

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

MINUTES

April 20, 2016

BOD MEMBERS PRESENT

Michael Cain, Chairman
Jim Tamlyn, Vice-Chairman
John Wallace, Secretary
Mark Bronson
Chris Christensen
Pat Ball
Bill Dohm
Tom Richards
Marcia Rocheleau

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
Emmet County Townships
Alternate Emmet County Townships
Emmet County Cities and Villages
Cheboygan County Townships

BOD MEMBERS ABSENT

Rob Straebel
Dennis Howard

REPRESENTING

Alternate Emmet County Cities and Villages
Charlevoix County Townships

911 COMMITTEE MEMBERS

Jeff Lawson
Marty Krupa

Cheboygan County Administrator
Emmet County Board of Commissioners - Representative

OTHERS PRESENT

Bob Bradley
Greg Clark
Sheriff Pete Wallin
Dan Branson
Al Welsheimer
Megan Anderson
Mark Kooyers
Jessica Spindler
Mark Strandkov

REPRESENTING

CCE Central Dispatch
CCE Central Dispatch
Emmet County Sheriff's Office
Harbor Springs Police Department
Resort Bear Creek Fire Department
Office of Emergency Management
Tele-Rad
Tele-Rad
Central Michigan University

Meeting called to order by Vice-Chairman jim tamlyn called the meeting to order at 304PM.

ROLL CALL – See Above

PUBLIC COMMENT- None

APPROVAL of MINUTES from March 16, 2016 Meeting

Mr. Richards asked about a couple of items in the Minutes; Page 3 -5th line up was missing the words other agencies. Page 6 – 11 lines down was missing the words

Motion made by Mr. Wallace with by with Support from Mr. Ball to Approve the Minutes of the March 16, 2016 meeting with the noted corrections. Motion carried with Unanimous Voice Vote.

NEW BUSINESS

Mr. Bradley mentioned that CMU is still interested in working with CCE.

Discussion was held on CMU utilizing the CCE Microwave path between our towers CCE to Emmet South Tower (Krause Rd) to Emmet West Tower (Stutsmanville Rd) to reach Beaver Island. Review and discussion on how any CMU data would impact our public safety path. CMU is still interested in putting their equipment on our Emmet West Tower (Stutsmanville Rd) if they can get a fiber path connected to the tower. There were concerns about CMU equipment and the impacts that it may have on our Public Safety equipment, especially if created latency or interference issues to CCE communications. Mr. Bradley stated that his recommendation was to continue to work with CMU to research connections solutions for them to reach Beaver Island. CMU commissioned an analysis of CCE's Stutsmanville tower, the tower looks to currently be at about 65% of capacity, allowing for CMU to install microwave dishes to reach Beaver Island.

Mr. Chris Christensen joined the meeting at 308 PM

Mr. Mark Strandkov from CMU asked if Board action was needed to mount Microwave dishes in May. Motion and support by Mr. Wallace with Support by Mr. Richards to allow CMU to add two (2) additional to the CCE Stutsmanville tower and to continue to work with CMU staff. Motion carried with unanimous Roll Call Vote.

911 Committee Report

Mr. Lawson reported on the 911 Committee evaluation report forms. Forms were distributed to the Board members during the meeting. If anyone has any questions on the format or would like to see some changes please contact him. Mr. Lawson explained the form format to the board, asking the board members to please bring them back by the next meeting in May. Mr. Richards asked if the format of the review was going to be related to expectations versus performance, he would like to see the format follow a performance based metrics format versus a format that allows for a subjective format. The board will review the formats and report back to the 911 Committee within two (2) weeks with any changes or additions for modification.

Mr. Lawson stated that the Board can review the formats and get back with the board members with an updated format. Mr. Richards and Mr. Wallace stated they would like time to review the format and report back with any changes at the next meeting. Mr. Lawson gave out his contact information to the Board if they had any questions or formatting suggestions.

Directors Report

Mr. Bradley mentioned the recent and unexpected death of Senior Team Leader Vaughn Noble. Mr. Bradley mentioned that we are reaching a time frame where some of our veteran staff members are reaching their 20 year anniversary mark. Interviews are being held to fill the vacant positions and the new positions approved by the Board.

Mr. Bradley mentioned the Public Safety Tele-communicator Week.

Staff is currently waiting on an updated proposal for updating our Telephony system to prepare it for NG911 and Multi Node development with area 911 Centers.

Mr. Bradley discussed the connections between our primary tower at CCE and the connection to Emmet South Tower site (Krause Rd). We had a UPS (uninterrupted power supply) failure at the Krause Rd. tower today. Tele-Rad was able to bypass the UPS and they have a new one already ordered to replace the bad one.

Staff continues to work with MPSCS Co-Location Project, discussions continue to move forward on the project and proposals. There are positive enhancements for our agency, creating a more reliable tower/radio network.

The Emmet County MTA will be touring the 911 Center this evening.

The City of Petoskey water tower project is continuing as expected.

Proposed BOD-TAC Planning Session. Mr. Bradley mentioned that he has letters prepared to go out both the TAC and BOD for creating a combined planning session.

Mr. Bradley asked if the BOD wanted to have a regular meeting at the May meeting, this meeting coincides with the annual Tri-County meeting. Consensus was to have a short business meeting prior to the Tri- County Board meeting if it falls on May 18. Mr. Bradley mentioned that staff would confirm available dates with Odawa Hotel staff for available dates.

ROUND TABLE

Ms. Rocheleau asked if the Administrative Assistant position had been filled, Mr. Clark stated that the position has been filled and the new person starts in early May.

Mr. Wallace asked about TAC meetings and if they were going well, he also asked how the eDispatches program is progressing. Mr. Bradley mentioned that a key topic at TAC is the discussions around migrating to the MPSCS 800 radio system.

Mr. Dohm asked if we could keep moving forward with the 800 Mhz. radio system discussions. Mr. Bradley stated that funding will be an issue, whether we move forward with the 800 Mhz. radio system or continue rebuilding our current system.

Chairman Michael Cain joined the meeting at 3:45PM

Sheriff Wallin stated that he has concerns that our VHF radio system has the third time that we have radio issues since December 24 and that concerns him. Mr. Wallace asked the Board be kept apprised of outages or issues that occur so that they can properly answer questions from their constituents.

Mr. Tamlyn mentioned that he recently read about a local Harbor Springs youth recently who had a heart transplant

Mr. Cain asked that he heard that there was a change within the Emergency Management office, that the Emergency Manager has resigned his position. He mentioned that he hopes there will be continued improvements in interagency relationships. He offered assistance from the Board if it would be helpful.

Mr. Krupa stated they will be present at the OEM meeting to assist.

Mr. Tamlyn mentioned that the three (3) Board Chairperson have the final decision making in a disaster situations and that they want to make sure we move forward in a positive directions for all three Counties.

Ms. Rocheleau asked if the tower radio issues were all based on the same issue. Mr. Bradley stated that two (2) incidents were due to high winds and the last issue was due to an equipment failure.

Mr. Mark Kooyers (Tele-Rad) mentioned that the Krause Rd tower has had a couple of issues during Winter icing and high wind situations. The addition of twist guards may mitigate the high wind problems we are currently experiencing. The radio outage today was due to an electronic equipment failure, once this was determined, we were able to make the necessary changes on site and establish radio communications within minutes. He discussed the equipment failure that occurred and it was not something that could have been foreseen.

Mr. Christensen asked if we have added more gear to the Emmet South (Krause Rd) tower that would be creating the high wind issues. Mr. Kooyers mentioned that there has not been any new equipment added recently. Mr. Christensen asked for clarification if during the twisting that we are experiencing would weaken the tower or compromise the integrity. Mr. Kooyers stated that owner of the tower COP Intermediate School District had the tower built by Northern Tower, when the original builder of the tower, Northern Tower was asked they did not think any extra guidelines were needed. Mission 1 (a tower consultant) has been retained to assess the tower and will complete a full structural analysis, we believe they will be recommending added guides. Mr. Kooyers explained the tower loading and effects on microwaves dishes. Mr. Kooyers anticipates that a full report will be forth coming from Mission 1. It was discussed that there has not been an increase in frequency of microwave connection losses between towers.

Mr. Tamlyn mentioned that this past Winter (2015-2016) the Mackinac Bridge has seen more shut downs due to storms and ice than he can ever remember.

Mr. Clark stated that through the current Co-Location project with the MPSCS, we continue to design multiple connection paths out to the radio systems to create a more redundant and resilient communication systems.

Chief Calabrese asked if the MPSCS system was up during the same storms that affected our radio system. Mr. Kooyers answered that there were some individual site failures, including one in Antrim County. Mr. Kooyers mentioned that the ongoing MSPSC remediation program throughout the State of Michigan on their 800 communication system, and they are doing the same thing that CCE staff is doing in trying to mitigate failures.

Mr. Tamlyn asked that Mr. Bradley should send out an update to the Board whenever any communication issues occur, this will keep the Board updated and informed.

ADJOURNMENT

Motion made by Mr. Wallace with Support from Mr. Ball to adjourn at 4:18PM.

Respectfully submitted by Greg Clark