

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

**Petoskey City Hall
101 E. Lake St
Petoskey, MI**

MINUTES

February 15, 2017

BOD MEMBERS PRESENT

Michael Cain, Chairman
John Wallace, Vice Chair
Lyon Stephens
Marcia Rocheleau
Winfred Riddle
Charlie MacInnis
Jonathan Scheel
Pat Ball
Bill Dohm
Rob Straebel

REPRESENTING

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

BOD MEMBERS ABSENT

Tom Richards, Secretary
Chris Christensen

REPRESENTING

Emmet County Cities and Villages
Charlevoix County Board of Commissioners

911 COMMITTEE MEMBERS

Kevin Shepard
Jeff Lawson
Marty Krupa
Kari Kortz
Robert Engel

Charlevoix County Administrator
Cheboygan County Administrator
Emmet County Administrator
Financial Officer
Civil Counsel

OTHERS PRESENT

Bob Bradley
Greg Clark
Michelle Katt
Undersheriff Todd Reeves
Lt. Mark Harris
Chief Al Welsheimer
Chief Shawn Bauman

REPRESENTING

CCE Central Dispatch
CCE Central Dispatch
CCE Central Dispatch
TAC - Charlevoix County Sheriff's Office
TAC - Petoskey Department of Public Safety
TAC - Resort Bear Creek Fire Department
TAC – Hudson Township Fire Department

Meeting called to order by Chairman Michael Cain at 4:00 PM.

ROLL CALL – See Above

INTRODUCTIONS

PUBLIC COMMENT

None

REQUEST FOR AMENDMENT TO AGENDA

Mr. Wallace made a Motion to amend the agenda to continue to discussions on the fiduciary position with Support from Mr. Ball.

Motion passed by Unanimous Voice Vote. Absent Christensen.

APPROVAL of MINUTES – January 18, 2017

Motion by Mr. Ball with Support from Mr. Straebel to approve the January 18, 2017 Meeting Minutes with corrected attendance page.

Motion passed with Unanimous Voice Vote. Absent Christensen.

APPROVAL of MINUTES – December 21, 2016

Motion by Mr. Ball with Support from Mr. Wallace to approve the December 21, 2016 Meeting Minutes with noted corrections on Pages 2 and 4.

Motion passed with Unanimous Voice Vote. Absent Christensen.

AGENDA ITEMS

Krause Rd Tower Update

Mr. Bradley handed out documents that referenced the Krause Rd Tower. Mr. Bradley discussed the action plan for the Krause Rd Tower site project, he recapped some of the discussion from the previous board meetings, The recommendations are to begin removing the unused and excess antennas and microwave dishes that are no longer in service. Some of the antennas are near the current microwave dishes that are experiencing the connections issues to the Stutsmanville Tower that is creating the connections issues when we have high winds in the area.

Option 1

Tower reinforcement proposal at a proposed cost of \$70,000.00 +/- this would put the tower at a 104% load capacity (with recommended maximum of 105%).

Option 2

Changing the current microwave dish size to examine the effects of reducing the size of the microwave dish and hanging the dish at a lower height on the tower. Preliminary engineering would allow a reduction from the current 4 foot dish down to a 2 foot dish. This would maintain the current microwave through put and provide a wider microwave beam.

Option 3

Change the microwave band for the Krause Rd tower to the Stutsmanville Tower. No current update is available at this time.

Option 4

Utilize the fiber connection from CCE to the Mackinaw City tower to create the network connection. This would involve re-engineering the current system set up (which connects the Emmet County communications and the Cheboygan County communications). The re-engineering would involve taking communications off the air, it would be labor intensive and cost approximately \$15,000.00 to \$20,000.00).

Option 5

Utilize future Central Michigan University fiber project that is proposed to be online by May 01, 2017, this could be for either a primary connection or as a backup connection. This Option would be similar to Option 4 for reengineering some of the network, but not as big of a project at Option 4. This is a possible future redundant path.

Option 6

Remove excess antennas from the tower that belonged to the Charlevoix Otsego Presque Isle School (COPS) that is no longer in service on the Krause Rd tower. Mr. Bradley mentioned that there is a large antenna at the 600 ft. mark which is connected by a very heavy elliptical coax cable and a 6 foot dish that are no longer in use. Mr. Bradley has been seeking budgetary quotes from Tower Climbing companies. He had discussion with a company out of Gaylord name Allcell, (Sp?) they gave a budgetary quote of \$6800.00 to remove the excess gear from the tower. A list of references has been requested from the company. Part of their quote is to scrap out the existing antennas and cables to offset of some of the cost.

Option 7

Would be to lower the Tower specs, Mr. Bradley does not recommend this. Mr. Wallace asked if this would correct the connection problem we are having, Mr. Bradley answered that it would not.

Mr. Bradley than began to discuss the Tower Action Plan that was presented to the board. Mr. Bradley discussed the plan presented by AllCell (Sp?) to take down the excess gear that is no longer in use with follow up to tune the tower in the Spring, when the weather is better and more conducive to tower work. Mr. Bradley also discussed possibly changing tower bulbs at the same time they climbers are on the tower. Mr. Ball asked if the 2 foot dish would be better use for the problem that we are experiencing. Mr. Bradley explained that smaller dish offers a wider microwave beam connection to the Stutsmanville Tower site. Mr. Cain asked if we should replace the dish at Stutsmanville Rd Town with the same 2 foot microwave dish, if this would make a better connection between the two (2) towers. Mr. Bradley would check on this and get back with an answer.

Mr. Cain discussed the possibility if the COP schools would be responsible to remove their excess unused equipment as part of the original equipment, Mr. Bradley would review and check into this.. Mr. Straebel asked if Mr. Bradley could put the several options into a sequencing format of the Action Plan with Mr. Bradley's recommendations on what order the options should be completed, Mr. Straebel felt this would be helpful to the Board to have the best options by priority to correct the connection issue between the two (2) towers. Mr. Wallace asked if we should at least do Option 1. Ms. Kortz asked the purpose of the engineering study and if we are can reduce the load to the tower, why would we want to go through the motion of re-engineering. Clarification as to whether we have to re-classify the tower to comply with FCC recommendations. Mr. Cain asked if new cabling would have to be installed with the new dish. Ms. Riddle asked if the larger dish would stay on the tower during the transition phase. Ms. Riddle felt it would be better to do the re-engineering study after the completion of removing the excess, unused equipment.

Mr. Cain discussed the going with Option 2 if the cost is going to be \$2500.00 to \$3500.00 as indicated in Mr. Bradley's presented Krause Rd Tower Action Plan, he also felt that we may not need to do the reengineering cost and this is going to require further discussions. Mr. Cain wants to ensure that we solicit other bids/quotes and to authorize removal of the unused equipment at a cost not to exceed \$7000.00.

Mr. Ball asked if they would remove the excess cable All Cell (Sp?) Communication yet this Winter, Mr. Bradley stated that the company said they could start as soon as possible.

Mr. Dohm would like to see us move forward with this removing the excess antenna equipment from the tower, he did not feel that it was prudent to NOT pre-pay since we have not worked with this company before.

Mr. Stephens felt that it would be better to have at least three (3) quotes from various vendors so that an appropriate decision can be made by the Board. Mr. Cain agreed with Mr. Stephens and that for the Board to make a decision, they need to have the facts in front of them. Ms. Kortz asked if the other vendors could provide a quote from documents provided to them or if they would have to go to the tower site to give a quote. Mr. Cain asked for clarification of work that needs to be done to replace the larger microwave dish and get the excess unused equipment off of the tower. Ms. Riddle asked Mr. Bradley how long it would take to get additional bids/quotes back. Mr. Bradley said he felt that he could get quotes back within 2 weeks. Mr. Cain felt that we had enough information to make some good decisions

Motion by Mr. Ball to get additional bids over the next two weeks and have the bids reviewed and approved by the Executive Committee utilizing Option 1 and Option 2 from the Phase 1 document with Support from Mr. MacInnis.

Motion passed by roll call vote; Yeas- Cain, MacInnis, Wallace, Ball, Rocheleau, Stephens, Riddle, Straebel. Absent – Christensen.

RADIO STEERING COMMITTEE

Mr. Cain discussed the radio steering committee meeting and that we did not have a meeting this past Monday due to the absence of several committee members. Mr. Bradley explained that we are completing the review of the numbers presented as requested from the agencies and the improvements that will be necessary to bring our current VHF system up to the similar coverage percentages that the current MPSCS 800 radio system. We are also working with the vendors to look at any future changes or modifications that will need to be made due to future Narrowbanding.

Mr. Cain discussed the radio requests that are coming in are showing a varying discrepancy in the radio count requests from the agencies in the field and at some point we will have to look at some type of needs assessments, he felt that at some point this may have to go to a vote of the people to approve the funding. Mr. Cain also asked about how long a project similar to this takes to complete. Mr. Cain felt that a time frame should be determined for the benefit of the users. Ms. Katt offered up that in her experience the process of transition in Bay County took approximately 2 years, she stated that Law Enforcement was moved to 800 in about a year and the fire and EMS agencies were moved in the second year.

ACTION PLAN UPDATE

Mr. Bradley handed out a document of the Action Plan update. Mr. Cain suggested that the board members take time to review the documents and bring back their discussion points at the next meeting. Mr. MacInnis suggested emailing out the document to the board. Mr. Cain suggested that the informational board packets have traditionally sent out on the Friday before the Board Meeting and in the future the packet should be sent to the Board in timely manner. Mr. MacInnis suggested a more thorough explanation of some of the points in the document. Mr. Cain suggested if any of the board members have questions to please reach out to other Board members, the three County Coordinators or Mr. Bradley with any questions that they may have.

ADDITION to the AGENDA - 8.1

Mr. Wallace started the discussion with regards to the past two board meetings having discussion on the changes of duties in the Financial Officer, he stated that Ms. Kortz was not in a hurry to vacate her role and that he felt that the duties and roles were evenly distributed among the Counties.

Ms. Kortz discussed her role was more than reviewing the claims and bills of the agencies, she explained that she currently assists in the budgeting process, audit process, and review financial claims documents that pass through the agency. Ms. Kortz was unsure of who would be taking over the financial role in Charlevoix County, she felt that if she was going to be involved in the audit process she felt that she would rather be involved in the day to day process. Mr. Cain summarized and offered his views on the discussions over the past two (2) board meetings on Charlevoix County taking over the financial duties. He felt that Ms. Kortz has done a very good job, and that he felt that motion allowed an adequate time frame to transition over. Mr. Cain also felt that if there are issues that need addressed in the area of budgets and audits that the Board could come back to discuss

Mr. Wallace offered that we may never have the opportunity to have a CPA sitting as our Fiscal Officer again.

Mr. Shepard offered that the services that are being offered by Charlevoix County, he feels their staff is very qualified to assume these duties. Mr. Shepard further stated that the agency would be in a better position if we have two (2) Counties that are knowledgeable in the financial operation of the agency. Mr. Cain asked for clarification on if Ms. Browe would be involved and that she has experience from Charlevoix County handling the fiduciary role prior to this. Mr. Wallace gave a history of the different roles handled by the three Counties in the past. Mr. Ball offered up that he thought that Ms. Kortz was not interested in continuing on as Financial Officer, he offered up that he was mistaken on this. Mr. Ball further stated that he felt it was in the best interest to keep Ms. Kortz as the Financial Officer. Mr. Cain made a recommendation that we bring this back to the March meeting agenda for further discussion, he also offered up that maybe we should have both Charlevoix and Cheboygan financial people be invited to the March meeting, he felt that it was important for Ms. Kortz to meet with Ms. Browe should meet together and discuss the financial duties of the agency.

Mr. Cain reviewed the discussion and asked Mr. Bradley put this on the March meeting agenda, Mr. Straebel supported Mr. Cain's suggestion. Mr. Cain asked Ms. Kortz if she could discuss this with Ms. Browe, Ms. Kortz indicated that she would. Discussion was held on the proper way to bring back this back to the Board as an action item, Mr. Engel is researching the information and will bring his findings back to the Board later in the meeting.

DIRECTORS REPORT

Mr. Bradley discussed the Next Generation 911 cutover from the Peninsula Fiber Network (PFN) is in process this week. Mr. Bradley discussed the carriers that have been cutover in the past two days and will continue on in the following weeks and until all of the service providers are cut over. Mr. Bradley discussed the process of changing over the 911 service provider, he also gave a brief history of NG911. Mr. Cain asked if any cost savings would be realized by the agency and Mr. Bradley stated that 911 service delivery comes from the State of Michigan technical pool of 911 fees.

Mr. Bradley mentioned that there is currently a study being done by Western Michigan School of Medicine in the area of medicine dosages for pediatric patients. Emmet County EMS is part of this group study it is hopeful that this will provide valuable information for EMS down the road.

Mr. Bradley mentioned that we are still working on filling vacant spots. Mr. Cain asked for clarification for the number of vacancies we have left to fill. Discussion was held on the number of vacancies that are needed to be filled. Further discussion was held on pre-employment physicals, the Board wants to make sure that all employees are handled the same way. Mr. Bradley is going to review the hiring process with Mr. Engel.

Mr. Bradley discussed the Inter-local Governmental Agreement between CCE Central Dispatch and Grand Traverse County Central Dispatch. Mr. Cain asked who attended the meeting, Mr. Bradley stated that Mr. Torrey from Grand Traverse, Mr. Clark and himself from CCE.

Mr. Bradley discussed the CCE CALM Agreements, he stated that he has attended a couple of meetings with Mr. Engel and the County Administrators to discuss topics of the CALM agreement and funding options.

Mr. Bradley mentioned that our Smart911 system is up and working in the Dispatch Center and we have already had a “Smart Save”, and Dispatcher Alison Krauss was given an award for handling of a Smart911 save. Mr. Cain asked about and suggested promotional information be provided to each of the local government agencies to put on their websites and local newsletters. Ms. Katt mentioned that Smart911 does provide several types of promotional material.

Ms. Rocheleau inquired about getting copies of the original Bay-Midland Counties Inter-local Government agreement that were asked about in the last Board meeting.. Mr. Bradley mentioned that he had a copy and would get that out to the Board.

ROUND TABLE

Mr. Stephens asked about the Employee Handbook and referenced the Action that was passed out. Mr. Bradley discussed that CCE uses a standard office employment physical.

Mr. MacInnis discussed that at the last meeting he asked that Mr. Bradley to get with members of the TAC to prepare a list of their top priority items that the TAC felt needed to be addressed. Mr. Bradley stated that he emailed out a request to the TAC members. Chief Bauman stated that the request went out to the TAC on Tuesday, February 14th.

Mr. Ball inquired about the current wrecker issues and if we were still having any problems. Mr. Bradley mentioned that the local Law Enforcement agencies deal directly with the wrecker agencies.

Ms. Rocheleau – No Report.

Mr. Strabel discussed the large Bay Harbor fire that occurred this past Monday, February 13th, he commended and thanked the 911 staff and all of the Fire agencies that assisted at the fire scene.

Mr. Wallace - No Report

Ms. Riddle – No Report.

Mr. Engel suggested that the Board should make a motion to bring back the Motion and that a second Motion be made to table the Motion.

Motion made from Ms. Rocheleau with Support from Mr. Ball to reconsider the Motion on the Fiscal Officer position.

Mr. Cain asked for discussion. Ms. Riddle made a motion to Table the Motion with Support from Mr. Stephens.

Motion carried to Table with a Unanimous Voice Vote. Absent Christensen.

ADJOURNMENT

Motion to adjourn the meeting by Mr. Wallace at 5:20 PM by Support from MR. Straebel.

Motion Carried by Unanimous Voice Vote.

NEXT MEETING SCHEDULED March 15, 2017 AT 3:00PM at CCE Central Dispatch.

Respectfully submitted by Greg Clark