

**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

January 18, 2017

BOD MEMBERS PRESENT

Michael Cain, Chairman
Charlie MacInnis, Secretary
Jonathan Scheel
John Wallace, Vice-Chair
Chris Christensen
Marcia Rocheleau
Pat Ball
Bill Dohm
Tom Richards
Lyon Stephens
Rob Straebel
Mike Newman

REPRESENTING

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

BOD MEMBERS ABSENT

Joe Lavender

REPRESENTING

Cheboygan County Cities and Villages

911 COMMITTEE MEMBERS

Kevin Shepard
Jeff Lawson
Marty Krupa
Robert Engel

Charlevoix County Administrator
Cheboygan County Administrator
Emmet County Administrator
Civil Counsel

OTHERS PRESENT

Bob Bradley
Greg Clark
Dennis Howard
Sheriff Pete Wallin
Chief Matt Breed
Al Welsheimer
Dave Carpenter
Shawn Bauman
Megan Anderson
Jessica Spindler

REPRESENTING

CCE Central Dispatch
CCE Central Dispatch
Past 911 BOD Member- Charlevoix County Twp Rep
TAC - Emmet County Sheriff's Office
TAC - Petoskey Department of Public Safety
TAC -Resort Bear Creek Fire Department
TAC – Tuscarora Township FD
TAC – Hudson Township FD
Emergency Management
Tele-Rad

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

ROLL CALL – See Above

ELECTION of OFFICERS

Mr. Cain turned the meeting over to Mr. Bradley for election of officers.

Chairman

Mr. Bradley asked for Nominations for Chair

Mr. Ball Nominated Michael Cain for Chairman with Support from Mr. Wallace.

Mr. Wallace made a motion to close the nominations and cast a unanimous ballot with Support from Mr. Ball. Motion carried with Unanimous voice vote. Absent. Lavender.

Vice-Chairman

Mr. Cain took Nominations for Vice Chair

Mr. Ball nominated John Wallace for Vice-Chair with Support from Mr. Richards.

Motion carried with Unanimous voice vote. Absent. Lavender.

Secretary

Mr. Bradley explained the role of the Secretary in the CALM (CCE Central Dispatch Authority) position.

Mr. MacInnis nominated Tom Richards for Secretary with support from Mr. Wallace

Motion carried with Unanimous voice vote. Absent. Lavender.

Mr. Krupa introduced Mr. Bob Engel the new Legal Counsel for Emmet County and stated that Emmet County would like to offer up the services for Civil Attorney for CCE Central Dispatch Authority.

Mr. Cain asked Mr. Engle to introduce himself. Mr. Engel gave a brief overview on his role for Emmet County

Mr. Cain asked the three County Coordinators (Shepard, Lawson, Krupa) if they had any discussion on the Fiscal Agent position, it was acknowledged that discussion was held on bringing this to the February 2017 board meeting as an agenda item.

Mr. Christensen discussed the Fiscal Officer role and how Charlevoix County is offering to handle this position going forward, once some of the current projects are wrapped up. Mr. Lawson felt that a smooth transition would be important, he felt that that it would be important to develop a transition plan between the three County Coordinators, he was unsure on the time frame or how long this will take. He also commented that he would have to have discussion with Ms. Kortz and 911 staff on a transition plan and time frame.

Mr. Richards asked if Ms. Kortz requested the change, or if her County needed this change or if this board felt that a change was needed for the Fiscal Officer. Mr. Wallace replied they did not.

Mr. Shepard stated that the 3 Counties own the 911 Authority. Emmet County has handled the Civil Counsel role for the 911 Authority and for the past several years Cheboygan has handled the Fiscal Officer position.

Further discussion ensued on the Fiscal Officer position.

Mr. Krupa gave a little history and background on how the Legal and Fiscal positions were set up and how they evolved over the years.

Mr. Cain asked if anyone knew how long Ms. Brannon held the position of Fiscal Officer.

Mr. Christensen stated that Charlevoix County is requesting the change of Fiscal Officer, due the fact that their County is having a change in their Fiscal person at the County level and that they would like to be involved in the and have an understanding of the workings of the Authority.

Mr. Cain expressed his appreciation of the information presented by Mr. Christensen.

Mr. MacInnis suggested these topics be put on the agenda, the Board agreed, Mr. Cain stated that this would be placed on today's agenda between item 6 and 7.

PUBLIC COMMENT

Sheriff Wallin asked if the TAC meetings minutes were given to the Board. The Board indicated that they do receive the TAC minutes in their packets, and that they had the TAC's November meeting minutes (the most recently approved by TAC) in this meeting's packet.

He also asked to make sure that the Board minutes should be given to the TAC.

Chief Welsheimer addressed the Board with concerns that from the Emmet County Fire Chiefs on some of the radio issues over the past two years regarding some of the radio issues. Mr. Bradley responded that he enlisted the assistance of an engineering firm to evaluate the tower that was in question. Mr. Bradley stated that he is working on several options that may be more fiscally prudent for the agency. He discussed the options of different routes of connection between the towers to utilize fiber connection versus microwave connections. He also has discussed with the previous tower owner the COP to see if they were still utilizing some of the antennas and equipment on the Krause Rd tower. Some of the equipment that is in place appears to not be used at this time and that those antennas and equipment may be able to be removed from the tower. He also discussed a project that may be taking fiber up to the agency's Stutsmanville tower as another option. He also discussed the tower antenna placement of Straits Area Regional ride.

Mr. Cain mentioned that he has been in regular contact with Mr. Bradley after any type of potential radio issues if and when they have occurred.

Mr. Cain asked Chief Welsheimer if there have been any recent radio issues, Chief Welsheimer stated there have not been any recently, but he felt that over a year to correct this issue seems to be a very long time.

Mr. Bradley discussed the makeup of the tower infrastructure of microwave between the towers, he discussed the 960 MHz microwave versus the 11 MHz microwave. Mr. Cain asked about the time frame for the microwave change from the phone lines, it was estimated that this change took place in the late 1997-1999. Mr. Bradley mentioned that he believes some of the issues occurred around the time that we placed antennas on the tower for Straits Area Regional ride, this antenna is placed near the CCE microwave.

Mr. Cain asked when we can have a plan of action and finally put closure to this project for everyone's benefit.

Mr. Christensen stated that the Counties of Charlevoix and Emmet will own strands of fiber going to the Stutsmanville tower.

Mr. Christensen asked if the fiber would be needed to run the Krause Rd tower. Fiber would be run directly from the Dispatch Center to Stutsmanville Tower.

Mr. Stephens mentioned there is also a radio issue in Charlevoix County as well as Emmet County, he played a Minitor 6 pager recording receiving a signal on December 30. He mentioned that one page can come through with static and an hour later another page can come through crystal clear.

Mr. Cain discussed the ongoing issues that have been caused by Narrowbanding. The concerns are these issues that may be resolved by connecting with fiber or do we put more emphasis on the Microwave problems. Mr. MacInnis mentioned that this should be followed up with Mr. Stephens.

Mr. Richards asked if these different radio issues were caused by the same tower issue. Mr. Bradley discussed that the wind loading and the pager issue are not the same, he was confident that the two issues were separate.

Mr. Cain stated that issues such as what were demonstrated today, should be brought to staff as they occur in a timely manner so that they can be reviewed and addressed.

Mr. Wallace discussed the differences on the microwave and fiber path.

Mr. Cain said that he believe that staff should bring back to the Board the options of how to connect the tower infrastructure whether it is Microwave or Fiber connections, what will be our best options in moving forward.

Mr. MacInnis felt that Mr. Bradley should meet with TAC and create a list of outstanding issues and create a prioritized project list and template and how to move forward with the projects and be checked off.

Mr. Wallace agreed with Mr. MacInnis

Mr. MacInnis made a motion to have the Mr. Bradley work directly with the TAC to create a list of priorities to bring back to the board with Support from Mr. Wallace.

Motion carried by Unanimous Voice Vote. Absent. Lavender.

Mr. Richards mentioned that the staff will need to rely on the industry radio experts to have a key role in the determining a plan. Mr. Cain asked if the purchase of the newer pagers was being handled by 911 staff or if the fire department was working directly with radio vendors, Mr. Stephens stated that they were dealing directly with the radio vendors and not through 911.

Discussion was held on the use of eDispatches and it was noted by Mr. Stephens that that the eDispatches system has not failed and is considered to be a reliable back up system.

Chief Welsheimer asked about the time frame of the fiber path from CCE up to the Stutsmanville tower, Mr. Bradley explained that the project was slated to begin this Spring.

Tele-Rad's Ms. Jessica Spindler stated that Tel-Rad was not involved in the Melrose Township Fire Department purchase of the pagers that they are having a problem with.

Director Breed explained that his department has had to use 800 radios on several occasions during VHF outages. Director Breed's concern was that he thought that a letter from the Steering Committee was going to be brought to the 911 Board, his understanding was that a letter was supposed to be circulated to the Steering Committee. Mr. Cain explained the process and direction of the Radio Steering Committee, he further explained that it was known that the process would be lengthy and most likely would take place after the beginning of the year.

Mr. Lawson stated that Radio Project numbers will need to be reviewed and worked through from the staff and finance and then it will be inserted into the overall report for review with the administrators and then forwarded onto the committees for review.

Mr. Christensen asked for further discussion on the Krause Rd tower and pointed out that the Krause Rd tower is an integral part of our radio communication system. Mr. Christensen suggested a complete inventory of antennas on the Krause Rd tower so that an assessment on whether there are unnecessary antennas on the tower that could be taken off the tower.

Mr. Cain clarified that the Board had the November 2016 TAC minutes as part of their packet and not the January 2017 TAC minutes.

APPROVAL of MINUTES – December 21, 2016

Brief discussion was held on the December minutes.

Mr. Christensen asked about the Minutes on goals and objectives verses corrective action, he would like to see those replaced in the minutes, also on Page 4 under Round Table that the minutes should read as follows;

Charlevoix County offered a County Board resolution offering to take on the fiduciary responsibilities for 911.

Mr. Stephens asked to have the attachment updated to match up to the minutes (which are correct).

Mr. Cain asked that the minutes be resubmitted with the changes highlighted in bold.

Ms. Rocheleau asked about the dispatcher appreciation dinner, that the minutes should reflect that the cost of the dinner was covered by an anonymous donor.

Mr. Cain asked to bring back the corrected December 21, 2016 minutes for final approval at the February 15, 2017 meeting.

2017 MEETING SCHEDULE

Mr. Bradley mentioned that the new meeting date list was attached, he did note that the start date for the February 15th at 4:00PM and the March 15th meeting will start at its normal time of 3:00PM, and for clarification November 15th meeting will be moved to November 8th meeting to have a start time of 3:00 PM. He is working with the Odawa Hotel on the May Tri-County meeting date and location.

Discussion was held on the location of the 911 Board of Directors meeting, Mr. Stephens suggested holding the February 15th meeting at the 911 Center. Mr. Cain stated that the Board needed to establish the meeting dates, times and locations for the year. Mr. Ball recommended that the meetings should be held at the 911 Center. He suggested if we are going to move the meetings around we should hold meetings in each of the Counties. Mr. Christensen stated that he was fine with moving the meeting around, and stated that due to the Open Meetings Act, he has some concerns about holding the meetings in a secure meetings facility that is not named. Mr. Richards expressed that it may be a good opportunity to move the meetings around to various communities to give a chance for locals to attend the meetings if they are closer.

***Motion by Mr. Ball to have the meetings at the Dispatch Center with Support from Mr. Wallace.
Motion carried with five (5) Yes votes – Cain, MacInnis, Wallace, Ball, Stephens to three (3) No votes
Christensen, Rocheleau, Richards. Absent, Lavender. Motion passed with a five (5) to three (3) Vote.***

AGENDA ITEM

Mr. Christensen made a motion to use the Emmet County Civil Counsel for the calendar year 2017 with Support from Mr. Stephens.

Ms. Rocheleau mentioned that it was important to have fresh eyes looking at documents and that it is important to have a transition and change of the position.

Mr. Richards suggested that the Civil Counsel position should be on the January 2018 agenda. Mr. Cain suggested that the board should consider using a different month other than January to appoint the Legal Counsel position to assist with continuity.

Mr. Engel stated that the current agreement does not address specifically on the appointment of the Legal Counsel.

Mr. Shepard stated that the three County administrators have been discussing that these positions should rotate our every 3-4 years. Mr. Christensen pointed out that procedurally it was necessary to make an appointment at this time due to the retirement of Emmet County's Kathy Abbott. Further discussion was held on whether the Board should continue to use Mr. Dick Dinon as the agency's labor attorney. Mr. Engel preferred to let Mr. Dinon handle labor issues for the agency.

Call for repeat of the motion;

Mr. Christensen made a motion to use the Emmet County Civil Counsel for 911 Board Civil Counsel for the calendar year 2017 with Support from Mr. Stephens.

Further discussion was held to Amend the motion to state that the Civil Counsel position would be appointed at the first Board's organizational meeting of the calendar year.

Vote to Amend the Original Motion

Mr. Christensen made a Motion to amend his original motion to state that the Civil Counsel position would be appointed at first organizational meeting of the 911 Board with Support from Mr. Stephens.

Motion to Amend the Motion passed by Unanimous Voice Vote. Absent. Lavender.

Vote on the Amended Motion

Mr. Christensen made a motion to use the Emmet County Civil Counsel for the calendar year 2017 and for the Civil Counsel position to be appointed at the first organizational meeting of each year with Support from Mr. Stephens.

Motion carried with Unanimous Voice Vote. Absent. Lavender.

Mr. Christensen made a Motion made that Charlevoix County would assume the responsibilities as Fiscal Officer while in transition and working in tandem with the current Fiscal Officer Ms. Kortz from Cheboygan County as of today's date until the responsibilities can be turned over to Charlevoix County.

Discussion was held on the Fiscal Officer responsibilities and how to transition the position from Cheboygan County to Charlevoix County. Mr. MacInnis suggested the two Counties work together to complete the transition. Further discussion was held on the transition plan between the Counties fiscal staffs.

Mr. Cain offered an overview of the discussion that was held for the purpose of clarification, Charlevoix County would like to assume the agency's Fiscal Officer and that Ms. Kortz would like to complete projects that are already in process.

Mr. Lawson recommended that the Board maintain the current Fiscal Officer position through August 2017 to give time for Ms. Kortz to present a list of the Fiscal Officer responsibilities and procedures and to begin to work with staff to begin the transition process of moving the fiscal responsibility from Cheboygan County to Charlevoix County. Further discussion was held with Mr. Engel on the process of the agency's appointment process. Mr. Christensen discussed that Charlevoix County was hoping to create a smooth transition and that Charlevoix County was vested in the process of the financial procedures of the agency.

Mr. Cain made a Motion for the 911 Board to appoint Cheboygan County as Fiscal Agent (Officer) through August 2017 at which time the Fiscal Agent (Officer) position move to Charlevoix County with the current Fiscal Officer to meet with Charlevoix County Fiscal Agent (Officer) to create an orderly transition, with Support from Mr. MacInnis.

Further discussion was held on the Motion.

Mr. Richards, asking for to clarify if this was the desire of Ms. Kortz and/or Cheboygan County to make this change. Mr. Wallace answered no. Mr. Cain expressed that he feels that Ms. Kortz has done an outstanding job as the Fiscal Officer for the agency. Mr. Stephens felt that Ms. Kortz would like to see a transition to another County. Ms. Rocheleau stated that she did not think that Ms. Kortz would object to this change and transition. Mr. Lawson stated that Ms. Kortz was concerned about the transition of duties of the Fiscal Agent and that she has not had the opportunity to speak with Charlevoix staff to have create a better comfort level for the transition and that the Charlevoix County is properly prepared to take over the responsibilities.

Mr. Cain felt that it was important to begin an orderly transition as soon as possible between the fiscal staff of both Counties.

Mr. Christensen clarified that this is about planning for the future and that it will help for future continuity of the process and that the funds of the Counties all contribute to of the contingency accounts can be better understood at the County level. Discussion was held on the appointment of Cheboygan County as Fiscal Agent through August 2017 at which time the Fiscal Agent position will transfer to Charlevoix County with Support from MacInnis.

Motion carried; Yeas; MacInnis, Christensen. Ball, Rocheleau, Stephens. Nays; Wallace, Richards. Absent; Lavender.

Discussion was held on how to make the transition between the Counties and the time frame needed to complete the transition.

Mr. Christensen discussed the need for the County's to be planning for the future and he also mentioned that there are funds that are set aside and held at each County for contingencies.

DIRECTORS REPORT

Board member changes, Mr. Jonathan Sheel was introduced as the Emmet County Alternate for the 911 Board.

Mr. Bradley discussed the NG911 project and how the project was moving along he stated the backup MEVO phones were installed at each workstation.

Smart911 is installed and is being used by the dispatch to get accustomed on how to use it, he discussed that we had two cases of the where a dispatcher was able to use the messaging part of Smart911 to communicate with a caller.

Mr. Bradley stated that we are losing one of our full time dispatchers, who has accepted a position with the Tri-County Office of Emergency Management. Mr. Bradley mentioned that he would be meeting with the three County Coordinators to discuss the current CALM agreement.

Mr. Cain asked if there has been success with reviewing historical minutes to look for any resolutions that were made regarding the CALM agreement. Mr. Bradley stated that he had some copies of the Emmet County Resolutions and was researching past minutes and resolutions for Charlevoix and Cheboygan Counties.

Ms. Rocheleau asked if the Counties had reviewed their respective County minutes as well as the minutes of the agency.

Mr. Christensen asked Mr. Bradley about the training for dispatchers and how many people have been tested he also asked if the testing software that is used for hiring a dispatchers is a universal test for 911 Centers.

Mr. Bradley stated that approximately 30 people have been tested, he explained that was an national industry wide test used by many 911 Centers.

Mr. Christensen also asked Mr. Bradley for clarification on the radio outage that was mentioned in the Directors Report. Mr. Bradley stated that the high winds would cause intermittent disruptions over the course of a couple of hours, the disruptions can last as for a few seconds to several seconds.

Mr. Cain asked Mr. Bradley about an updated status report on the Action Plan/Corrective Action Plan. Mr. Bradley passed out a document that had his responses on it. Mr. Cain asked about a couple of points within the document and asked for Mr. Bradley for specific dates.

Further discussion was held on the board getting more specific answers to the points in the Action Plan/Corrective Action. Mr. Cain asked for a more specific points on items within the Action Plan to be brought back as an Agenda item at the February meeting, specifically looking for items that were corrected and closed out.

ROUND TABLE

Mr. Stephens had discussion on the recent vacancy on the 911 TAC and how to get a replacement representative appointed into the position. Discussion was held on the process of appointing of the EMS position by the respective County's Medical Control Authority, the recommended position would then be approved by the 911 Board. Mr. Engel reviewed the current By-Laws and stated that the Board would approve the appointment and recommendation of the County's Medical Control Authority. Mr. Christensen asked if he could work with Charlevoix County staff to discuss this situation and bring it to resolve for the board.

Mr. Stephens asked Mr. Bradley on the status of the disposition of the vehicles and other equipment, Mr. Bradley stated that he has been able to get through the radio equipment and distributed it through OEM to the Amateur Radio group.

Ms. Rocheleau asked for a copy of the UP Inter local government agreement, the document that was provided was similar to our CALM agreement. Mr. Clark stated that agreement that we are modeling after is a current agreement being used by the Great Lakes Bay Region (GLB) group. They were the first group to create this type

of agreement for sharing system backups. Ms. Rocheleau asked if a copy of the GLB agreement could be distributed to the Board.

Mr. Cain reminded the Board members and Alternate Board members to reach out to staff and get a tour of the 911 Center and see the operation, he also stated that if they needed copies of the CALM agreement or other agreements to request them from Mr. Bradley. Mr. Cain requested an updated contact sheet for the Board members to be handed out to each Board member.

Mr. Richards encouraged everyone to reach out and communicate with each other as Board members and especially to communicate with the staff, he felt it would be beneficial for board members to reach out to 911 Staff (when concerns come up, and not hold issues to bring them up at the Board meeting).

ADJOURNMENT

Motion to adjourn the meeting by Mr. Ball at 5:20 PM by Support from Mr. Stephens.

Motion Carried by Unanimous Voice Vote. Absent. Lavender.

NEXT MEETING SCHEDULED February 15, 2017 AT 4:00PM at CCE Central Dispatch.

Respectfully submitted by Greg Clark