

**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

October 19, 2016

BOD MEMBERS PRESENT

Michael Cain, Chairman
James Tamlyn, Vice Chair
John Wallace, Secretary
Chris Christensen
Marcia Rocheleau
Pat Ball
Bill Dohm
Lyon Stephens
Rob Straebel

REPRESENTING

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

BOD MEMBERS ABSENT

Tom Richards
Joe Lavender

REPRESENTING

Emmet County Cities and Villages
Cheboygan County Cities and Villages

911 COMMITTEE MEMBERS

Kevin Shepard
Marty Krupa
Kari Kortz

Charlevoix County Administrator
Emmet County Administrator
Finance Officer

OTHERS PRESENT

Bob Bradley
Greg Clark
Sheriff Pete Wallin
Lt Derrick Carroll
Chief Matt Breed
Al Welsheimer
Mike Muskovin

REPRESENTING

CCE Central Dispatch
CCE Central Dispatch
Emmet County Sheriff's Office
Michigan State Police
Petoskey Department of Public Safety
Resort Bear Creek Fire Department
Motorola Solutions

Meeting called to order by Vice-Chairman Jim Tamlyn at 305 PM.

ROLL CALL – See Above

CORRESPONDENCE - None

PUBLIC COMMENT - None

APPROVAL of MINUTES

Motion by Mr. Wallace to approve the minutes of September 21, 2016 with Support from Mr. Ball with the change of removing Mr. Wallace from present member list.

Motion approved with Unanimous Voice Vote.

2015 AUDIT REPORT

Mr. Bradley mentioned that we would like to postpone the audit presentation so that further review can be completed.

Mr. Cain, Mr. Christensen and Mr. Stephens joined the Board Meeting at 308PM.

INTERGOVERNMENTAL AGREEMENT

Mr. Bradley discussed the proposed Interlocal Government Agreement to interface the 911 Telephony Phone System with the other participating Counties in our area that are working together to back each other up. Discussion was held on how to move forward with interfacing area 911 Centers to create backup systems for 911 phone systems. Mr. Cain and Mr. Christensen volunteered to sit in on future Work Session with the participating Counties and 911 staff to bring back a document for the Board to review.

Ms. Rocheleau asked the difference between a Memorandum of Understanding (MOU) and an Interlocal Government Agreement. Discussion was held on making sure that there is clarity on whether this document needs to be a Memorandum of Understanding (MOU) or an Intergovernmental Agreement. Mr. Christensen added that he has concerns that the agreement may allow for one PSAP to not cover there center and add a work load onto the other member PSAPs.

Mr. Wallace asked if approval would be needed from the three (3) Counties or if the Authority Board has the ability to move forward with an agreement to participate. This will be reviewed for the work session.

DRAFT FY2017 BUDGET

The Draft FY2017 Budget was handed out to the Board for their review. Staff will follow up with Board members for questions and the FY2017 Budget will be brought back for consideration and adoption at the November 16, 2016 meeting.

Mr. Bradley noted that the Board members had copies of the budget along with the general expenses that are covered by those the General Ledger lines. Mr. Clark thanked Ms. Kortz for her assistance in developing and reviewing the budget. He mentioned that a highlight is that Authority did not ask for any increases in contributions from the Counties.

Ms. Kortz explained the contingency line items in the Administrative wages and that these are covered in the current 2016 Budget. These will be handled in the regular budget adjustments at the December meeting. Wage increases of 2% for administrative staff are built into the FY2017 budget with the exception of the Director's wage, which the Authority Board will need to decide on. Ms. Kortz explained a couple of the expense lines with wages. Mr. Straebel asked about the wage lines and the process for bringing new staff on board and how long it takes. Mr. Clark explained the hiring process of bringing on new dispatch staff and the length of time that it takes to train and validate new candidates for the role of a dispatcher.

Mr. Christensen asked about the Rave Smart911 products and how well they work and if the State of Michigan discontinues funding for Smart911 in the future what will be the impact on our future budgets.

Discussion was held on the strong points of the Smart911 product and the value that it gives us as a tool for public safety.

Mr. Cain asked questions about the administrative wages contingency and how the board determines these contingency funds to be spent. Mr. Cain asked if there would be an action item brought forward to the board for their approval. Ms. Kortz stated that the contingency funds are still in place in the budget and will be brought forward to be handled by the Board.

Ms. Rocheleau asked how the Counties handled wages for non-union and elected officials. Ms. Kortz explained how Cheboygan County handles wage increases for their staff. Mr. Cain stated that he felt that process was waiting on a recommendation from Mr. Bradley on the administrative salaries for 2016. The current draft proposed budget for FY2017 includes a 2% increase over the budgeted 2016 salary amounts.

Mr. Dohm asked about our future Civil Attorney recommendation with the pending retirement of the Emmet County Civil Attorney that currently supports the CCE Dispatch Authority. Mr. Bradley explained how the Counties split up some of the support services from each of the Counties. Mr. Tamlyn added that we still have Mr. Dinon to assist us with legal matters, specifically our labor issues. He also suggested that Authority's Chairman should sit down with our labor attorney and the Civil Attorney to make sure that we are following best practices with all of our staff and processes within the Authority. Mr. Krupa mentioned that they are currently seeking applications for a Civil Attorney and will bring back information to the BOD at the next meeting.

Mr. Tamlyn stated that we have not compensated our Dispatch Center administrative staff over the past several years while the dispatch staff has continued to receive increased compensation and this should be addressed soon.

DIRECTORS REPORT

Mr. Bradley reminded the Board members of the Radio Steering Committee about the upcoming presentation from the MPSCS and radio vendors on Monday, October 24th. The presentation will be held at North Central Community College. Members from BOD, TAC and Public Safety Agencies have been invited to participate.

Mr. Bradley mentioned that we will begin the process of our conversion from E-911 to NG911. Techs will be onsite next week to do upgrades to equipment to prepare for the initial testing of 911 calls. Techs from PFN, Indigital, and West Services will be onsite for a couple of days to do upgrades and testing.

The MPSCS has brought their microwave online at the Mackinaw City Tower site and it is now operational. They are moving along with their side of their project.

Mr. Bradley mentioned that the Pellston Fire Department recently became licensed as Medical First Responders (MFRs). Mr. Ball recognized Emmet County EMS for their help and assistance to the Pellston Fire Department.

Mr. Bradley discussed Sunday's storm and that we had two (2) minor microwave issues due to the storm. Mr. Bradley also mentioned that our generator companies are completing load testing.

ROUND TABLE

Mr. Cain mentioned that Steering Committee Meeting had a very good meeting and it was very informative to hear what Grand Traverse Dispatch learned from their change to 800 Radios.

ADJOURNMENT

Motion made by Mr. Wallace with Support from Mr. Tamlyn to adjourn at 405 PM.

Respectfully submitted by Greg Clark