

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

MINUTES

May 18, 2016

BOD MEMBERS PRESENT

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

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

BOD MEMBERS ABSENT

Rob Straebel
Dennis Howard
Marcia Rocheleau

REPRESENTING

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

911 COMMITTEE MEMBERS

Kevin Shepard
Marty Krupa

Charlevoix County Administrator
Emmet Administrator

OTHERS PRESENT

Bob Bradley
Greg Clark
Undersheriff Chuck Vondra
Lt. Matt Breed
Al Welsheimer
Megan Anderson
Dave Verburg

REPRESENTING

CCE Central Dispatch
CCE Central Dispatch
Charlevoix County Sheriff's Office
Petoskey Department of Public Safety
Resort Bear Creek Fire Department
Office of Emergency Management
Tele-Rad

Meeting called to order by Chairman Michael Cain called the meeting to order at 300PM.

ROLL CALL – See Above

PUBLIC COMMENT-

Undersheriff Chuck Vondra discussed the Beaver Island Tower outage from this past Saturday. Chairman Cain suggested that we add this topic to the agenda as a topic of discussion between Agenda items 6 and 7.

Chief Welsheimer stated that he did not receive information on the BOD meeting that was scheduled today. He also mentioned that the tower issue at Krause Rd seems to be taking a long time to resolve. Chairman Cain asked Mr. Bradley about the meeting notification process and what the current process is.

Mr. Bradley explained that this past meeting notification was accidentally missed and that this will be tasked to the new administrative assistant in the very near future. Mr. Cain suggested reviewing the agenda distribution process during the meeting prior to the Directors Report.

APPROVAL of MINUTES

Motion made by Mr. Ball with by with Support from Mr. Wallace to Approve the Minutes of the April 20, 2016 meeting with the noted corrections. Motion carried with a Unanimous Voice Vote. Mr. Richards asked for clarification on Page 3 the Paragraph from Sheriff Wallin stated that he has concerns that the VHF radio system <add> “has had issues three times in the past several months”.

Mr. Christensen joined the meeting at 307 pm.

NEW BUSINESS

Mackinaw City Lease Amendment

Mr. Bradley discussed a recent Lease Amendment for moving the fence out approximately five (5) feet to accommodate the building. Mr. Bradley stated that he attended the Village of Mackinaw meeting and the Village Council approved the amendment.

Mr. Richards asked for clarification on the actual line extension, Mr. Bradley indicated where the line would be on the prints.

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

Motion carried by Unanimous Voice Vote.

911 Committee Report

Mr. Bradley mentioned that at the last meeting there was discussion about getting input from the Board members to review and approve the current format of the performance appraisal. Discussion was held on modifying the document format or use the existing format.

Mr. Richards addressed the areas of that needed to review performance expectations and that we should have a document to make the evaluation comparison to standards mentioned in the document. He felt that clarification was needed. Mr. Cain asked if the 911 Committee members had any input on Mr. Richards concerns, Mr. Krupa and Mr. Shepard stated that there were not any standards attached to the document. Mr. Richards suggested establishing governance policies to assist in guiding the BOD as a policy body and as an administrative body, to give further clarification to the process.

Chairman Cain asked if the current document is different than last year’s document. Mr. Krupa and Mr. Shepard stated that this is the same document format used last year.

Mr. Cain asked the Board Members if they wanted to use the current document as it stands or to modify the format, Mr. Wallace suggested that the document be expanded to allow for more comments.

Mr. Ball mentioned that the document may general, but he believes that it adequately lets the Executive Director know the Board’s evaluation.

Mr. Wallace stated that we should mail out the job descriptions for the Board for review.

Mr. Christensen asked if we should engage the Technical Advisory Committee (TAC) for the review process, he stated that the TAC may be more knowledge of the Operational side.

Mr. Richards expressed his concerns that these are the very concerns that he mentioned earlier in this discussion, he has concerns of any outside entity having influence on the performance appraisal of the administrator of the organization. Mr. Tamlyn agreed with Mr. Richards that

Mr. Cain agreed that it is the Board responsibility to complete the evaluation process and can be open to reach out for input from agencies that are involved. Mr. Christensen stated that he felt it would be fair to reach out for input from organizations that operate with dispatch.

Mr. Ball suggested that the Board get a copy of the job description so that Board can move forward with the evaluation process. Mr. Ball suggested using the job description to assist with the evaluation format.

Mr. Richards agreed with the using the job description would assist with the evaluation, though he would still like to see effective standards to be used for the evaluation process.

Mr. Cain suggested Mr. Bradley distribute out the job description for the Executive Director to the board as soon as possible. This performance appraisal format would be reviewed at the June business meeting.

Mr. Cain asked if any of the Board members were willing to sit down with the 911 Committee to review the process. Mr. Wallace suggested using a larger grading scale. Mr. Richards stated that he would be willing to work with the 911 Committee and assist them with the performance appraisal document.

RADIO OVERVIEW REPORT

Mr. Bradley mentioned that there has been a great deal of discussion over the last several months as to the direction of the radio system by both the Board and the user agencies.

He reviewed a general history of the VHF system and the Narrowbanding impact that has been felt throughout the Country. He mentioned that other Counties that have been traditionally stand alone agencies operating on VHF are currently working and planning on being a part of the MPSCS 800 radio system within the State.

He discussed working with the agencies to try and get an overview of where our VHF system is today by using local deputies and officers from agencies to do radio testing in their respective coverage areas. He felt this could be accomplished in the next few weeks.

He discussed that some of our current antenna locations are on Third Party Tower systems may not have backup generators at those sites. He discussed how the Co-Location with the MPSCS project can alleviate some of the short comings of the by placing our antennas and equipment on a more reliable tower system.

Mr. Bradley reviewed the bullet points of his document including information on cost and funding, maintenance, and interoperability. Mr. Bradley stated that the ultimate goal is to provide the best radio communications system possible for our Public Safety agencies.

Mr. Bradley also mentioned the current Mobile Data system that we are using is the original Mobile Data system that was put in place years ago. Portions of this system are no longer supported and that we are faced with upgrading or replacing our Mobile Data Network.

Mr. Ball asked about the current Mobile Data.

Mr. Bradley stated that we are working with the agencies to determine the actual radio inventories needed to sustain field operations if we moved our communications system to the 800 radio system.

Mr. Christensen stated that there are some new areas that are coming down the road for the three Counties that would also involve our 911 system and that he would like to develop and further those discussions.

Undersheriff Vondra asked that if he continues replacing equipment in his vehicle, will this continue to move us towards LTE and leveraging existing cellular networks to operate our Mobile Data system. Mr. Bradley stated that it would.

Chairman Cain mentioned that getting a survey and feedback from the agencies on how the current VHF system compares to the MPSCS 800 radio system along with some general cost analysis.

Mr. Dohm suggested that we present and report at the Tri-County meeting on June 01 that we are currently looking at options for our communications systems.

Undersheriff Vondra wanted to clarify that the LTE and 800 Mhz system are separate from each other. Expenses for a migration to the 800 radio systems would decrease expenses from the different radio vendors and that this should be reviewed.

Chairman Cain asked Mr. Bradley if he would have enough data on both VHF and 800 coverage to create maps for the June meeting.

Mr. Christensen mentioned that in future projects that the three Counties are currently working on may have positive benefits to assist with emergency services.

Mr. Christensen discussed working with Central Michigan University and several private fiber providers to provide different municipalities, educational and public safety agencies that all have an interest in developing a broad band multi jurisdictional project to service the Counties.

Undersheriff Vondra asked about life cycle of 800 Mhz radios, that this will be an important aspect of moving forward with equipment purchases.

Chairman Cain reviewed the discussions that were held, and what Director Bradley is recommending, Chairman Cain would like to review the maps that are being developed to ensure that we have as much information as possible so that the Board can make fact based decisions.

Mr. Richards asked if the MPSCS system would be protected from future regulations that may come down in the future. Mr. Cain suggested having continued discussions on the coverage areas.

Mr. Bradley mentioned that Tele-Rad is looking at hosting a local presentation for both radios, pagers, Motorola and MPSCS.

Mr. Clark clarified that the Michigan Public Safety Communications System is separate from the Michigan State Police.

Mr. Christensen asked about the difference of utilizing pagers versus radios. Mr. Clark stated that we have them ordered to test them within our three Counties.

Discussions were held on funding and which direction of moving forward future radio systems were held from the Board. Mr. Cain stated that the Board would like to see additional maps and cost estimates.

Beaver Island Radio Outage

Mr. Bradley discussed a recent brief radio outage that affected Beaver Island on Saturday, May 14, 2016. The outage that occurred was due to a recent upgrade to software from Motorola. Mr. Bradley stated that the on duty dispatch staff were able to move over to the backup radios within 20 minutes to communicate with Beaver Island staff. Mr. Bradley stated that we were able to communicate with agencies on the Island.

Chairman Cain reviewed the cause of the outage and asked about the process of notification.

Undersheriff Vondra was concerned that there was not communications from 911 staff about the outage and that it had occurred. Undersheriff Vondra thought he was aware of a loss of communications before the Saturday incident. Discussion was held on how to improve different communication issues to the on duty field units and the department heads of the agencies that are involved.

Mr. Richards asked if CCE had been notified that they thought the radios were out prior to Saturday morning. Chairman Cain asked how we can improve this type of communications between agencies so that this does not occur again. He tasked the agency heads to work together to make sure this does not happen again.

Mr. Christensen felt that this was more of a procedural process that may need to be reviewed to ensure that the proper agencies are notified whenever any type of outages.

Chairman Cain requested that the Beaver Island Radio Outage be on the agenda for the next business meeting.

Mr. Wallace asked, if in the future could the new Administrative Assistant assume some of the duties of distribution of agendas and Board packets. Mr. Bradley mentioned that he missed sending out the agenda to the TAC due time constraints.

Mr. Tamlyn made a motion with Support by Mr. Ball to post the CCE Meeting Notices and Agenda on their website and to distribute the same to the all three County's Clerks.

Motion carried by Unanimous Voice Vote.

DIRECTORS REPORT

Mr. Bradley discussed that we have new staff that have joined us at CCE.

Administrative Assistant Candace Pierce joined our team on May 09 and is already making a positive impact in the front office.

Dispatch Operations Coordinator Michelle Katt will be joining us the first week of June.

Radio console upgrades were already covered in the earlier discussions. Mr. Bradley discussed the tower structural analysis of the Krause Rd tower and that we are currently within normal tolerances for twisting, it was suggested to review a few areas of the tower that may need some potential upgrades.

ROUND TABLE

Mr. Christensen mentioned that he is enjoying visiting the various municipal facilities.

Mr. Tamlyn mentioned that the map shows a red dot on the map and that the coverage issues exist all over the coverage areas.

Chairman Cain asked about the Goal Setting process for both the Board and TAC. Mr. Bradley stated that he is currently reviewing the documents from the previous Goal Setting work session and will bring ideas to the Board in the near future.

ADJOURNMENT

Motion made by Mr. Wallace with Support from Mr. Tamlyn to adjourn at 4:57 PM.

Respectfully submitted by Greg Clark