

**C.C.E. Central Dispatch Authority
Board of Directors
1694 US Highway 131 – Petoskey, Michigan
MEETING LOCATION**

**1694 131 US Hwy
Petoskey, MI**

MINUTES

June 21, 2017

BOD MEMBERS PRESENT

Michael Cain, Chairman
John Wallace, Vice Chair
Tom Richards, Secretary
Chris Christensen
Marcia Rocheleau
Charlie MacInnis
Bill Dohm
Lyon Stephens
Mike Newman
Rob Straebel
Jonathan Scheel
Winifred Riddle

REPRESENTING

Charlevoix County Cities and Villages
Cheboygan County Board of Commissioners
Emmet County Cities and Villages
Charlevoix County Board of Commissioners
Cheboygan County Townships
Emmet County Board of Commissioners
Alternate Emmet County Townships
Charlevoix County Townships
Alternate Cheboygan County Board of Commissioners
Alternate Emmet County Cities and Villages
Alternate Emmet Count Board of Commissioners
Cheboygan County Cities and Villages

BOD MEMBERS ABSENT

Pat Ball
Mark Bronson

REPRESENTING

Emmet County Townships
Alternate Cheboygan County Cities and Villages

911 COMMITTEE MEMBERS

Kevin Shepard	Charlevoix County Administrator
Jeff Lawson	Cheboygan County Administrator
Mary Mitchell	Emmet County Administrator
Kari Kortz	Fiscal Officer
Bob Engel	Civil Counsel

OTHERS PRESENT

Bob Bradley
Greg Clark
Michelle Katt
Chief Matt Breed
Al Welsheimer
Larry Hansen
Megan Anderson
Jason Lee
Cherie Browe
Mark Kooyers
Jessica Spindler
Jason Lee
Matt Mikus

REPRESENTING

CCE Central Dispatch
CCE Central Dispatch
CCE Central Dispatch
TAC - Petoskey Department of Public Safety
TAC - Resort Bear Creek Fire Department
Emmet County EMS
Emergency Management
Emergency Management
Charlevoix County
Tele-Rad
Tele-Rad
Emergency Management
Petoskey News Review

Meeting called to order by Chairman Michael Cain at 3:00 PM.

ROLL CALL – See Above

*Addition to the Agenda for discussion – Interlocal Government Agreement
Addition to go into closed session from the Board Chairman*

PUBLIC COMMENT

CORRESPONDENCE

APPROVAL of MINUTES – May 17, 2017

*Motion by Mr. Stephens with Support from Mr. Dohm to approve the May 17, 2017 Meeting Minutes.
Motion carried with Unanimous Voice Vote.*

Discussion from Mr. Christensen in reference to dual band pagers. Mr. Christensen asked to reflect in the minutes the cost and the reason for the delay in getting the 800 Pagers deployed in the minutes.

Mr. MacInnis suggested that board members may want to submit correction information ahead of time.

Mr. Cain asked if the Mr. Stephens and Mr. Dohm would like the requested modification to the minutes be added to their Motion and Support, both responded yes.

*Motion by Mr. Stephens with Support from Mr. Dohm to approve the May 17, 2017 Meeting Minutes.
Motion carried with Unanimous Voice Vote.*

AGENDA ITEM #6

Financial Reports

Mr. Cain asked for any questions on the presented Financial Reports.

Motion to Receive and File the Financial Reports from Mr. McInnis with Support from Ms. Riddle.

Mr. Stephens asked about opening more bank accounts to spread out the uninsured dollar amounts, Mr. Clark stated that he and Ms. Kortz have had discussions on the bank balances insured vs. uninsured.

Discussion was held on the current budget amounts. Ms. Rocheleau asked for clarification on several budget line items including overtime, CAD licensing & maintenance, radio system maintenance, website maintenance, generator/UPS, elevator. Mr. Clark stated that the overtime budget is being reviewed and the other ledger lines were paid for through the year.

Mr. Christensen asked to have the budget and staffing levels to correct overtime issues, further discussion was held and Mr. Clark stated that currently the next schedule has less overtime, as we have a staff member that is expected to return to work. Mr. Clark explained that that we have dispatchers in training that if they successfully complete the training that they will fill the spots in the schedule. Mr. Christensen asked to have the budget and overtime be added to the next agenda, Mr. Cain asked for clarification. Mr. Richards stated that the budget was set based on being at full staff, Mr. Christensen felt that we need a realistic overtime budget set on current staffing levels and also how do we address staffing level issues.

Mr. Bradley stated that we lost five (5) dispatchers over the past leave our Mr. Cain suggested that he will work with Mr. Christensen to come up with a concept of how do a report for the next meeting.

Ms. Riddle asked about the difference between the overtime budget and regular payroll.

Ms. Kortz reviewed the current figures in the payroll area of the budget and summary numbers to the Board,

Mr. Cain then suggested that we review payroll numbers at the next meeting.

Mr. MacInnis suggested that we look at the payroll figures for the remainder of the year with the Fiscal Officer.

Motion carried with Unanimous Voice Vote.

AGENDA ITEM #7

Tactical Dispatch Overview

Ms. Katt handed out a document and gave an overview on the Tactical Dispatch training programs that are offered to dispatchers in Dispatch Centers across the Country. Ms. Katt gave examples of different of the use of Tactical Dispatch either in the field or being able to utilize the skills in while working in the Dispatch Center. The training gives the dispatcher better operational training for handling the various calls that come into the Dispatch Center. Mr. Cain asked how different calls relate to how a Tactical Dispatcher would respond to that call.

Ms. Katt explained that each call is different and does not necessarily need a field response, it is the training that teaches the dispatcher better call taking and dispatching knowledge. Mr. Cain asked about the need and priority for this type of training. Ms. Katt explained that each dispatcher is required to have 24 hours of continuing education every two years, these training funds can be used for any type of training. It was explained that hosting training locally is advantageous to CCE because we save money in travel. Mr. Christensen asked if the training has long term costs other than the original training expense, it was explained that this is part of our regular training budget allocation.

AGENDA ITEM #8

Tower Lease Renewals

Mr. Bradley discussed the lease agreements with Beaver Island Townships and with Sprint Cellular who has antennas on our tower, the leases have five (5) year renewal clauses and that it was time to renew the leases, he stated that these leases do not cost CCE and money.

Mr. Cain and Mr. Bradley clarified that the leases on Beaver Island, that there is not currently a cost to CCE for having antennas on the Township Towers. Mr. Cain asked about any other discussion items on the Beaver Island Towers and modifications or additions to the leases, Mr. Bradley stated that possibly the addition of generators to the towers would be beneficial. Mr. Cain asked if the leases have been reviewed by our Civil Attorney.

Mr. Bradley stated that he and Ms. Abbott worked on the lease agreements. Mr. Engel stated that he had copies of all the leases that are up for discussion and he stated that these are basically renewable leases.

Mr. Shepard asked about the tower on the South end near the school light house property. Mr. Bradley stated that this tower was deeded to CCE from the Federal government.

Motion from Mr. Stephens with Support from Mr. Wallace to approve the Tower Lease documents as presented.

Motion carried with Unanimous Voice Vote.

AGENDA ITEM #9

Radio Steering Committee

Mr. Bradley discussed the Radio Steering Committee Report that was presented at the Tri County Meeting.

Mr. Lawson gave an overview of the Radio Steering Committee Report as presented and suggested that the Board consider approval or adoption of the Report as it is presented.

Mr. Cain presented the report to the Board for discussion. Mr. Stephens mentioned a tower site in Chandler Township that is owned by Trans Canada that they are planning on abandoning their tower and that site. Mr. Bradley stated that he has had discussions with Trans Canada in the past and he will reach out to them again.

Ms. Rocheleau asked about the costs of the potential replacement of responder radios if we were able to stay on our current VHF radio system and would the agencies be able to continue to use their current radios until the next Narrowbanding. As requested, Mr. Kooyers (TeleRad) discussed the associated costs of updating responder radios, he explained that basically it is the same cost for either P25 VHF or P25 800 radios. Mr. Kooyers discussed that across the State of Michigan, there are currently is not any agencies using VHF P25 responder radios. As a recommendation that if the Board chooses to purchase P25 radios, they should seriously consider moving to the P25 800 radio system for interoperability and radio systems.

Mr. Cain asked the question if a decision to remain on the current VHF system would a purchase of new subscriber radios for responders have to be made? Mr. Kooyers discussed the FCC information on Narrowbanding that is currently out there stating that radios purchased today should be 6.25 compatible. Ms. Rocheleau is concerned that the report may be overinflating the cost of purchasing VHF radios, she would like to know if the 800 Radio is the really going to be the best option for future radio systems that would be used by our responders. She has heard reports that the 800 MHz. radios may not always work as well as the VHF radios. Ms. Rocheleau wants to make sure that the 800 MHz. radios are our best option, Mr. Cain stated that he has not heard anyone say that the 800 radios will fix all of our communication concerns, he believes that that are other pluses to the 800 MHz system.

Chief Welsheimer mentioned that when the responders transmit out from their radios they may not know if the VHF radio actually transmitted out, where the 800 radio lets the responder know if their radio transmitted out, he feels that the 800 MHz radio will improve our overall radio communications.

Ms. Roloff asked if the Radio Steering Committee is asking for the Board to approve the Radio Report. She stated that she does not feel that we are ready to make decisions based on the information included in the Radio Report, she does feel that more work needs to be put into the Report to obtain more information for further review. Mr. Cain mentioned that the Radio Report will continue to create questions and answers as it is, this is not the end of our radio discussions.

Mr. Lawson directed the Board to page 4 & 5 where coverage numbers are addressed for comparison. He further stated that if the Board approves this report that it moves the process to the County level for further discussion and for reviewing potential funding mechanisms. Mr. Lawson further discussed that there will still be the need to get quality and functionality assurances from the State of Michigan Public Safety Communications System for radio coverage. He reiterated the point that there is not a perfect communication system out there.

Mr. Christensen asked about the City of Charlevoix having the suggested "Tower in a Box" proposal to provide the coverage within the City of Charlevoix area. He stated that he discussed with staff the concern if what if the Tower in a Box" solution does not work, and the answer was that it would have to be removed at the cost of the vendor, his concern was that if this does not work, how will the coverage be corrected after spending the money on the project. Mr. Christensen felt that engineering studies are needed to give some assurances that the system will work. Mr. Cain suggested that more information will be coming with future questions and answers as studies are obtained and provided to the Board, he further stated that Radio Report is a culmination of the Radio Steering Committee work sessions and presented to the CCE 911 Board.

Mr. MacInnis suggested that the three (3) County Boards should rely on the users such as Law, EMS and Fire that worked on the Radio Report as presented he suggested that the Board move the report to the next level at the Counties.

Motion from Mr. MacInnis with Support from Mr. Stephens to accept the recommendation of the Radio Steering Committee Report as presented.

Mr. Richards suggested that staff be allowed to further negotiate with the vendors and radio system providers to obtain detailed information, coverages and costs to bring back information to the 911 Board and County Boards of Commissioners.

Mr. Dohm stated that the 911 Board has been requested by the Technical Advisory Committee to move to the 800 Radio system for quite a while.

Mr. Cain agreed with with Mr. Richards that this is certainly needed and has been requested by our Technical Advisory Committee to look at the 800 MHz system as a solution to improve communication concerns.

Mr. MacInnis stated that he would like to amend his motion to have it read as follows;

The CCE Board of Directors recommends to the Boards of Commissioners of the three (3) Counties to accept the Radio Report as presented from the Radio Steering Committee, further the CCE Board of Directors directs staff to begin contract discussions.

The amended Motion and Support accepted from both Mr. MacInnis and Mr. Stephens.

Mr. Stephens expressed his gratitude for the questions from the Board members, he felt it would be good to have all three (3) Counties review the Radio Report and send back a list of questions that they would like answered and addressed by this Board and the Radio Steering Committee.

Ms. Riddle stated that she had the impression that the current VHF system may be come antiquated in the future, Mr. Cain explained that future changes in Narrowbanding of the current VHF radio system will make our system obsolete.

Mr. Riddle asked about the compatibility of the VHF and 800 radios working together and would there be issues in for the agencies. Mr. Cain explained that the majority of Counties around us are currently on the 800 system, where Charlevoix, Cheboygan and Emmet Counties are currently working on the VHF radio system. Ms. Riddle expressed her concern that we would be operating in our own little area and not being able to communicate with other agencies.

Mr. Stephens gave an example of our VHF system being overloaded in a short period of time during several emergency incidents that occurred recently.

Mr. Richards suggested that we are at a fork in the road and we need to decide which path to go with radio communications, he suggested that one path has already been taken by many Counties and Agencies that have found the 800 MHz radio system to be the better solution for our future.

Mr. Welsheimer mentioned that the County of Allegan recently spend \$100,000.00 on a consultant for a report that was the same as the report that was provided by the State engineers.

Mr. Cain discussed that early on he was skeptical on the process, but he stated that there have been many changes that have occurred over the years and he personally believes that the information provided by the Technical Advisory Committee and the Radio Steering Committee are good recommendations.

Mr. Christensen asked to call the question.

Repeat of Motion wording

The CCE Board of Directors recommends to the Boards of Commissioners of the three (3) Counties to accept the Radio Report as presented from the Radio Steering Committee, further the CCE Board of Directors directs staff to begin contract discussions to obtain detailed information.

Motion carried with a Roll Call Vote;

Yeas; Cain, MacInnis, Wallace, Dohm, Rocheleau, Stephens, Richards, Riddle. Nays; Christensen

Agenda Item

Interlocal Governmental Agreement

Mr. Bradley discussed that previously we have discussed an Interlocal Government Agreement between CCE and Grand Traverse County to provide redundancy and enhancements to our 911 call answering system process. He further discussed that an Interlocal Agreement would provide enhanced call taking for our PSAP. He explained the process of how the phone system would provide continued call taking in large events when a dispatch center becomes overwhelmed with 911 calls thus allowing the calls to get answered by trained dispatchers and then coordinated with the PSAPs.

Mr. Bradley gave the example of a storm that has a high impact to a local dispatch center would provide for redundant 911 call answering across the area. Mr. Engel stated that he has reviewed the document and made a few edits that are visible with his mark ups. Mr. Cain asked about the ability to opt out of taking calls from another dispatch center if we were having our own emergency with a lot of calls.

Mr. Cain asked about any additional costs, Mr. Bradley stated that each County PSAP would be responsible for their own costs that they may incur. Ms. Kortz asked about the additional costs section in the agreement and if there were going to be allocated costs as indicates in the agreement, and how was it determined that the number of call taking positions would be the formula for distributing costs. Mr. Bradley stated that we do not have firm costs at this time for any future equipment needs.

Ms. Kortz asked about the language of holding a retainer fees that are spelled out in the agreement and she would not want to send retainer fees to another County, when a County could hold their own dollar amount.

Mr. Christensen asked if the other Counties would not have to buy Viper phone system. Mr. Bradley stated that each Dispatch Center has to purchase their own Viper system. Mr. Christensen asked if CCE would be hosting a server or microwave, if so this changes that we would have 12 months to withdraw from the contract.

Mr. Clark explained that this agreement has been used at other regional 911 Centers to create the 911 Network to support each other for Public Safety. Mr. Clark explained that the goal is to create a stronger 911 call taking network to ensure that 911 calls are answered by trained 911 dispatchers.

Mr. MacInnis asked to be excused for another meeting.

Mr. Clark answered questions about the 911 telephone service providers including West Services, which is the company that provides the 911 Telephone system.

Mr. Christensen asked questions about information that states which vendors West, Indigital and PFN using the words "Must" why these certain vendors are indicated and would the agreement change if these vendors

Motion from Mr. Stephens with Support from Mr. Scheel to postpone this discussion to the next meeting. Motion carried with Unanimous Voice Vote.

DIRECTORS REPORT

Mr. Bradley discussed his report on the recent outages that occurred in the system. Mr. Cain asked about the current legislations that are part of the Directors Report. Mr. Bradley discussed the SB400 and HB4651 legislation and that it currently in Lansing and on hold during the summer recess of the Legislation.

Mr. Cain suggested that this resolution that it be brought to back as an agenda item at the July meeting. Ms. Riddle asked if it would be good to bring the resolutions back to the respective government bodies that are represented at the CCE Board.

Mr. Stephens asked about putting the Tower Shelter and Maintenance Policy on the July meeting agenda to give more time for review.

Mr. Bradley mentioned that staff was meeting with the MPSCS and Motorola to get information on coverage.

ROUND TABLE

Kortz – Mentioned that she would not be able to attend the MPSCS/Motorola meeting.

Christensen – Asked about 800 Pagers and asked about an update on the pagers. Mr. Clark stated that the dispatch consoles were updated and we are getting the pagers out for testing. Mr. Christensen asked if these pagers would be compatible in the future 800 MHz system, and yes they are,

Rocheleau – Asked who had the 800 pager in Cheboygan County. Mr. Clark stated that Jason Lee currently has one.

Richards – Asked about the separation of the bank accounts and the direction to be given to the staff.

Mr. Stephens – requested that the monies that are showing as not insured by the FDIC become insured, Mr. Scheel agreed that he would like an explanation as well. Ms. Kortz stated that in order to have full FDIC insurance that monies would be divided up into smaller amounts in numerous accounts across several banking institutions, she further explained that it is common for government agencies to have uninsured funds.

Mr. Richards added that this should be looked at in the future. Mr. Cain suggested to let staff and the Fiscal Officer bring back a report and recommendation on how the agency's funds should be divided up at financial institutions.

Motion from Mr. Cain that the Board move to a closed session under Section 8(h) of the Open Meetings Act to consider material exempt from discussion or disclosure by State or Federal Statute as interpreted in the case of Booth Newspapers Inc. vs Wyoming City Council 168 Michigan Appellate 459 of 1988 allowing for a closed session for the consideration of a written legal opinion by Mr. Richard Dinon within attorney - client privileges as related to labor relations. As part of the Motion only Board members, Alternate Board members, Mr. Dinon and Mr. Engel (Board Civil Counsels) are to be present - with Support from Mr. Stephens.

Motion carried with Unanimous Roll Call Vote;

Yeas; Wallace, Dohm, Cain, Richards, Christensen, Rocheleau, Scheel, Stephens and Riddle.

Regular meeting ended at 5:05 PM for the purpose of going into closed session.

ADJOURNMENT

*Motion to adjourn the meeting by Mr. Scheel at 6:21 PM with Support from Mr. Stephens.
Motion carried by Unanimous Voice Vote.*

NEXT MEETING SCHEDULED July 19, 2017 AT 3:00PM AT CCE CENTRAL DISPATCH.

Respectfully submitted by Greg Clark