | \$25,758.08 | \$24,766.08 |

**\*EQ Additional Costs vs. ERG**

Assumptions

|   |                   |
|---|-------------------|
| 4 persons/event times 3 events @\$200/person= | \$2,400.00        |
| \$300 trip charge times 3 events=             | \$900.00          |
|   | <u>\$3,300.00</u> |

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING A NON-PRECEDENT SETTING, ONE-TIME ONLY DONATION OF VACATION DAYS TO A 9-1-1 CENTRAL DISPATCH DEPARTMENT EMPLOYEE BY ALL COUNTY EMPLOYEES VOLUTEERING TO PARTICIPATE – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY COMMITTEE, BOARD OF COMMISSIONERS**

**WHEREAS,** an off-duty employee of the 9-1-1 Central Dispatch/Emergency Management suffered a grievously traumatic event on January 20, 2013, temporarily rendering the employee unable to perform normal duties; and

**WHEREAS,** it is likely the employee will exhaust all leave accumulations while recovering from the event; and

**WHEREAS,** said donations will be a voluntary action on the part of the donors, who will complete, sign and return the appropriate form provided by the Human Resources Department.

**THEREFORE, BE IT RESOLVED** the Livingston County Board of Commissioners hereby approves, subject to concurrence by the union, the non-precedent setting, one-time only donation of vacation time by county employees to an employee of the 9-1-1 Central Dispatch/Emergency Management Department.

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**911 CENTRAL DISPATCH/  
EMERGENCY MANAGEMENT DEPARTMENT**

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**300 S. Highlander Way, Howell, Michigan 48843**  
**Phone 517.546.4620 Fax 517.546.5008**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To:** Infrastructure & Development and Public Safety Committee  
Finance Committee  
Board of Commissioners

**From:** Donald T. Arbic, Director

**Date:** January 23, 2013

**Re:** Resolution to Allow One-time, Non-precedent Setting  
Vacation Time Donation

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During the late afternoon hours of January 20<sup>th</sup>, 2013, an off-duty employee of the 9-1-1 Central Dispatch/Emergency Management Department, suffered an emotionally traumatic experience of grievous proportions. The experience left the employee temporarily unable to perform normal duties. The employee's accumulated leaves are likely insufficient to provide income throughout the entire period the employee is expected to be unable to perform normal duties. The 9-1-1 department seeks passage of a resolution authorizing volunteers to donate vacation time to the employee.

Agreement with the department's M.A.P.E. bargaining unit will be obtained prior to the acceptance of donations.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING THE PURCHASE OF A CENTRALIZED WARNING SIREN ACTIVATION SYSTEM – PUBLIC SAFETY COMMITTEE / FINANCE COMMITTEE / BOARD OF COMMISSIONERS - 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT**

**WHEREAS,** the Livingston County Board of Commissioners approved participation in the 2010 Homeland Security Grant Program ('10 HSGP) with Resolution 2012-02-030; and,

**WHEREAS,** the Local Planning Team (LPT) reviewed all submitted project funding requests and authorized submission of a dozen applications against the county's local '10 HSGP allocation, inclusive of a centralized activation system for existing warning sirens within Livingston County; and,

**WHEREAS,** existing siren mechanisms within Livingston County were manufactured by Federal Signals Inc., which uses a proprietary analog code for wireless activation; and,

**WHEREAS,** the only authorized reseller of Federal Signal Outdoor Warning Products for public safety agencies in the state of Michigan is West Shore Services of Allendale, Michigan.

**THEREFORE, BE IT RESOLVED** the Livingston County Board of Commissioners waives the competitive bidding process and authorizes the purchase of a centralized warning siren activation system from West Shore Services as sole-source for a sum not to exceed \$32,500.

# # #

MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**911 CENTRAL DISPATCH/  
EMERGENCY MANAGEMENT DEPARTMENT**

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**300 S. Highlander Way, Howell, Michigan 48843**  
**Phone 517.546.4620 Fax 517.546.5008**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To:** Public Safety Committee  
Finance Committee  
Board of Commissioners

**From:** Michael D. Kinaschuk

**Date:** December 3, 2012

**Re:** Centralized Warning Siren Activation System, '10 HSGP

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The Livingston County Board of Commissioners approved participation in the 2010 Homeland Security Grant Program ('10 HSGP) February 6, 2012, with Resolution 2012-02-030. The Local Planning Team (LPT) met subsequently to evaluate an assortment of project submissions and authorize submission of grant funding applications against the '10 HSGP local allocation. Reimbursement for the purchase of a centralized warning siren activation system at a minimum amount of \$32,500 was one of the dozen authorized submissions. The application was made and ultimately approved by state of Michigan reviewers.

Existing sirens operated by local governments and fire departments were manufactured by Federal Signal Corporation. The remote activation codes are proprietary analog signals. The only authorized reseller of Federal Signal Corporation outdoor warning products for public safety in the state of Michigan, and thus sole-source, is West Shore Services of Allendale, Michigan.

The centralized warning siren activation system is available from West Shore Services at an estimated cost of \$32,500.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING CHAIR TO SIGN A TOWER ENGINEERING COMPANY AGREEMENT FOR PROFESSIONAL SERVICES FOR A TOWER STRUCTURAL ANALYSIS – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS.**

- WHEREAS,** the four counties of the Mid-Michigan 9-1-1 Consortium; Clinton, Eaton, Ingham and Livingston, initiated a project to construct a geo-diverse network connection between the paired 9-1-1 emergency telephone switches housed at the 9-1-1 centers of Livingston and Ingham Counties; and,
- WHEREAS,** it was determined the most cost-effective connection is via microwave radio using the WKAR radio tower on Dobie Road owned by Michigan State University (MSU) as an intermediate tower; and,
- WHEREAS,** MSU officials require a structural analysis of the tower by its preferred vendor, Tower Engineering Company (TEC) of Mountlake, WA; and,
- WHEREAS,** Livingston County has issued a purchase order to TEC for performance of this work in the amount of \$3,400.00; and,
- WHEREAS,** TEC Senior Tower Engineer advises company policy necessitates the signing of an *Agreement for Professional Services (Terms and Conditions)*.

**THEREFORE, BE IT RESOLVED** the Livingston County Board of Commissioners authorizes the Chair to sign the Tower Engineering Company *Agreement for Professional Services* upon review and approval by County Civil Counsel.

# # #

MOVED:  
SECONDED:  
CARRIED:





**LIVINGSTON COUNTY, MICHIGAN**  
**911 CENTRAL DISPATCH/  
EMERGENCY MANAGEMENT DEPARTMENT**

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**300 S. Highlander Way, Howell, Michigan 48843**  
**Phone 517.546.4620 Fax 517.546.5008**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To:** Infrastructure & Development and Public Safety Committee  
Finance Committee  
Board of Commissioners

**From:** Donald T. Arbic, Director

**Date:** January 22, 2013

**Re:** Resolution Authorizing Board Chair to Sign an *Agreement  
for Professional Services (Terms and Conditions)*

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The four counties of the Mid-Michigan 9-1-1 Consortium; Clinton, Eaton, Ingham and Livingston, began a construction project for a microwave radio link between the 9-1-1 centers of Ingham and Livingston Counties. The microwave link will serve as a geodiverse network connection between the paired 9-1-1 emergency telephone switches housed within the centers. The distance between the two centers necessitates use of an intermediate tower. The tower owned by Michigan State University on Dobie Road in Okemos, home of the university's WKAR radio station, is the most desirable for use as an intermediate tower.

An Ingham County representative familiar with the project contacted university officials requesting permission to use the tower. University officials requested a structural analysis by Tower Engineering Company (TEC) of 21907 64<sup>th</sup> Avenue West, Suite 140, Mountlake Terrace WA, 98043-2298 be done on the tower to ensure it will accommodate the microwave dishes needed for the link.

A purchase order in the amount of \$3,400.00 has been issued by Livingston County to TEC for the work. TEC representative Gareth Reece, Senior Engineer, subsequently stated by e-mail company policy requires a signed *Agreement for Professional Services*. An approved resolution is required authorizing the Chair to sign the agreement after review by civil counsel.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING THE 9-1-1 DIRECTOR TO SIGN PURCHASE ORDERS FOR PROMOTIONAL MATERIALS – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS.**

**WHEREAS,** central dispatch department representatives are regularly invited to make instructional presentations to groups of elementary and middle school students; and,

**WHEREAS,** said instructional presentations have historically been augmented by distribution of promotional materials to members of the target audience; and,

**WHEREAS,** said promotional materials consist of bookmarks, pencils, erasers, zipper tabs, stickers, removable tattoos, and edible suckers bearing generic 9-1-1 logos; and,

**WHEREAS,** the Citizen Emergency Response Team (CERT) may train a new group of volunteers from the general public during 2013; and,

**WHEREAS,** volunteers completing training have heretofore been awarded a CERT lapel pin to mark graduation; and,

**WHEREAS,** funds sufficient for this expenditure have been allocated on line 346-729-000 of the department's approved 2013 budget.

**THEREFORE, BE IT RESOLVED** the Livingston County Board of Commissioners hereby authorizes the 9-1-1 Central Dispatch/Emergency Management Department Director to sign purchase orders for the procurement of the aforementioned promotional materials in an amount not to exceed \$1,500 during the 2013 calendar year.

# # #

MOVED:  
 SECONDED:  
 CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**911 CENTRAL DISPATCH/  
EMERGENCY MANAGEMENT DEPARTMENT**

---

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## Memorandum

**To:** Infrastructure & Development and Public Safety Committee,  
Finance Committee,  
Board of Commissioners

**From:** Donald T. Arbic, Director

**Date:** January 7, 2013

**Re:** Authorization to Purchase Promotional Materials

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The 9-1-1 Central Dispatch/Emergency Management Department is regularly invited to make presentations to groups of elementary and middle school students. The presentations are instructive in nature, developed to inform students how to call 9-1-1, what services are available and to reduce hoax calls.

Additionally, the department's Citizen Emergency Response Team (CERT) volunteers<sup>1</sup> are awarded pins upon completion of CERT training. A new group of CERT volunteers may be trained later this year.

Writer requests approval of a resolution authorizing the signing and processing of purchase orders during the forthcoming calendar year for the purchase of bookmarks, pencils, erasers, zipper tabs, stickers, bags, removable tattoos, edible suckers and lapel pins bearing generic 9-1-1 or CERT logos to support the aforementioned activities for a total amount not to exceed \$1,500 throughout 2013.

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<sup>1</sup> Volunteers are members of the general public, not employees.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING A BLANKET PURCHASE ORDER (BPO) TO PSYBUS PSYCHOLOGICAL CONSULTANTS – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS.**

**WHEREAS,** the central dispatch department engages the services of Psybus Psychological Consultants of Southfield, MI to conduct fitness evaluations of applicants for the position of dispatcher; and,

**WHEREAS,** central dispatch must fill at least two positions in 2013 and develop an employment list sufficient to fill vacancies as they present during the year; and,

**WHEREAS,** it is commonplace to conduct multiple fitness evaluations to identify an applicant suitable for offer of full-time employment; and,

**WHEREAS,** fitness evaluations are approximately \$600 per evaluation; and,

**WHEREAS,** central dispatch as sufficient funds within its 2013 budget for this purpose.

**THEREFORE, BE IT RESOLVED** the Livingston County Board of Commissioners authorizes a 2013 BPO to Psybus Psychological Consultants in the amount of \$18,000.

# # #

MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**911 CENTRAL DISPATCH/  
EMERGENCY MANAGEMENT DEPARTMENT**

---

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## Memorandum

**To:** Infrastructure & Development and Public Safety Committee,  
Finance Committee,  
Board of Commissioners

**From:** Donald T. Arbic, Director

**Date:** January 7, 2013

**Re:** Blanket Purchase Order (BPO), Psybus

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The 9-1-1 Central Dispatch/Emergency Management Department engages the services of Psybus Psychological Consultants of 29201 Telegraph Road, Suite 600, Southfield, MI to conduct psychological evaluations upon applicants to ascertain their fitness for the dispatcher position.

The central dispatch department has two vacancies to fill and must develop a list of employment-ready applicants so it may fill vacant positions as they present. It is commonplace to conduct multiple examinations to identify an applicant suitable to fill a single vacant position. The department sent 19 applicants for psychological fitness evaluations to fill ten vacancies during 2012. Nine of those ten new employees are in training and on probation at this writing. Any training failure will result in a vacancy.

The department requests Board of Commissioners authorization for an \$18,000 BPO to Psybus. The amount is sufficient to conduct 30 applicant evaluations, which will exceed the department's needs during 2013.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING WAIVER OF THE PURCHASING POLICY AND THE ISSUANCE OF A BLANKET PURCHASE ORDER (BPO) IN THE AMOUNT OF \$30,000 TO FIFER INVESTIGATIONS, LLC FOR CONDUCTING APPLICANT BACKGROUND INVESTIGATIONS – 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT, INFRASTRUCTURE & DEVELOPMENT AND PUBLIC SAFETY COMMITTEE, FINANCE COMMITTEE, BOARD OF COMMISSIONERS.**

**WHEREAS,** central dispatch department will fill at least two vacant dispatcher positions and develop and employment roster during 2013; and,

**WHEREAS,** all applicant finalists are subjected to a thorough background investigation; and,

**WHEREAS,** it is commonplace to conduct multiple background investigations to identify an applicant suitable for offer of full-time employment; and,

**WHEREAS,** the central dispatch department has outsourced this work to Fifer Investigations, LLC for their unique expertise and experience conducting applicant background investigations for public safety agencies; and,

**WHEREAS,** the central dispatch department requests the competitive bid process per the Purchasing Policy be waived; and,

**WHEREAS,** funds sufficient for 30 complete background investigations have been allocated in the central dispatch department’s approved 2013 budget.

**THEREFORE, BE IT RESOLVED** the competitive bid process per the Purchasing Policy is waived and the Livingston County Board of Commissioners hereby authorizes a BPO to Fifer Investigations, LLC for the conduct of applicant background investigations during 2013 in the amount of \$30,000.

# # #

MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**911 CENTRAL DISPATCH/  
EMERGENCY MANAGEMENT DEPARTMENT**

---

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## Memorandum

**To:** Infrastructure & Development and Public Safety Committee,  
Finance Committee,  
Board of Commissioners

**From:** Donald T. Arbic, Director

**Date:** January 7, 2013

**Re:** Blanket Purchase Order (BPO), Fifer Investigations, LLC

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The 9-1-1 Central Dispatch/Emergency Management Department has engaged the services of Fifer Investigations, LLC to conduct dispatcher applicant background investigations. Fifer Investigations, LLC specializes in conducting background investigations for public safety agencies and has unique qualifications and experience conducting these investigations. Moreover, Fifer Investigations, LLC has the business practice of pausing and contacting the department whenever a potentially disqualifying fact is discovered during a background investigation. This practice results in substantial savings for the department.

The central dispatch department has two vacancies to fill and must develop a list of employment-ready applicants so it may fill vacant positions as they present. It is commonplace to conduct multiple background investigations to identify an applicant suitable to fill a single vacant position. The department referred 54 applicants for background investigations to fill ten vacancies during 2012. Nine of those ten new employees are in training and on probation at this writing. Any training failure will result in a vacancy.

The department requests Board of Commissioners authorization for waiver of the Purchasing Policy for a competitive bid and issuance of a \$30,000 BPO to Fifer Investigations, LLC. The amount is sufficient to conduct 30 full applicant evaluations, which will exceed the department's anticipated needs during 2013.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING THE PURCHASE OF MINI-THERMAL IMAGING MONOCULARS FOR THE SHERIFF DEPARTMENT TACTICAL TEAM – PUBLIC SAFETY COMMITTEE / FINANCE COMMITTEE / BOARD OF COMMISSIONERS - 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT**

**WHEREAS,** the Livingston County Board of Commissioners approved participation in the 2010 Homeland Security Grant Program ('10 HSGP) with Resolution 2012-02-030; and,

**WHEREAS,** the Local Planning Team (LPT) reviewed all submitted project funding requests and authorized submission of several applications against the county's local '10 HSGP allocation, inclusive of tactical equipment for the Sheriff Department Tactical Team; and,

**WHEREAS,** two mini-thermal imaging monoculars would be purchased for use by the Tactical Team; and,

**WHEREAS,** the application for reimbursement of the purchase of the mini-thermal imaging monoculars with '10 HSGP funds at the MSRP has been reviewed and approved by officials of the state of Michigan and the Region One fiscal agent.

**THEREFORE, BE IT RESOLVED** the Livingston County Board of Commissioners authorizes the purchase of two mini-thermal imaging monoculars for the Sheriff Department Tactical Team for a sum not to exceed \$17,500.

# # #

MOVED:  
SECONDED:  
CARRIED:





**LIVINGSTON COUNTY, MICHIGAN**  
**911 CENTRAL DISPATCH/  
EMERGENCY MANAGEMENT DEPARTMENT**

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## Memorandum

**To:** Public Safety Committee  
Finance Committee  
Board of Commissioners

**From:** Michael D. Kinaschuk

**Date:** December 10, 2012

**Re:** Sheriff Department Tactical Team Equipment, '10 HSGP

---

The Livingston County Board of Commissioners approved participation in the 2010 Homeland Security Grant Program ('10 HSGP) February 6, 2010, with Resolution 2012-02-030. The Local Planning Team (LPT) met subsequently to evaluate an assortment of project submissions and authorize submission of grant funding applications against the '10 HSGP local allocation. The purchase of two (2) mini-thermal imaging monoculars on the authorized equipment list (AEL), are one of the several authorized submissions. The application was made and ultimately approved by state of Michigan reviewers.

The devices selected by the Sheriff Department Tactical Team Equipment are mini-thermal imaging monocular units without laser. Documentation from the manufacturer is these devices are available at the MSRP of \$17,500.00 for the two, vendor notwithstanding.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING THE PURCHASE OF A SECURITY LOCK SYSTEM FOR COUNTY BUILDINGS – PUBLIC SAFETY COMMITTEE / FINANCE COMMITTEE / BOARD OF COMMISSIONERS - 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT**

**WHEREAS,** the Livingston County Board of Commissioners approved participation in the 2010 Homeland Security Grant Program ('10 HSGP) with Resolution 2012-02-030; and,

**WHEREAS,** the Local Planning Team (LPT) reviewed all submitted project funding requests and authorized submission of a dozen applications against the county's local '10 HSGP allocation, inclusive of a security lock system for county-owned buildings for minimum reimbursement of \$40,000; and,

**WHEREAS,** the Information Technology department will bear the costs in excess of the grant reimbursement from its budget; and,

**WHEREAS,** a security lock system is available from CDWG under terms of its national IPA contract for a sum of \$61,500; and,

**WHEREAS,** the application for reimbursement of the purchase of security lock system with '10 HSGP funds has been reviewed and approved by officials of the state of Michigan.

**THEREFORE, BE IT RESOLVED** the Livingston County Board of Commissioners authorizes the purchase of a security lock system for a sum not to exceed \$63,000.00.

# # #

MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**911 CENTRAL DISPATCH/  
EMERGENCY MANAGEMENT DEPARTMENT**

---

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## Memorandum

**To:** Public Safety Committee  
Finance Committee  
Board of Commissioners

**From:** Michael D. Kinaschuk

**Date:** December 10, 2012

**Re:** Security Locks, '10 HSGP

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The Livingston County Board of Commissioners approved participation in the 20010 Homeland Security Grant Program ('10 HSGP) February 6, 2012, with Resolution 2012-02-030. The Local Planning Team (LPT) met subsequently to evaluate an assortment of project submissions and authorize submission of grant funding applications against the '10 HSGP local allocation. Reimbursement for the purchase of a security locking system for county buildings at a minimum amount of \$40,000 was one of the dozen authorized submissions. The application was made and ultimately approved by state of Michigan reviewers.

The cost above the reimbursement amount will be born by the Information Technology Department from its budget.

The security lock system is available from CDWG under terms of a national IPA contract in the amount of \$61,500.

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING CONTRIBUTION TO THE INSTALLATION OF AN  
 EMERGENCY POWER SUPPLY FOR THE BRIGHTON WIDE AREA NETWORK HUB –  
 PUBLIC SAFETY COMMITTEE / FINANCE COMMITTEE / BOARD OF COMMISSIONERS -  
 9-1-1 CENTRAL DISPATCH / EMERGENCY MANAGEMENT**

**WHEREAS,** the Livingston County Board of Commissioners approved participation in the 2010 Homeland Security Grant Program ('10 HSGP) with Resolution 2012-02-030; and,

**WHEREAS,** the Local Planning Team (LPT) reviewed all submitted project funding requests and authorized submission of a dozen applications against the county's local '10 HSGP allocation, inclusive of contributing \$28,000.00 to the Brighton Area Schools toward the purchase of an emergency power supply to support the wide area network hub located in the school district's administrative headquarters; and,

**WHEREAS,** Brighton Area Schools will bid the project separately and may contribute additional funds to size the emergency power supply large enough to support a larger segment of their headquarters building; and,

**WHEREAS,** the application for reimbursement in the aforementioned amount with '10 HSGP funds has been reviewed and approved by officials of the state of Michigan.

**THEREFORE, BE IT RESOLVED** the Livingston County Board of Commissioners authorizes the contribution of \$28,000.00, subject to reimbursement from the '10 HSGP, toward the purchase of an emergency power supply for the Brighton wide area network hub pursuant to the awarding of a bid by Brighton Area Schools.

# # #

MOVED:  
 SECONDED:  
 CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**911 CENTRAL DISPATCH/  
EMERGENCY MANAGEMENT DEPARTMENT**

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## Memorandum

**To:** Public Safety Committee  
Finance Committee  
Board of Commissioners

**From:** Michael D. Kinaschuk

**Date:** December 10, 2012

**Re:** Brighton WAN Hub Emergency Power, '10 HSGP

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The Livingston County Board of Commissioners approved participation in the 2010 Homeland Security Grant Program ('10 HSGP) February 6, 2012, with Resolution 2012-02-030. The Local Planning Team (LPT) met subsequently to evaluate an assortment of project submissions and authorize submission of grant funding applications against the '10 HSGP local allocation. The contribution of \$28,000.00 toward the purchase of an emergency power supply for the wide area network hub hosted by the Brighton Area Schools within their administration building was one of the approved projects. The project was approved for reimbursement from '10 HSGP funds by state of Michigan reviewers.

Brighton Area Schools may contribute local funds to increase the size of the emergency power supply to support a larger portion of the administration building.

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING THE REFURBISHMENT OF THE SHERIFF DEPARTMENT TACTICAL AMBULANCE BY MCCOY MILLER (FORMERLY MARQUE AMBULANCE) - Sheriff Department**

**WHEREAS,** the refurbishment of the Livingston County Sheriff Department Tactical Ambulance is greatly needed due to the fact that the current is 11 years old and has exceeded its' cost effectiveness; and

**WHEREAS** the Livingston County Board of Commissioners have previously approved a contract for the refurbishment of Livingston County EMS ambulances through McCoy Miller (formerly Marque Ambulance) per board resolution 2011-01-005; and

**WHEREAS,** the Sheriff Department can utilize Livingston County EMS's contract provider, McCoy Miller at the contract price to facilitate the refurbishment at a reduced cost; and

**WHEREAS,** the Sheriff Department has sufficient funds available in Special Revenue fund 265, the State drug forfeiture fund, for the cost of the refurbishment at an estimated cost not to exceed \$ 80,000.00; and

**WHEREAS,** a new Ambulance would cost approximately \$115,000 and would represent a savings of approximately \$35,000

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Sheriff Department to have there Tactical Ambulance refurbished by McCoy Miller, 1110 D.I. Drive, Elkhart Indiana, 46514 at the contract rate per board resolution 2011-01-005

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the 2013 budget to be amended and increase allowed expenditure in line item 265.301.747.000 by \$80,000 to cover the cost of the refurbishment.

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**MOVED: Commissioner**

**SECONDED; Commissioner**

**CARRIED**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF THE LIVINGSTON COUNTY SHERIFF**

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**150 S. Highlander Way**  
**Howell, MI 48843**  
**Phone 517-546-2440 Fax 517-552-2542**  
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## Memorandum

**To: Livingston County Board of Commissioners**  
**From: D/Lt. Scott Domine**  
**Date: 1/22/2013**  
**Re: Refurbishment of Tactical Ambulance**

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Since the inception of the Sheriff's Department Tactical Team in 1999 the team has utilized a donated or used vehicle as its' primary source of transportation. Initially, the team used a 1984 former military ambulance that had been donated by several local business people. Once that vehicle became less than cost effective to operate it was replaced with a retired 2002 ambulance from Livingston County EMS in 2006. The Sheriff Department paid \$13,400.00 for the EMS ambulance and it has served us well. Currently, the ambulance is becoming a financial liability as its' service life has exceeded its' cost effectiveness.

In doing research on the most fiscally responsible way to replace our current ambulance I found that McCoy Miller (formerly Marque Ambulance) in Elkhart, IN currently holds the Livingston County contract to refurbish our EMS ambulances, board resolution 2011-01-005. By having our current Tactical Ambulance refurbished I found that this would be the most cost effective way to replace the vehicle as it would provide a means to obtain a "like new" vehicle while utilizing portions of the old ambulance to help off set the cost. The contract cost for the refurbishment would be approximately \$80,000.00. In contrast, the cost to replace the ambulance with a new one is estimated to be approximately \$115,000.00

We are requesting authorization to proceed with the refurbishment. Also, we are requesting the 2013 budget be amended to reflect the additional \$80,000 in funds to be authorized out of the Special Revenue state drug forfeiture account for the refurbishment of the Sheriff's Department Tactical Ambulance. We request that line item 265.301.747.000 be increased from \$30,000 to \$110,000 to cover the cost of the refurbishment.

Respectfully submitted,

D/Lt. Scott W. Domine

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING THE EXTENTION OF THE CONTRACT WITH RDK COLLECTIONS FOR INMATE BILLING AND COLLECTIONS - Sheriff Department**

**WHEREAS,** The Livingston County Board of Commissioners approved Resolution # 2008-11-334 which authorized a contract with RDK Collections Services, Inc. for inmate billing and collections and expired December 31, 2012; and

**WHEREAS,** Livingston and Oakland Counties have entered into a joint contract with RDK with Oakland County already extending their portion through September 30, 2013; and

**WHEREAS,** the Livingston County contract should be extended until September 30, 2013 as well, which is permitted in the previous contract; and

**WHEREAS,** the intent is to put the contract out for bid in the Spring of 2013; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Sheriff Department to extend the contract with RDK Collections with the same terms as the previous contract until September 30, 2013

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MOVED:

SECONDED:

CARRIED:





**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF LIVINGSTON COUNTY JAIL**

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**150 S. Highlander Way, Howell, MI**  
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## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Lt. Eric J. Sanborn**  
**Date: 01/22/2013**  
**Re: Extension of the Inmate Billing and Collections Contract**

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The Livingston County Board of Commissioners approved Resolution # 2008-11-334 which authorized a contract with RDK Collections Services, Inc. for inmate billing and collections. This contract expired on December 31, 2012. The award to RDK was in response to a Request for Proposal that was a joint effort between Oakland and Livingston counties. With the intent of bidding these services out in the spring of 2013, Oakland County has extended their contract with RDK until September 30, 2013. We are requesting to do the same which is allowable under the previous contract.

RDK has been a good vendor to work with. They have been attentive in our service needs and have utilized excellent communication. We have collected more on bills owed than ever before.

If you have any questions or concerns regarding this matter, please do not hesitate to contact.

Lt. Eric J. Sanborn, Assistant Jail Administrator

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING A CONTRACT WITH ESSENTIAL LEARNING LLC TO PROVIDE ONLINE TRAINING TO CORRECTIONS STAFF – SHERIFF / JAIL**

**WHEREAS,** increased training enhances professionalism and job performance; and

**WHEREAS,** the Sheriff Department is required by statute to provide a minimum of 20 hours of annual training to corrections staff; and

**WHEREAS,** online training provides a cost effective alternative to classroom training; and

**WHEREAS,** corrections staff can complete this training while on shift to avoid overtime costs; and

**WHEREAS,** Essential Learning, LLC, aka Corrections Online Training Collaborative, has partnered with both American Correctional Association (ACA) and American Jail Association (AJA) to provide online training; and

**WHEREAS,** the Sheriff's Department will use booking fee funds to pay for this training and will not use general fund dollars; and

**WHEREAS,** upon approval this agreement will take effect on or after February 1, 2013.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the one year contract with Essential Learning LLC to provide online training for corrections staff. The cost of the training and associated set up costs shall not exceed \$7,012.00.

**BE IT FURTHER RESOLVED** that the Board of Commissioners hereby authorizes the Chairwoman to sign the Agreement upon the approval and review of civil counsel.

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**Moved:**

**Seconded:**

**Carried:**



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF LIVINGSTON COUNTY SHERIFF**

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**150 S. Highlander Way, Howell, MI 48843**  
**Phone 517-540-7939 Fax 517-545-9627**  
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## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Lt. Eric J. Sanborn**  
**Date: 1/10/2013**  
**Re: Contract for Online Training**

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Attached for your consideration and approval is a resolution authorizing the Sheriff to enter into a one year contract with Essential Learning LLC of Charlottesville, VA, aka Corrections Online Training Collaborative to provide online training to corrections staff. The Sheriff is required by state statute to provide a minimum of 20 hours of training on an annual basis to all corrections staff in order to maintain their state certification. Due to minimum manpower requirements most of this training is done on an overtime basis. Online training can be done while staff are on duty and from any number of workstations within the jail.

Corrections Online Training Collaborative and has partnered with the ACA – American Correctional Association and the AJA – American Jail Association and most of the training offered is approved and sanctioned by one or both of these entities. The cost of the training is minimal at just over \$100 per user. The overtime pay rate of a top corrections deputy is just over \$36.00 an hour. Just three hours of overtime pay would exceed the annual cost of the online training. There is a one time set up fee of \$2500.00 however this is a one time fee. We can add users down the road at no additional cost other than the per user fee. We plan to use booking fee funds to pay for this training so no general fund dollars will be used.

This contract would take effect on or after Feb 1<sup>st</sup> 2013. The contract has been forwarded to Civil Counsel.

If you have any questions regarding this matter please contact me.

Respectfully Submitted

Lt. Eric J. Sanborn, Assistant Jail Administrator

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

**RESOLUTION AUTHORIZING A CONTRACT WITH MID MICHIGAN MAINTENANCE AND LOCK CORP. TO PROVIDE MAINTENANCE FOR LOCKS FOR THE FACILITY – Sheriff Jail**

**WHEREAS,** the Livingston County Sheriff has to maintain the detention equipment including all locks and doors

**WHEREAS,** Mid Michigan Maintenance and Lock Corp will provide a 1 year service agreement to provide those services for \$6,500

**WHEREAS,** the Sheriff Department incurs yearly cost of locks and doors failing

**WHEREAS,** entering into this contract will help mitigate those costs and extent the life of our existing equipment

**WHEREAS,** the Sheriff’s Department had this expenditure approved in contingency for the 2013

**WHEARAS,** upon approval this agreement will take effect on or after February 5, 2013

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby approves the Maintenance contract with Mid Michigan Maintenance and Lock Corp, pending approval from civil counsel.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes any budget amendment necessary and a transfer up to \$6,500 from Contingency to the Sheriff Jail to cover this expense.

# # #

MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF LIVINGSTON COUNTY SHERIFF**

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**150 S. Highlander Way, Howell, MI 48843**  
**Phone 517-540-7939 Fax 517-545-9627**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Lt. Eric J. Sanborn**  
**Date: 01/14/2013**  
**Re: Maintenance Contract for Locks in the Jail**

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Attached for your consideration and approval is a resolution authorizing the Sheriff to enter into a one year contract with to provide preventative maintenance for our detention equipment.

Mid Michigan Maintenance and Lock Corp is the only vendor that does this type of work in our area. The cost of the agreement is \$6,500 per year. We pay significant yearly cost to repair locks and other equipment. By entering into this maintenance agreement, we should be able to reduce the amount of callouts and money spent on repairs, as well as extends the life of our equipment. We had this approved in the 2013 budget and set aside in contingency. We are asking that the budget be amend to move the funds from contingency to the current budget to pay for the contract.

This contract would take effect on or after Feb 5<sup>th</sup> 2013. The contract has been forwarded to Civil Counsel.

If you have any questions regarding this matter please contact me.

Respectfully Submitted

Lt. Eric J. Sanborn, Assistant Jail Administrator



# LIVINGSTON COUNTY QUOTATION TABULATION WORKSHEET

## Central Purchasing

304 E. Grand River, Howell, MI 48843  
 Phone: (517) 552-5002 Fax: (517) 546-7266

Vendor Information: Name, Address, Phone, Fax & E-mail

| Vendor A                                | Vendor B | Vendor C |
|---|----------|----------|
| Mid Michigan Maintenance and Lock Corp. |          |          |

| Description of Item(s):                         | Vendor Price    |   |   |
|---|-----------------|---|---|
|   | A               | B | C |
| 1 year Maintenance Contract for Detention Locks | \$6,500.00/year |   |   |
|   |                 |   |   |
|   |                 |   |   |
|   |                 |   |   |
| SHIPPING/FREIGHT:                               | N/A             |   |   |

| Vendor Selected                         | Quantity | Unit Cost  | Total Cost |
|---|----------|------------|------------|
| Mid Michigan Maintenance and Lock Corp. | 1        | \$6,500/yr | \$6,500/yr |

| Terms | Delivery | F. O. B.                          | Purchase Order # |
|-------|----------|-----------------------------------|------------------|
|       |          | <input type="checkbox"/> Shipping |                  |

Reason(s) order was placed with successful vendor:

- Lowest Price   
  Quality   
  Best Delivery   
  Service  
 Sole Source   
  Best Design   
  Other \_\_\_\_\_

Comments

Only company in this area that performs this type of work.

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Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

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**RESOLUTION AUTHORIZING AN AGREEMENT WITH RQAW TO PROVIDE CONSULTATION AND RECOMMENDATIONS FOR THE PROPOSED EXPANSION OF THE COUNTY JAIL-LIVINGSTON COUNTY JAIL**

**WHEREAS,** Livingston County has a need for a peer review of a draft architectural proposal to expand and renovate the Livingston County Jail; and

**WHEREAS,** Livingston County has identified the firm of RQAW, from Indiana, that has vast experience in correctional projects, currently working on three jail projects in other Michigan counties; and

**WHEREAS,** representatives from those counties have expressed satisfaction with the services rendered by RQAW;

**WHEREAS,** a written proposal was requested from RQAW to assist us in our planning, preparation and consultation for a proposal by our county-retained architects to expand and renovate the county jail; and

**WHEREAS,** RQAW submitted a written proposal in the amount of \$14,000 to provide the requested services, and

**WHEREAS,** funding for same is available by way of a budget amendment from contingency.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes entering into an agreement with RQAW for peer review and consulting services as described in the attached proposal.

**BE IT FURTHER RESOLVED** that the Livingston County Board of Commissioners hereby authorizes any budget amendment necessary and a transfer up to \$14,000 from Contingency to the Sheriff Jail to cover this expense.

**BE IT FURTHER RESOLVED** that the Chairman of the Board of Commissioners be authorized to sign the above-referenced contract upon review and approval by Civil Counsel.

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MOVED:  
SECONDED:  
CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF SHERIFF- JAIL**

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**150 S. Highlander Way, Howell 48843**  
**Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Lieutenant Tom Cremonte**  
**Date: 1/23-2013**  
**Re: Contracting with RQAW for peer review of jail plans**

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For the past few years the department has been struggling with issues relating to overcrowding at the county jail. Jail staff has been working with the BOC to address these issues. As part of the resolution we have been directed to work with the county-retained architectural firm, Lindhout and Associates, to come up with renovation and expansion proposals for the jail.

Included in the recommendations from the board was to have proposed plans reviewed by a peer to insure the plans were sound and practical. In Michigan, there are currently six county jails in the process of expansion or renovation. I have visited most of them. Three of them share a common architectural firm RQAW. I met with the county project managers in these counties and have learned they are satisfied with their services.

The representative from Lindhout and Associates, Mike Kennedy has participated with me in at least two presentations with RQAW. Kennedy seemed encouraged and expressed optimism that RQAW could be useful in assisting us in our jail endeavor.

RQAW has given us a proposal to assist us with the peer review. It comes at a cost of \$12,000, plus \$2000 in expenses. The funding for the contract is available in contingency.



**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING THE LIVINGSTON COUNTY BUILDING DEPARTMENT TO ASSUME RESPONSIBILITY FOR ADMINISTRATION AND CODE ENFORCEMENT OF THE TRADE PERMITS FOR THE CITY OF BRIGHTON - Building Inspections Department / Full Board**

**WHEREAS,** the City of Brighton has informed the Livingston County Building Department that in order to increase efficiencies and conserve resources, they have decided to transfer the authority and responsibility of issuing electrical plumbing and mechanical permits and inspections to the County Building Department; and

**WHEREAS,** the Building Department will accept the responsibility for the issuance of these permits as well as plan review, conducting inspections and code enforcement; and

**WHEREAS,** as the City of Brighton has expressed a desire to accomplish this transition effective February 1, 2013, the Building Department, following the guidelines of the STILLE-DEROSSSETT-HALE Single State Construction Code Act is working with the City to accomplish this transition.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the Livingston County Building Department to assume authority and responsibility for the Administration and Code Enforcement of the electrical, plumbing, and mechanical permits for the City of Brighton effective February 1, 2013.

**BE IT FURTHER RESOLVED** that the Board Chairman be authorized to sign any documents necessary to effectuate this resolution upon review of Civil Counsel.

# # #

MOVED:

SECONDED:

CARRIED:



**LIVINGSTON COUNTY, MICHIGAN**  
**DEPARTMENT OF BUILDING INSPECTIONS**

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2300 E Grand River, Howell, MI 48843

Phone 517 546-3240

Web Site: [co.livingston.mi.us](http://co.livingston.mi.us)

## Memorandum

**TO:** Livingston County Board of Commissioners

**FROM:** Jim Rowell

**DATE:** January 25, 2013

**RE:** Resolution authorizing the Livingston County Building Department to assume responsibility for Administration and Code Enforcement of the trade permits for City of Brighton

The City of Brighton has informed the Livingston County Building Department that in order to increase their efficiencies and conserve resources, they have decided to transfer the authority and responsibility for issuing electrical, plumbing and mechanical permits and inspections to the County Building Department.

The Building Department will accept responsibility for the issuance of these permits as well as for plan review, conducting inspections, and code enforcement. The building permit issuance and code enforcement will remain with the City. The City has expressed a desire to accomplish this transition in an expeditious manner and would like it to become effective February 1, 2013. The Building Department, following the guidelines of the STILLE-DEROSSSETT-HALE Single State Construction Code Act, is working with the City of Brighton to accomplish this transition.

Therefore, we are requesting that the attached resolution be approved which authorizes the Building Department to undertake the duties and responsibilities of the City of Brighton's electrical, plumbing and mechanical permits and inspections.

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