

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

2/23/2015

304 E. Grand River Ave, Howell, MI 48843

8:00 PM

## **AGENDA**

- 1. CALL MEETING TO ORDER**
  - 2. APPROVAL OF MINUTES**  
Minutes of Meeting Dated: January 26, 2015
  - 3. APPROVAL OF AGENDA**
  - 4. REPORTS**  
9-1-1 Central Dispatch - Surcharge Funding
  - 5. CALL TO THE PUBLIC**
  - 6. RESOLUTIONS FOR CONSIDERATION:**
- 
- 07 Central Dispatch**  
RESOLUTION APPROVING THE ADDITION OF 6 FULL TIME POSITIONS IN THE 911 DEPARTMENT – 911 /Public Safety / Finance / Board
- 
- 08 Building Inspections**  
RESOLUTION AUTHORIZING THE REORGANIZATION OF THE BUILDING INSPECTION DEPARTMENT– Infrastructure & Development / Finance / Board
- 
- 09 Sheriff**  
RESOLUTION AUTHORIZING ATTENDANCE TO OUT-OF-STATE TRAINING FOR ONE DETECTIVE - Sheriff / Public Safety / Finance / Board
- 
- 10 Jail**  
RESOLUTION AUTHORIZING CONTINUED COMPLIANCE WITH THE FEDERAL PROPERTY ASSISTANCE PROGRAM - Jail / Public Safety / Finance / Board
- 
- 11. CALL TO THE PUBLIC**
  - 12. ADJOURNMENT**

# MEETING MINUTES

LIVINGSTON COUNTY

**JANUARY 26, 2015 – 7:30 PM**

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

## PUBLIC SAFETY & JUDICIARY COMMITTEE

DAVID DOMAS     KATE LAWRENCE     DON PARKER     RON VANHOUTEN

<b>OTHERS:</b>	BELINDA PETERS	JEFF BOYD	NATALIE HUNT
	DANIKA KATNIK	RICH MALEWICZ	KEN RECKER
	COMM. GRIFFITH	CHAD CHEWNING	TOM CREMONTE
	COMM. DOLAN	COMM. CHILDS	COMM. WILLIAMS

1. **CALL TO ORDER:** Meeting called to order by: **COMM. LAWRENCE** at **7:30 P.M.**

2. **APPROVAL of MINUTES:** Minutes of Meeting dated November 24, 2014:

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

3. **APPROVAL of AGENDA:**

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

4. **REPORTS:** None.

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

6. **RESOLUTIONS FOR CONSIDERATION:**

7. **JAIL: RESOLUTION AUTHORIZING FUNDING REQUEST FOR LEASING OUT-OF-COUNTY JAIL BEDS FOR MALE INMATES**

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

8. **DRAIN COMMISSIONER: RESOLUTION AUTHORIZING A JOINT AGREEMENT BETWEEN THE COUNTY OF LIVINGSTON, GREEN OAK TOWNSHIP, HAMBURG TOWNSHIP, AND THE HURON CLINTON METROPARKS AUTHORITY (HCMA) TO PROVIDE FOR THE FUNDING OF OPERATIONAL COSTS FOR THE USGS STREAM GAGING STATION AT MILFORD**

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

9. **CENTRAL DISPATCH: RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR THE 911 DEPUTY DIRECTOR FOR THE 2015 MABAS CONFERENCE**

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

10. **CENTRAL DISPATCH: RESOLUTION AUTHORIZING OUT OF STATE TRAVEL FOR THE 911 DEPUTY DIRECTOR AND QI SUPERVISOR TO ATTEND THE 2015 NAVIGATOR EMD CONFERENCE**

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

11. **CENTRAL DISPATCH: RESOLUTION AUTHORIZING ADDITIONAL SIREN EQUIPMENT AND LABOR TO COMPLETE THE LIVINGSTON COUNTY SIREN PROJECT - 911 DISPATCH/EMERGENCY MANAGEMENT**

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

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

13. **ADJOURNMENT:**

**MOTION TO ADJOURN AT 8:04 PM**  
**MOVED BY: PARKER / SECONDED BY: DOMAS**  
**ALL IN FAVOR - MOTION PASSED**

Respectfully Submitted

**NATALIE HUNT**  
RECORDING SECRETARY



Livingston County  
**911 Central Dispatch /  
Emergency Management**



300 S. Highlander Way  
Howell, Michigan 48843  
Telephone 517.546.4620  
Fax 517.546.5008



February 12, 2015

Michigan State Police  
STATE 9-1-1 ADMINISTRATIVE SECTION  
P.O. Box 30634  
Lansing, Michigan 48909-0634  
Attention: Ms. Stacie Hansel

Ref: SNC-500

Ms. Hansel:

Please be advised Livingston County will continue collection of its local 9-1-1 surcharge of \$1.85 with no change in the amount from July 01, 2015, through June 30, 2016.

Sincerely,

Jeffrey R Boyd,  
Livingston County EMS and 911 Director  
Emergency Management Coordinator

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION APPROVING THE ADDITION OF 6 FULL TIME POSITIONS IN THE 911 DEPARTMENT – 911 / PUBLIC SAFETY / FINANCE / BOARD**

**WHEREAS,** the 911 Department has a need for 6 Full time positions; and

**WHEREAS,** for purposes of continuity, the 911 Department would function more efficiently if 6 Full Time positions were granted; and

**WHEREAS,** four of the requested full time positions will be additional staff to increase radio response times to public safety providers; and

**WHEREAS,** two of the requested full time positions will be supervisory to ensure 24/7 supervisor coverage; and

**WHEREAS,** response times to answer public safety agencies radio calls for service has increased; and

**WHEREAS,** data analysis, as completed by Fitch and Associates Communications Review and Strategic Plan, shows a need for increased staffing to meet the current workload; and

**WHEREAS,** funding for same is available in FY 2015 911 Budget; and,

**WHEREAS,** this Resolution has been recommended for approval by the Public Safety Committee.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes the addition of 2 full time supervisor positions and 4 full time dispatch positions in the 911 department for FY 2015.

Position #	Description	Stat	# Emps	CY FTE
32500134	DISPATCHER	P	0	1.000
32500135	DISPATCHER	P	0	1.000
32500136	DISPATCHER	P	0	1.000
32500137	DISPATCHER	P	0	1.000
32500138	DISPATCH SUPRVISOR -	P	0	1.000
32500139	DISPATCH SUPRVISOR -	P	0	1.000

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**MOVED:  
SECONDED:  
CARRIED:**

# Livingston County

Michigan

REWORKSHEET



### CONTACT INFORMATION

Requester: **Jeff Boyd**  
Dept. Phone Number/Extension: **517-540-7865**

Title of Requester: **Director**  
Date Requested: **2-26-15**

### POSITION REQUESTED INFORMATION

Position Title: **911 Supervisors** Supervisor: **Deputy Director**

Is the purpose of this request to fill a position as a result of a vacancy? Yes  No

Is the purpose of this request to change the scheduled hours of an existing position? No From: To:

Is the purpose of this request to reclassify a current position? Yes  No

If yes, name and title of incumbent: \_\_\_\_\_

If adding an additional position, name and title of an incumbent (or if vacant, previous incumbent) in same position title within your department: \_\_\_\_\_

Position Type: Reg.  Term/Grant  Temp.  Unpaid  Special

Position Status: Full-Time 30+  Part-Time 21-29  Part-Time 20 or Less

Number of Work Hours Per Week: **40**

Justification for change of hours/addition of position (REQUIRED): Adding to floor supervision

### FUNDING INFORMATION

Proposed Base Annual Salary: **47,582.00** This position is funded in whole or in part by a grant  % Funded

Position will be 100% funded by: General Fund  Enterprise Fund  Special Revenue Fund  Internal Service Fund

Funding Source(s) (check all that apply)

Percent

- Increased Fees \_\_\_\_\_
- Contract/Charges for Service \_\_\_\_\_
- Requires General Fund Resources \_\_\_\_\_
- Reduction of Expenditures \_\_\_\_\_

Which expenses were reduced and by how much?  
\_\_\_\_\_

### REQUIRED APPROVALS

Supervisor (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

Department Head *[Signature]*

Date **2-10-15**

### HR OFFICE ONLY

Job Class: \_\_\_\_\_

Job Title: \_\_\_\_\_

Grade: **Select**

Employee Group: **Select Non Union** Exempt/Union **Non-Exempt** **Select**

Step: **Select**

HR Reviewed \_\_\_\_\_

Date Reviewed \_\_\_\_\_

### BUDGET OFFICE ONLY

Position Control # \_\_\_\_\_

Org **20132500**

Object Code: 704000  706000  706001

Funds Available: Yes  No

Budget Reviewed *Cynthia Catanach*

Date Reviewed **2/18/15**

Board Authorized on Date: \_\_\_\_\_

Resolution #: \_\_\_\_\_

# Livingston County

NEW HIRE

Michigan



### CONTACT INFORMATION

Requester: **Jeff Boyd**

Title of Requester: **Director**

Dept. Phone Number/Extension: **517-540-7865**

Date Requested: **2-26-15**

### POSITION REQUESTED INFORMATION

Position Title: **Dispatcher**

Supervisor: **Deputy Director**

Is the purpose of this request to fill a position as a result of a vacancy? Yes  No

Is the purpose of this request to change the scheduled hours of an existing position? No  From: \_\_\_\_\_ To: \_\_\_\_\_

Is the purpose of this request to reclassify a current position? Yes  No

If yes, name and title of incumbent: \_\_\_\_\_

If adding an additional position, name and title of an incumbent (or if vacant, previous incumbent) in same position title within your department: \_\_\_\_\_

Position Type: Reg.  Term/Grant  Temp.  Unpaid  Special

Position Status: Full-Time 30+  Part-Time 21-29  Part-Time 20 or Less

Number of Work Hours Per Week: **40**

Justification for change of hours/addition of position (REQUIRED): **Adding to staff due to increased call volume**

### FUNDING INFORMATION

Proposed Base Annual Salary: **33789.79**

This position is funded in whole or in part by a grant  % Funded

Position will be 100% funded by: General Fund  Enterprise Fund  Special Revenue Fund  Internal Service Fund

Funding Source(s) (check all that apply)

Percent

- Increased Fees \_\_\_\_\_
- Contract/Charges for Service \_\_\_\_\_
- Requires General Fund Resources \_\_\_\_\_
- Reduction of Expenditures \_\_\_\_\_

Which expenses were reduced and by how much?

**4 dispatchers -**

### REQUIRED APPROVALS

Supervisor (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

*[Signature]* **2-10-15**  
Department Head \_\_\_\_\_ Date \_\_\_\_\_

### HR OFFICE ONLY

Job Class: \_\_\_\_\_

Job Title: **Dispatcher**

Grade: **Select**

Employee Group: **Select Dispatchers** Exempt/Union/Non-Exempt: **Select**

Step: **Select**

HR Reviewed \_\_\_\_\_

Date Reviewed \_\_\_\_\_

### BUDGET OFFICE ONLY

Position Control # \_\_\_\_\_

Org. **26132500**

Object Code: 704000  706000  706001

Funds Available: Yes  No

*[Signature]*  
Budget Reviewed \_\_\_\_\_

**2/18/15**  
Date Reviewed \_\_\_\_\_

Board Authorized on Date: \_\_\_\_\_

Resolution #: \_\_\_\_\_





## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Jeffrey R. Boyd, Director**  
**Date: 02/13/2015**  
**Re: 6 New Full Time Positions**

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Since the beginning of the 911 center in 1999 we have seen a steady increase in call volume and call complexity with no signs of slowing. In the year 2014 the 911 center experienced 184,000 inbound phone calls. This increased demand has reached a point in which service to the public safety providers has been affected and the staffing model originally developed in 1999 has become increasingly difficult.

- Minimum staffing has been increased forcing mandatory overtime
- Response times for radio traffic for calls from providers has increased
- Leadership needs to be a 24/7 presence in the center to assist with increased demand and complex calls

To begin addressing these issues we are requesting to add 4 persons to the dispatch staff in FY 2015. By doing so we can reduce the amount of times a radio operator is required to answer 911 inbound calls. The addition of 2 supervisors will provide 24/7 leadership coverage that can address call complexity and provide for additional phone support during times of system stress. Attached you will find the supporting documentation and statistics outlining the aforementioned increases in system stressors in the Fitch and Associates Communications Review and Strategic Plan.

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

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

**RESOLUTION AUTHORIZING THE REORGANIZATION OF THE BUILDING INSPECTION DEPARTMENT – BUILDING DEPARTMENT / INFRASTRUCTURE & DEVELOPMENT / FINANCE / BOARD**

**WHEREAS,** the current staff positions and staffing hours within the Building Inspection Department have been evaluated; and

**WHEREAS,** it is being recommended by the Building Official that a reorganization of personnel be implemented in order to provide adequate services to the customers of the department; and

**WHEREAS,** the addition of an Administrative Specialist position, Grade 5, will be created and filled with a current employee who is an Administrative Aide, Grade 3. The current filled Administrative Aide position will be eliminated; and

**WHEREAS,** the total increase in cost for the 2015 fiscal year will be \$5,912 in which there are sufficient funds budgeted to cover this reorganization.

**THEREFORE BE IT RESOLVED** that the Board of Commissioners authorize the following positions for the Building Inspection Department for Fiscal Year 2015:

Current:

Position #	Description	Stat	# Emps	CY FTE
37100101	BUILDING OFFICIAL	A	1	1.000
37100102	MECH INSPEC PLANRVR	A	0	1.000
37100103	MECH INSPEC PLANRVR	A	1	1.000
37100104	ELEC INSPEC PLANRVR	A	1	1.000
37100105	PLUM INSPEC PLANRVR	A	1	1.000
37100106	PLUM INSPEC PLANRVR	A	1	1.000
37100107	BUILD INSPEC PLANRVR	A	1	1.000
37100108	BUILD INSPEC PLANRVR	A	1	1.000
37100109	BUILD INSPEC PLANRVR	A	1	1.000
37100110	BUILD INSPEC PLANRVR	A	1	1.000
37100111	BUILD INSPEC PLANRVR	A	0	1.000
37100112	BUILD INSPEC PLANRVR	A	1	1.000
37100113	ADMIN SPECIALIST	A	1	1.000
37100114	ADMIN SPECIALIST	A	1	1.000
37100115	ADMINISTRATIVE SPECI	A	1	1.000
37100116	ADMINISTRATIVE SPECI	A	1	1.000
37100117	ADMINISTRATIVE AIDE	A	1	1.000
37100118	ADMINISTRATIVE AIDE	A	0	1.000
37100119	BUILD INSPEC PLANRVR	A	1	1.000
37100120	ELECT INSPEC PLANRVR	A	0	1.000
37100121	MECH INSPEC PLANRVR	A	0	.600
37100122	PLUM INSPEC PLANRVR	A	0	.600
37100123	DEPUTY BUILDING OFFC	A	1	1.000

To be eliminated:

Position Control - Munis [Livingston County] > Position Control				
Position #	Description	Stat	# Emps	CY FTE
37100117	ADMINISTRATIVE AIDE	A	1	1.000

To be created:

Position Control - Munis [Livingston County] > Position Control				
Position #	Description	Stat	# Emps	CY FTE
37100124	ADMINISTRATIVE SPECI	P	0	1.000

# # #

**MOVED:**  
**SECONDED:**  
**CARRIED:**

# Livingston County Michigan

## NEW POSITION/CHANGE IN POSITION REQUEST FORM



### CONTACT INFORMATION

Requester: **Jim Rowell**

Title of Requester: **Building Official**

Dept. Phone Number/Extension: **552-6724**

Date Requested: **February 18, 2015**

### POSITION REQUESTED INFORMATION

Position Title: **Admin Aide to Admin Specialist** Supervisor: **Jim Rowell**

Is the purpose of this request to fill a position as a result of a vacancy? Yes  No

Is the purpose of this request to change the scheduled hours of an existing position? No  From: \_\_\_\_\_ To: \_\_\_\_\_

Is the purpose of this request to reclassify a current position? Yes  No

If yes, name and title of incumbent: **Corinna Yeager, Administrative Aide**

If adding an additional position, name and title of an incumbent (or if vacant, previous incumbent) in same position title within your department: **Corinna Yeager**

Position Type: Reg.  Term/Grant  Temp.  Unpaid  Special

Position Status: Full-Time 30+  Part-Time 21-29  Part-Time 20 or Less

Number of Work Hours Per Week: **40+**

Justification for change of hours/addition of position (REQUIRED): \_\_\_\_\_

Please see form - "Request for Exception of Hiring Freeze"

### FUNDING INFORMATION

Proposed Base Annual Salary: **\$36,580** This position is funded in whole or in part by a grant  % Funded

Position will be 100% funded by: General Fund  Enterprise Fund  Special Revenue Fund  Internal Service Fund

Funding Source(s) (check all that apply)

Percent

Increased Fees 100%

Contract/Charges for Service \_\_\_\_\_

Requires General Fund Resources \_\_\_\_\_

Reduction of Expenditures \_\_\_\_\_

Which expenses were reduced and by how much?  
\_\_\_\_\_  
\_\_\_\_\_

### REQUIRED APPROVALS

Supervisor (if applicable) \_\_\_\_\_ Date \_\_\_\_\_  
Jim Rowell 2/17/2015  
Department Head Date

### HR OFFICE ONLY

Job Class: **1074** Job Title: **Admin. Specialist** Grade: **Select 5**

Employee Group: **NU - Non-Union** Exempt/Union/Non-Exempt: **Non-Exempt** Step: **Step 1**

HR Reviewed Jerry M. Lee

Date Reviewed 2-19-15

### BUDGET OFFICE ONLY

Position Control # **54237100** Org. **37100124** Object Code: 704000  706000  706001

Funds Available: Yes  No

Budget Reviewed Lyndna Cotnam

Date Reviewed 2/19/15

Board Authorized on Date: \_\_\_\_\_

Resolution #: \_\_\_\_\_

# REQUEST FOR EXCEPTION TO THE HIRING FREEZE

Request Submitted by: [Jim Rowell](#)

Title of Position to be Filled: [Administrative Specialist](#)

Salary: [\\$36,580](#)

Position Control#: [37100124](#)

Annual Cost of Budgeted Position (incl. fringe benefits): [\\$5,912](#)

Projected Cost for the next five years (incl. fringe benefits): [\\$29,560](#)

New Position/Classification (Yes/No): [Yes – Classification of a individual employee – Corrinna Yeager](#)  
If No: Name of Employee Last Occupying this Position

When did the position become vacant? [N/A](#)

Has sufficient time been given to properly compensate for vacation and/or sick pay-offs to insure personnel expenses do not exceed the authorized budget? - [Yes](#)

1. Briefly describe this position and why you believe that it is essential enough to warrant an exception to the overall Livingston County hiring freeze. Provide a copy of the job description.

[This is not a new hire. We are seeking to move an existing employee up from Administrative Aide to Administrative Specialist. The higher than expected building activity have created a backlog of work in the Specialist scope of work which is above the scope of the Administrative Aide position. Corrinna Yeager worked in this position years ago and therefore, the training required for this position will be minimal.](#)

2. Budgeted department head count for the past five years:

2011: 11.2      2012: 11.2      2013: 11.2      2014: 21.4      2015: 22.2

3. Recognizing that all Elected Officials/Department Heads are expected to provide quality supervision and be creative problem solvers, how could the department reassign work and/or personnel to get all essential work of the department done without additional hiring?

[The building activity has increased exponentially. I do not see any way to re-assign work without changing the Aide position to a Specialist position. If we do not fill this position, customer service may decline and overtime may increase.](#)

4. Specifically list three reasonable options or detriments to the department if your request to replace a position is denied.

#### [Detriments](#)

[Code enforcement will be behind.](#)

[Permit processing may be impacted as well.](#)

5. What budget saving measures has this department implemented? Have additional measures been identified? For example, use of temporary employees or part-time (less than 30 hours) employees Please provide explanation(s).

We have considered our options. We do not have extra counter space for any new Admin Aides or Specialists. We did consider a part time employee but the training curve would be extensive.

7. Has current staff been working overtime and, if so, how much is currently being worked or how much is planned to be worked per week (on the average)?

Our Administrative Specialists have been working close to 20 hours overtime (total staff) per week. We hope to reduce the overtime.

8. Has cross-trained staff been fully utilized to maximize the output of existing staff? Please provide explanation(s).

All of our Specialists are cross-trained to some degree. That is the purpose of the request. We need additional help in the Specialist scope of work and not the Aide scope per the job descriptions. Therefore cross training is not a viable option.

9. Are your actual revenues coming in at your projected budgeted revenue amounts?

Our revenues are far exceeding our expectations.



**LIVINGSTON COUNTY, MICHIGAN**  
**BUILDING DEPARTMENT.**

2300 E. Grand River, Howell, MI 48843  
Phone 517-552-3240  
www.livgov.com

## Memorandum

**To: Livingston County Board of Commissioners**

**From: Jim Rowell – Building Department Director**

**Date: 2-18-2015**

**Re: RESOLUTION AUTHORIZING THE RECLASSIFICATION OF  
1 EMPLOYEE FROM ADMINISTRATIVE AIDE TO  
ADMINISTRATIVE SPECIALIST**

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Attached for your consideration and approval is a resolution requesting a reclassification of our Administrative Aide Employee to the position of Administrative Specialist.

The responsibilities of Administrative Aides are to provide basic data entry at the counter to help process incoming and outgoing permits. The Administrative Specialist's responsibilities differ as the Specialist covers the functions of Administrative Aide, but also performs more complex tasks such as code enforcement processing, as well as bookkeeping, reporting and other tasks.

As noted most recently in the 2015 State of the County Speech, the Livingston County Building Department had a record year in 2014, surpassing our highest year of permit activity from 2006.

Conversely, in 2006 and earlier, the Building Department had as many as 13 Administrative Aides and Specialists. In total, the department had more than twice as many employees as we currently have, performing less work. The Building Department continues to perform well with our current Inspection Staff but finds some challenges in keeping up with the functions of the Administrative Specialist, specifically code enforcement, C of O issuances and FOIA processing.

Ms. Yeager was hired in 2014, but worked in the department previously for approximately 4 years and 10 months up to 2006. Her performance is exemplary and as a former employee, she is familiar with all the responsibilities of this position and we are confident in her abilities to fill this role. The training will be minimal.

Since this is a reclassification and not a new position, the annual difference in the wages will be \$5912. The Building Department is an enterprise department. The high permit activity has

helped to keep us in good financial shape. The department has the funds to cover these added costs.

Therefore we are respectfully requesting approval of this position. If you have any questions or comments, I can be reached directly at 517-552-6724, extension 6724 or at [jrowell@livgov.com](mailto:jrowell@livgov.com)

Respectfully,

Jim Rowell



**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING ATTENDANCE TO OUT-OF-STATE TRAINING FOR ONE  
DETECTIVE - SHERIFF DEPARTMENT / PUBLIC SAFETY / FINANCE / BOARD**

**WHEREAS,** Marc King is a Detective with the Sheriff's Department and has the opportunity to attend advanced computer forensics training. The training will be conducted by AccessData, a corporation that trains law enforcement officers in computer forensics. The training is to be held in Sterling, VA; and

**WHEREAS,** the course is designed to provide detectives with the knowledge and skills necessary to install, configure and effectively use AccessData's "forensic toolkit;" and

**WHEREAS,** the training requires (4) four nights lodging at a per room charge of \$112 per night; and

**WHEREAS,** the Sheriff Department has sufficient training funds budgeted for this training which will be \$2,371; and

**WHEREAS,** the funds to cover attendance of this training are available in drug forfeiture fund 265, line item 301-956.000.

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby authorizes Detective Marc King of the Sheriff Department to attend computer forensics training held in Sterling, Virginia, February 24, 2015 through February 26, 2015 for expenses not to exceed \$2,371.

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**MOVED:  
SECONDED:  
CARRIED:**



**LIVINGSTON COUNTY, MICHIGAN**  
**SHERIFF'S DEPARTMENT**

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**150 S. Highlander Way Howell MI 48843**  
**Phone 517 546-2440 Fax 517 552-2542**  
**Web Site: livgov.com**

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Det. Lt. Scott Domine**  
**Date: February 6, 2015**  
**Re: Out-Of-State Computer Forensic Training**

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This is a formal request for approval of training in Sterling, VA for one (1) detective. The training will take place February 24, 2015 through February 26, 2015. The 3-day course is conducted by AccessData which is a company that provides law enforcement with training to use their software for computer forensic investigations.

Detective King is the current computer forensic expert at the Sheriff's Office. As technology continues to evolve the tools needed to keep up with crime trends involving computers needs to evolve as well. New computer software that is used in AccessData's "Forensic Toolkit" (FTK) to document criminal activity is at the heart of this training. Det. King will update his knowledge and skillset which will continue to allow him to serve our community as the only up-to-date trained forensic computer expert in the county.

My request to the board is that the Sheriff's Office get approval to take advantage of this training for Det. King. The designated training funds are available within the Sheriff's Office budget.

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

Respectfully,

Lt. Scott Domine

**RESOLUTION**

**NO:**

**LIVINGSTON COUNTY**

**DATE:**

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**RESOLUTION AUTHORIZING CONTINUED COMPLIANCE WITH THE FEDERAL PROPERTY ASSISTANCE PROGRAM – JAIL / PUBLIC SAFETY / FINANCE / BOARD**

**WHEREAS,** the Livingston County Board of Commissioners in 2014 authorized the purchase of two (2) body scanners for the jail under the Federal Property Assistance Program; and

**WHEREAS,** the County of Livingston has met all other State and Federal requirements for participation in the Federal Property Assistance Program; and

**WHEREAS,** it is a requirement that a resolution be adopted by the governing body specifically designating a coordinator as Surplus Property Donee and Custodian, to be responsible for the acceptance and accountability and authorized to sign for surplus property; and

**THEREFORE BE IT RESOLVED** that the Livingston County Board of Commissioners hereby designates Robert J. Bezotte who is the authorized coordinator as the person responsible for accepting Federal Surplus Property, with the power and full authority to sign for such surplus property.

**THEREFORE BE IT RESOLVED** that the coordinator named above is to be held responsible for the accountability and will maintain the necessary records for all surplus property obtained for public purposes until relieved from accountability by the State and/or Federal authorities.

**THEREFORE BE IT RESOLVED** that money is available to pay service charges for surplus property obtained.

**THEREFORE BE IT RESOLVED** that the coordinator is further hereby authorized to direct payment of service charges for surplus property to complete all transactions.

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

## Memorandum

**To: Livingston County Board of Commissioners**  
**From: Lt. Jeffery LeVeque**  
**Date: 2/10/15**  
**Re: Federal Surplus Assistance Program Annual Resolution**

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Attached for your consideration and approval is a resolution required by the federal governments' Federal Surplus Assistance Program. The board approved the capital purchase in 2014 of two body scanners for the jail (#4410). Per the program rules we are required to pass a resolution of the governing body on an annual basis. This resolution simply states who is responsible for the equipment for accountability and authorizes payment of any service charges of which we have not had any to date.

This resolution is really a formality to comply with federal program rules. I have attached the usual board resolution document as well as the form the federal government requires to be signed.

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

Respectfully Submitted

Jeffery LeVeque, Lieutenant

**STATE OF MICHIGAN  
BOARD RESOLUTION  
FEDERAL SURPLUS ASSISTANCE PROGRAM**

WHEREAS, THE County of Livingston, State of Michigan has met all  
(Agency)  
other State and Federal requirements for participation in the Federal Property Assistance Program under  
Public Law 94-519.

WHEREAS, it is a requirement that a resolution be adopted by the governing body specifically  
designating a coordinator as Surplus Property Donee and Custodian, to be responsible for the acceptance  
and accountability and authorized to sign for surplus property.

NOW THEREFORE, BE IT RESOLVED:

1. That the Governing Body for the County of Livingston  
(Agency)  
the of the State of Michigan, hereby designates Robert J. Bezotte  
(Name)  
who is the authorized coordinator as the person responsible for accepting Federal  
Surplus Property, with the power and full authority to sign for such surplus property.
2. The coordinator named above is to be held responsible for the accountability and will  
maintain the necessary records for all surplus property obtained for public purposes  
until relieved from accountability by State and/or Federal authorities.
3. That money is available to pay service charges for surplus property obtained.
4. That the coordinator is further hereby authorized to direct payment of service charges  
for surplus property to complete all transactions.

I do hereby certify that the foregoing resolution was adopted by the favorable vote of a majority of the  
member of said Livingston County Board of Commissioners Date:  
(Agency)

Carol S. Griffith  
Signature, Chairman of the Board

Jennifer M. Nash  
Signature, Secretary/Clerk/Treasurer

Livingston County Sheriff  
150 S Highlander Way  
Howell, MI 48843  
Agency Mailing Address

Phone: 517-540-7939

e-Mail: jleveque@livgov.com

G:/Federal Surplus/Forms/Board Resolution

Exhibit - J

Return form to: **State of Michigan, DMB  
Federal Surplus Program  
P.O. Box 30026  
Lansing, MI, 48909**