

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

**1694 131 US Hwy  
Petoskey, MI**

**MINUTES**

**April 19, 2017**

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**BOD MEMBERS PRESENT**

Michael Cain, Chairman  
John Wallace, Vice Chair  
Tom Richards, Secretary  
Chris Christensen  
Marcia Rocheleau  
Bill Dohm  
Lyon Stephens  
Mike Newman  
Rob Straebel  
Mark Bronson

**REPRESENTING**

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

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**BOD MEMBERS ABSENT**

Charlie MacInnis  
Jonathan Scheel  
Pat Ball  
Winifred Riddle

**REPRESENTING**

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

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**911 COMMITTEE MEMBERS**

Kevin Shepard  
Jeff Lawson

Charlevoix County Administrator  
Cheboygan County Administrator

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**OTHERS PRESENT**

Greg Clark  
Chief Matt Breed  
Al Welsheimer  
Larry Hansen  
Megan Anderson  
Jason Lee  
Becki King  
Jessica Spindler

**REPRESENTING**

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

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

**ROLL CALL** – See Above

The Board observed a moment of silence for Director Bradley who went into the hospital this morning not feeling well. Mr. Clark gave a brief update to the Board on Mr. Bradley's condition.

## **PUBLIC COMMENT**

## **CORRESPONDENCE**

### **APPROVAL of MINUTES – March 15, 2017**

*Motion by Dohm with Support from Wallace to approve the March 15, 2017 Meeting Minutes.*

*Motion carried with Unanimous Voice Vote.*

### **Budget Report**

Mr. Clark gave a budget report for the first quarter. The budget is where it is expected except for the overtime line. He explained that at the recent State meeting the lack of dispatchers throughout the State of Michigan is considered to be at a crisis mode.

Ms. Rushlow asked about a couple of budget line items being close to the 90% level, Mr. Clark explained that these line items are paid on an annual basis and that these lines were paid for the year.

Mr. Cain mentioned that it is helpful for both the Board members and for staff that if there are questions on any topics that it can be helpful to get them to staff ahead of time to allow for research if needed.

### **Claims**

Mr. Clark explained the process of approving of claims/payables from the point of receipt of an invoice for payment to the Board. He explained that we are going to begin doing separate utility runs on payables so that they can be handled in a more efficient and timely manner to avoid any late fees that may be incurred.

Mr. Christensen asked questions regarding the expenses of on a couple of payables. Mr. Clark explained that during a funeral, a dispatch team from area 911 centers was brought into cover the dispatch center. During the funeral lunch was provided to the dispatchers that were covering the center.

Mr. Clark explained that after the November meeting, when it was brought to our attention that providing meals may not be an allowable expense that we have opted out of providing meals at the center since then.

Mr. Christensen asked about the Charter Spectrum fiber payables, Mr. Clark explained that these connections are the connections from CCE to each Sheriff's office and jails used for CAD/RMS/JMS/LEIN systems as well as our administrative SIP trunks. Mr. Cain asked if we were going to have PFN phone lines as well, Mr. Clark explained that PFN will be added in the future as a redundant back up to our administrative phone lines. Mr. Christensen discussed that the fiber lines being provided by Merit Fiber in Charlevoix County. Mr. Christensen encouraged exploring the possibility of leveraging the County fiber network and to work with all three Counties to possibly find a more economical fiber access point into the three Counties.

Mr. Christensen asked about the Empiric Solutions (IT) invoicing, Mr. Clark explained that the IT services are based on a time and material list and vary from month to month based on the work being done at CCE and all of the networked connected agencies. Mr. Clark explained that the servers that are utilized by all agencies are maintained by Empiric Solutions.

Ms. Rocheleau asked about the payroll process and how we incurred late fees. Mr. Clark explained the payroll process and how payroll is handled, he stated that there was a brief time period at the end of 2015 and the beginning of 2016 where the payroll tax payments were late and CCE was assessed a late fee. It was explained that we are working with the federal agency to possibly be forgiven for the late fee. Mr. Clark further explained that place holders were put in place to prevent this from happening again in the future. Ms. Rocheleau asked about two payables runs that were noted as not reviewed by the Fiscal Officer. Mr. Clark explained that future payable runs will have a note field showing that they have been reviewed and approved by the Fiscal Officer. Ms. Rocheleau asked about a couple of payable lines including Information Systems Intelligence (ISI) and Smolinski (auditors), Mr. Clark explained who the companies were and what the payments were for.

Ms. Rocheleau asked about payables to the Authority's Labor Counsel, it was explained that occasionally the attorney is brought in to review, discuss and possibly participate in contract grievance issues. Discussion was held on at what point of budget expenditures for grievances and when this should be brought to the Board.

Mr. Cain mentioned that he has been made aware of a few grievance issues from time to time. Mr. Lawson explained that there is a line item budget for legal fees and if the budget begins to exceed that amount then staff would come to the Board for an additional appropriation for that line.

Mr. Christensen asked about payables to Tele-Rad and what the expenses were for, Mr. Clark explained that this for the annual maintenance of our radio system and tower network.

Mr. Stephens asked about the current bank balances showing as un-insured, discussion was held between the various Board members that represent municipalities that may also have un-insured balances at their respective municipalities. Discussion was held on how the assessment of bank ratings and the diversification of accounts being spread out to different banking institutions and then not having enough balance to earn interest rates.

### **AGENDA ITEM #8**

Mr. Lawson reviewed the Radio Steering Committee Report that was included in the Board Packet. Mr. Lawson acknowledged the efforts that went into the Radio Report and the financial documents. Mr. Lawson discussed the format of the report and that it compared the current VHF radio system to the MPSCS 800 MHz radio system.

Mr. Lawson discussed the coverage areas of both radio systems, he reported that the Committee has had a great deal of discussion on the coverage areas and percentage of coverage of both radio systems, we know that there will never be 100% coverage of across the three Counties on either radio system platform.

Mr. Lawson discussed the content of the report and how it relates back to the agencies and the field users, he also discussed the proposals from the MPSCS on improvements that would be needed for the primary system infrastructure. Mr. Clark discussed the proposals that were given to the Committee for the needed 800 MHz channel resources at the current MPSCS tower sites throughout the State of Michigan. Discussion was held on the proposals from the MPSCS and Motorola for the infrastructure components of the project proposals. Mr. Christensen asked for clarification on the additional 800 Mhz equipment that is proposed to be added to our existing tower in Topinabee and what this additional equipment will provide in the way of coverage. Mr. Clark explained that there were identified areas near Alanson that did not have good 800 Mhz coverage and this proposed equipment would provide improved coverage for the Alanson area. Ms. Rocheleau asked about the current leased tower sites that we have for our VHF system, Mr. Clark explained that we would not need the current leased sites if we moved to the 800 MHz system. Mr. Lawson further explained the project report regarding tower infrastructure ownership expenses versus future tower leasing expenses to stay on the VHF system. Overall the report shows that it will be more expensive to remain on the VHF system (with future improvements and enhancements) for long term radio system interoperability and signal coverage than if we moved to the State's 800 MHz system. Discussion was held on future Narrowbanding on existing equipment verses newer VHF equipment to be P25 compliant and ready for any future Narrowbanding.

Questions were asked about the formulas used to determine how the proposed costs of different parts of the projects. Mr. Clark answered that several inquiries have been made as to the process the State uses to determine the number of resources needed at each of their tower sites is determined. This has not been really made clear to us yet, but we continue to ask the questions.

Mr. Cain asked if any other Counties across the State have had expressed any negative aspects after moving to the State's MPSCS 800 MHz system. Mr. Clark answered that he has not heard of any negative feedback or concerns from Counties that have moved onto the State's 800 MHz system, in fact recently, three more Counties have announced that they are moving to the 800 MHz system, Eaton, Lenawee and Muskegon Counties. Financial Summary sheets were passed out to the Board and Mr. Lawson reviewed the documents.

Mr. Lawson discussed that there is an assumption that if the Board opts to move to a newer radio platform that there would be an initial purchase of radios to move to the new platform. Further discussion was held on future budgeting for the proposed radio projects as capital improvement projects for the Counties.

Mr. Lawson discussed a surcharge spreadsheet that reflects the different rates of device surcharges and how the current funding models are set up. Discussion was held on the potential of applying for grants that may be used for the radio project. Mr. Lawson also discussed the importance of future funding for future replacement of important infrastructure equipment. Discussion was held on the timing of any new funding proposals that may need to be placed on a ballot for a surcharge increase at the County level and the importance of keeping the radio project discussions moving forward. Mr. Lawson anticipates a draft proposal to be presented at the 911 Board for approval if all of the questions have been answered. The Radio Project report will be provided to the TAC at their May meeting. Mr. Lawson explained that whichever direction the Board chooses to go that there will be step by step negotiations with any vendors involved in the process. Mr. Cain mentioned that we need to make sure that we have reviewed and updated our capital improvement plan for the Authority and that the radio project does not drain all of our funds for one single project. Mr. Richards stated that there is an action item recommendation attached to reports that allow staff to discuss with the involved vendors and entities to get further detailed numbers and processes and his concern was waiting too long to get accurate figures and facts as soon as possible. Mr. Lawson discussed some of the proposed surcharge numbers that are presented on the handout. Mr. Cain felt it was important to follow the process of allowing the Radio Steering Committee to make their final recommendation to the Board. Discussion was held on giving a presentation at the Tri-County meeting to present the radio project to all three Boards of Commissioners. Further discussion was held on timing of a surcharge election if that is the process that is chosen by the County Boards. Mr. Cain felt the Tri-County meeting was an opportune time to present information and a recommendation to Mr. Christensen suggested that the County administrators present Radio Project information to their respective Boards to give them time to be educated and ask questions to get more information on the Radio Project. Mr. Cain suggested that the County Boards should be made aware that this is an important meeting to learn about the future of the three County's emergency communications system.

Mr. Richards suggested to allow staff to enter into further discussions with the State and vendors to get more detailed information on the Radio Project.

***Motion by Mr. Richards with Support from Mr. Dohm to allow staff to enter into more detailed discussions with the MPSCS and Motorola regarding the Radio Project details. Discussion; Mr. Lawson clarified that there is more than one vendor that may be bidding on the field radios and that an RFP process should be followed. Mr. Clark clarified that the subscriber radios should be put out for bid and review and that the infrastructure equipment is specific to Motorola/MPSCS.***

***Mr. Richards amended his motion to include requesting proposal and bids from competitive vendors on equipment where it is applicable in the radio project, Mr. Dohm Supported the amendment to the original motion. Further discussion; the goal is to bring a recommendation on the Radio Project to this Board at the May 17 meeting of the 911 Authority Board.***

***Motion carried with Unanimous Voice Vote.***

***Mr. Cain thanked the Radio Steering Committee and all involved for their time and work that went into Radio Project and report.***

#### **AGENDA ITEM #9**

Meeting Remote Access

Mr. Cain suggested that we revisit this Agenda item at the next meeting since it was not under any urgent timeline.

**DIRECTORS REPORT**

Mr. Cain briefly discussed that the Krause Rd tower has not had any issues since the excess equipment was taken off of the tower. He also mentioned that Mr. Bradley is working with the County Administrators on the action items.

**ROUND TABLE**

Mike Cain discussed the attorney situation for discussion of the CALM agreement, he feels that it is currently resolved with the appropriate attorney representation for both CCE and Emmet County. He further discussed the formatting of the CCE Board, with the possibility of assigning responsibilities to members of a newly formed Executive Committee, believes that allowing these proposals to be brought back to give this a try for a time period. Mr. Cain mentioned that there are alternate paths that are being discussed and information will be brought back to the Board.

Chris Christensen asked for clarification about invoices for Tele-Rad for 2016. Mr. Clark stated that he would provide the Tele-Rad invoices for 2016 for review. Mr. Cain asked about vendor reports showing annual amounts. Mr. Clark mentioned that he would see the formats that were available for this type of report.

Ms. Rocheleau stated that she would like to see any new proposed Authority Board formatting be presented to the entire Board to insure that everyone is kept in the loop. Mr. Cain agreed and said that idea is to make sure that Board is kept informed.

Ms. Katt announced that Dispatcher Alison Krauss was nominated as our Tele-Communicator of the year and will be nominated for the State’s Tele-Communicator of the year for 2017. This will be held at the annual State conference in October.

**ADJOURNMENT**

*Motion to adjourn the meeting by Wallace at 5:42 PM with Support from Richards.  
Motion carried by Unanimous Voice Vote.*

***NEXT MEETING SCHEDULED May 17, 2017 AT 3:00PM AT CCE CENTRAL DISPATCH.***

Respectfully submitted by Greg Clark