

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

MEETING MINUTES

November 16, 2016

BOD MEMBERS PRESENT

Michael Cain, Chairman
James Tamlyn
John Wallace, Secretary
Joe Lavender
Chris Christensen
Marcia Rocheleau
Pat Ball
Bill Dohm
Tom Richards
Rob Strabel

REPRESENTING

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

BOD MEMBERS ABSENT

REPRESENTING

911 COMMITTEE MEMBERS

Kevin Shepard
Jeff Lawson
Marty Krupa
Kari Kortz

Charlevoix County Administrator
Cheboygan County Administrator
Emmet County Administrator
Chief Finance Officer

OTHERS PRESENT

Bob Bradley
Greg Clark
Al Welsheimer

REPRESENTING

CCE Central Dispatch
CCE Central Dispatch
Resort Bear Creek Fire Department

Meeting called to order by Vice - Chairman James Tamlyn at 3:00 PM .

ROLL CALL – See Above

PUBLIC COMMENT

Mr. Bradley requested that Agenda item #7 be moved up before item #6 on the Agenda.

CORRESPONDENCE

APPROVAL of MINUTES

Motion by Mr. Ball to approve the minutes with support from Mr. Wallace as presented.

Motion carried with Unanimous Voice Vote.

2016 AUDIT REPORT

Mr. Kevin Christman addressed the Board on the FY2015 Audit.

Mr. Christman discussed and explained the Audit Opinion, the Management Opinion, and the Governmental Audit as compared from year to year.

Mr. Christman covered key points of the highlighted areas of how Economic Factors impact the budget.

Mr. Christman addressed the balance sheet portion of the budget, he explained that the depreciation section is a large part of the Authority's Budget. The net fund balance for FY2015 was almost a breakeven year. Mr. Christman discussed that the bank amounts as they are distributed through local banks in the area. Mr. Christman discussed the operating leases handled by the Authority were bringing in more revenues than they were expending. Mr. Christman addressed the budget adjustments and how some of the capital outlay was handled. Mr. Christman stated the Authority's financial position continues to be very strong.

Mr. Christman moved onto the Audit letters as presented, he explained that his agency is tasked with informing the Board of any deficiencies that are discovered during the audit process. He pointed out that the only deficiency of note was to complete bank reconciliations in a timely manner. He explained that he was informed that this has been corrected and that they are now being done in a timely manner. He stated that the reconciliations were fine and correct and that they were just not done in a timely manner.

Mr. Cain asked if during the audit process if there was a test of internal controls of the Authority.

Mr. Christman explained that internal controls are looked at and a walk through of processes and procedures is completed. This is then documented and reviewed with staff. Mr. Christman explained that during the audit they did not encounter any items to note.

Mr. Cain asked about approval from the Board on disbursements, Mr. Christman explained that the review occurs on disbursements that have been approved by the Authority's Fiscal Agent.

Motion to approve to accept the Audit as presented by Mr. Richards with Support from Mr. Tamlyn.

Motion approved with Unanimous Voice Vote.

Chairman Cain joined the meeting at 3:07 PM.

Agenda Item #7

Wage Increase for Assistant Director.

Mr. Bradley addressed the Board on a recommendation to approve a wage increase for the Assistant Director to a \$58,500.00. Mr. Bradley discussed the formula that was used with to come up with the figures as presented and on which industry comparables were used. He further explained that were contingency funds in the 2016 budget. Discussion was held the formula percentages that were used to determine and how they applied to the recommendation.

Discussions continued regarding the percentages that were used to determine the amounts that are being applied. Administrative staff levels compared to the dispatch staff level were discussed. Further discussions were held for consideration on the wages proposed at the level presented and that where would not be a variance in wage. Mr. Cain suggested that we look at wage scales to review the pay differentials.

Mr. Wallace made a motion to set Assistant Director's salary at \$58,500.00 and to make it retroactive January 01, 2016, with Support from Mr. Richards.

Motion approved with a Roll Call vote of seven (7) Yes votes and two (2) No votes.

Mr. Tamlyn asked about a wage increase for the Executive Director. Mr. Cain deferred to Mr. Bradley to explain what the Executive Director's wage proposal is to the Board.

Mr. Bradley discussed that he has had discussion on how his wage increase should be brought forward to the Board. Discussion ensued on the best way to handle addressing a wage increase for the Executive Director. Mr. Ball recommended that the Executive Director bring a wage increase to the Board at the December 2016 meeting.

Mr. Tamlyn reviewed that the past several years and all of the large scale projects that have been handled and that wage issue was unfortunately overlooked, he felt that Board should make a decision soon.

Mr. Cain did have discussion with the Authority's labor attorney to review any type of agreements for administrative staff. Further discussion were held on whether to bring back, it was agreed that the executive Director's wage discussion should be brought back at the December meeting.

Mr. Richards asked about the process to be used to determine the Executive Director's salary, he recommended that the Executive Director's bring to the Board the salary amount requested for the Director's position, Mr. Cain agreed with Mr. Richards.

Mr. Dohm recommended to have a committee meet with Mr. Bradley to bring back a recommendation to the Board. Further discussion was held to determine the process to determine the Executive Director's wage.

Motion by Mr. Richards with Support from Mr. Tamlyn to adjust the Executive Director's wage to \$70,650.00 as proposed.

Motion failed with five (5) No Votes to four (4) Yes votes.

Motion by Mr. Cain with Support from Mr. Ball to bring back the Executive Director's wage recommendation at the December meeting as an agenda item. Discussion was held on whether a sub-committee should meet with Director to review wage proposals, it was agreed that the process would be determined through support (or non-support) of the current motion on the floor.

Motion Carried as presented with Voice Vote of 8 Yes and 1 No.

Mr. Strabel joined the meeting at 3:44 PM.

Agenda Item #6

2017 BUDGET REPORT

Mr. Bradley discussed a few points of the proposed budget for FY2017.

Mr. Cain asked if there were any changes from the Draft Budget since it was presented, the budget before the Board is the same as the draft.

Discussion was held on the 2 % wage increase for administrative staff as presented in the current draft budget.

Motion by Mr. Ball with Support from Mr. Wallace to approve the FY2017 as presented.

Further discussion was held on the process wage increases for administrative staff. Mr. Lavender asked clarification of the process of determining how the raises should be handled for administrative staff.

Mr. Lawson suggested doing an administrative wage survey process prior to budget discussions.

Mr. Cain suggested that we adopt a policy to approve the administrative wages prior to the presentation of a draft budget in future years, he further stated that he would like to approve the draft budget as presented.

Mr. Christensen asked for clarification of the numbers as they are presented in the FY2017 Draft Budget.

Ms. Kortz suggested that we change and move the same dollar amount into out of the individual wage lines and included the same dollars in the administrative wage contingency line.

Friendly Amendment to his original motion was made by Mr. Ball with Support from Mr. Wallace to change the numbers from individual lines to the administrative wage line in the amount of \$9439.00.

Motion carried with Unanimous Voice Vote.

Back to the original Motion by Mr. Ball with Support from Mr. Wallace to approve the FY2017 as now presented.

Motion carried by Unanimous Roll Call Vote.

Agenda Item #8

Surplus Equipment

Mr. Bradley discussed a few surplus items that we would like to dispose of including a 2005 Ford Explorer, a snow blower, a snowmobile & trailer to be put out for bid. We also have some outdated surplus radio equipment that we need to clear out and get rid of. Mr. Bradley suggested that we work with the local RACES club to transfer ownership of this radio equipment to them for use in assisting their communications network.

Motion from Mr. Tamlyn to put out for public bid or sell the equipment listed to get best price possible, and to transfer ownership of the outdated radio equipment to the RACES group with Support from Mr. Richards.

Motion carried with Unanimous Voice Vote.

Agenda Item #9

Smart 911

Mr. Bradley passed out information recently shown on the news about the State of Michigan now providing financial support for Smart 911. He further discussed the process of how Smart 911 works and how it used both Statewide and Nationally. RAVE, the company that provides Smart911 will work with us to promote the system throughout the three Counties.

Mr. Cain suggested that he did not see any big risks in moving forward with this program.

Motion by Mr. Richards to move forward with Support from Mr. Lavender.

Mr. Cain added that he would like to review the program at the end of the 18 months provided through the State of Michigan.

Motion carried with Unanimous Voice Vote.

DIRECTORS REPORT

Mr. Bradley discussed the switch over to NG911 from our current CAMA trunks. We are having regular conference calls and meetings with the NG911 service providers as we begin.

Mr. Bradley discussed a brief outage at our Levering Tower site. Mr. Bradley discussed the old ownership by Dobson Cellular. They opted to turn off the power at the site after maintaining the site for the past ten years.

Mr. Bradley mentioned that we were having a Dispatcher appreciation dinner on December 7th at the Center.

Mr. Bradley mentioned the Radio Steering Committee meeting and the presentation from the State of Michigan on October 24th was a very informative day of information. Mr. Cain agreed that the day was well attended and very informative.

Mr. Cain suggested we address the monitoring of our generators at the tower sites so that we can avoid this in the future. Mr. Bradley added that we would like to monitor several items at each tower site including doors being opened, tower lights that may be off, generators in run mode, and possibly cameras.

ROUND TABLE

Ms. Rushlow asked if there were any legal issues on funds providing food for staff, she wants to make sure that we are not doing anything improper or incorrectly. Mr. Bradley will follow up on this.

Mr. Stephens asked if a plaque was going to be presented to retired long term board member Mr. Dennis Howard, Mr. Bradley stated that he hoped to have something ready for the December meeting.

Mr. Stephens also asked about an issue with the Beaver Island tower. Mr. Bradley discussed that they a Mux panel locked up that is in the line of the frequencies. Notifications of calls were made through the systems Page Gate and eDispatches that the board authorized to create redundant notifications systems. Agencies on the Island were able to use the 800 radios and dispatch was able to switch to our back up radio system for paging.

ADJOURNMENT

Motion to adjourn the meeting at the call of the Chairman at 5:12 PM.

Respectfully submitted by Greg Clark