

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

**1694 131 US Hwy
Petoskey, MI**

MINUTES

May 17, 2017

BOD MEMBERS PRESENT

Michael Cain, Chairman
Tom Richards, Secretary
Chris Christensen
Marcia Rocheleau
Bill Dohm
Lyon Stephens
Mike Newman
Rob Straebel
Pat Ball
Jonathan Scheel
Winifred Riddle

REPRESENTING

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

BOD MEMBERS ABSENT

John Wallace, Vice Chair
Charlie MacInnis
Mark Bronson

REPRESENTING

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

911 COMMITTEE MEMBERS

Kevin Shepard	Charlevoix County Administrator
Jeff Lawson	Cheboygan County Administrator
Marty Krupa	Emmet County Administrator
Kari Kortz	Fiscal Officer
Bob Engel	Civil Counsel

OTHERS PRESENT

Bob Bradley
Greg Clark
Sheriff Chuck Vondra
Undersheriff Todd Reeves
Chief Matt Breed
Al Welsheimer
Larry Hansen
Megan Anderson
Jason Lee
Becki King
Mark Kooyers
Jessica Spindler

REPRESENTING

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

Meeting called to order by Chairman Michael Cain at 3:02 PM.

ROLL CALL – See Above

ADDITION TO THE AGENDA

Request from the Board Chairman to add an Agenda Item after the Agenda Round Table.

The Chairman asked to go into closed session after the Round Table if there were no objections from the Board. No objections were made from the Board Members.

PUBLIC COMMENT

Sheriff Vondra asked to address the Board regarding a Communications issue that occurred on Beaver Island that occurred this past week on Wednesday, May 09. Sheriff Vondra discussed that he was not notified of an phone outage that occurred on Beaver Island. He discussed that he was not notified of the incident as was indicated, he explained that he is frustrated that this occurred. Mr. Bradley responded that there was a fiber cut that occurred in Northern Emmet County that involved AT&T fiber, we were contacted from the Island via radio that they were unable to call out to 911 or to call off the Island. He discussed that it was discovered that parts of Northern Emmet County were without service. A BE-Alert message was sent out to agencies (including Charlevoix County Responders) it was later discovered that the Sheriff's contact information was not complete within the BE-Alert program and this was updated immediately to add the Sheriff's phone information into BE-Alert. Mr. Bradley discussed the process of Notifications when outages like this occur.

Mr. Cain asked about giving assurance to the Sheriff, his staff and the Board that this will not occur again. Mr. Bradley explained that we are working on scheduling an After Action Review of the incident. Mr. Ball asked about testing software when we change platforms. Mr. Bradley explained that the system has been tested and has been working well. Mr. Stephens asked why the Sheriff was not called, while the Fire Chief was called right away. Mr. Christensen mentioned that the he had concerns about the notification process was not being followed as was previously identified. Mr. Cain mentioned that he was not aware of the outage. Mr. Richards asked about creating a contact list check off sheet for these type of events. Sheriff Vondra requested that he would like to have his on-duty Supervisors to also receive notifications at the same time to create a redundancy in the notification process.

Ms. Riddle asked about the BE-Alert notification system and agreed with Mr. Richard's idea about creating a phone tree notification process. Mr. Bradley explained the BE-Alert System process was explained to Ms. Riddle and said that we will be working to ensure that people are notified. Mr. Cain explained how he utilizes the BE-Alert notifications for the different types of notifications. Mr. Straebel asked about the previous incidents that occurred with the Charlevoix County Sheriff, he feels that critical administrative and management staff of the emergency agencies within the Counties be notified, Mr. Bradley stated that he would review the other incidents. Mr. Bradley stated that at the Christmas Day storm After Action Review it was a consensus that the BE-Alert would be the notification process. Mr. Christensen added that Charlevoix County uses a similar call tree notification system that starts with their Sheriff. Ms. Katt added that we received notification of the phone outage via radio from Beaver Island and that BE-Alert did not have a failure point in the notification system and that there was a number was not built into the system and that redundancies can be built in to make a follow up phone call to key administrative personnel. Mr. Cain stated that he felt it was important for all parties involved to insure that notification are made in a timely manner in any future communication system interruptions.

CORRESPONDENCE

APPROVAL of MINUTES – April 19, 2017

Motion by Mr. Richards with Support from Mr. Ball to approve the April 19, 2017 Meeting Minutes.

Motion carried with Unanimous Voice Vote.

AGENDA ITEM #6

TAC Appointment

Mr. Cain stated that the Board has a TAC appointment to make by approving Jay Peck as the Charlevoix County Emergency Medical Service representative.

Motion from Mr. Christensen to approve the Charlevoix County Medical Control appointment of Mr. Jay Peck to Technical Advisory Committee with Support from Mr. Stephens.

Motion carried with Unanimous Voice Vote.

AGENDA ITEM #7

Claims

Mr. Bradley discussed the current claims that were included in the Board packet for the month of April. Discussion was held on the claims/payables process, this is information that the Board would like to see on all checks issued and payables from the Authority Staff, this monthly report will be presented at each meeting. Mr. Cain asked about an Empiric Solutions invoice, Ms. Kortz explained the breakdown of the general ledger lines for accounting. Ms. Kortz asked for clarification of what the Board would like to see on the monthly report, she also stated that she will be presenting a payables report at the next meeting for the Board's review. Ms. Rocheleau asked if the appropriate reports could be generated showing all of the expenses paid by the agency. Mr. Cain felt this would be an appropriate task for the Board to review all expenditures. Mr. Engel stated that the original agreement has the Board reviewing and approving all expenditures of the agency. Mr. Christensen reviewed the process as he understood when the original Board's Executive Committee reviewed the payables prior to the meetings, this process was given to the Fiscal Officer to review and approve the payables before payments were sent and that the entire Board would review expenses on a quarterly basis. The Fiscal Officer has the ability to hold payments if needed for further review and approval.

Mr. Cain asked Mr. Bradley to give a brief review of the top paid vendor list that was presented to the Board. Mr. Bradley explained the list to the vendors to the Board. Mr. Stephens asked about the dual band pagers that were purchased and if they were deployed out yet. Mr. Clark stated that after some console programming, they were preparing to deploy the pagers out into the field for testing. The Unication 800 pagers were purchased for testing in May of 2016, clarification was made the cost included the nine (9) pagers and included three (3) years of maintenance. Ms. Rocheleau commented that the pagers were purchased a year ago and were still at CCE. Mr. Clark stated that we have been working on a testing project for 800 MHz pagers within the three Counties. Mr. Cain asked about any of the storm damage to tower sites have been eligible for insurance claims. Mr. Bradley stated that was being checked into.

AGENDA ITEM #8

Radio Steering Committee

Mr. Cain discussed the Radio Steering Committee Report. Mr. Cain turned the discussion over to Mr. Lawson to give a review of the most current report as presented to the Board. Mr. Lawson briefly discussed the format of the report and the contents. Ms. Kortz explained that the current updated financial report spreadsheet does not reflect the financial figures of the report narrative, the financial report numbers have been updated and will all match. She indicated that changes were made and are still being reviewed. Mr. Lawson further discussed the VHF radio system leasing tower sites and maintenance over 5 year or 10 year periods.

Mr. Christensen asked about the gap of signal coverage in Charlevoix County either on the VHF or 800 Radio signal coverage and if engineering studies have been done to show what provides the best coverage.

Mr. Lawson discussed that decisions need to be made on the different radio platforms and that further engineering studies will need to be made before committing to radio solutions.

Mr. Christensen stated that Charlevoix County would like to see engineering studies to substantiate the coverage of the both the 800 and the VHF radio systems. Mr. Lawson agreed that engineering studies that should be part of the process for this type of project. Mr. Christensen stated the concerns of Charlevoix County are to ensure that a radio investment of this size would correct radio coverage issues that exist, he stated that investments have been made over the years and we are still faced with coverage gaps in the radio system.

Mr. Lawson reviewed the report section shows the 800 MHz radio system to be superior in coverage for the CCE area, he further stated that the Radio Steering Committee supports the report.

Mr. Lawson mentioned that staff should review this final report and work with the vendors to give final support of the information that is provided in the report and financial documents. Mr. Lawson reviewed the financial aspects and options of funding a project and that these decisions would be made at the County Board levels.

Discussion was held on any additional information that may be added, Mr. Engel suggested that some of the information may be exempt due to the security of nature should show

Ms. Rushlow asked the sources of the prices provided for the report, it was explained that some of the prices are State of Michigan pricing and that the infrastructure pricing are based on quoted budgetary pricing

Mr. Cain suggested the Executive Summary should be added into the final draft report.

Mr. Clark explained that we are attempting to schedule a meeting with the appropriate agencies MPSCS, Motorola, Tele-Rad to validate the information that has been provided from various agencies that would be involved in this type of project. Mr. Cain stated that the end of the day it is will be based on the level of information provided to move the report forward to the appropriate decision makers.

Mr. Dohm asked to have dates added to the report on future versions of the report. Mr. Straebel asked about adding in any needed engineering studies for the City of Charlevoix area that will show a level of coverage or percentage of coverage along with performance standards. Mr. Lawson further discussed that costs of radios will be handled through an RFP/RFQ from different vendors. Mr. Lawson further discussed the fact that infrastructure equipment will need to be approved by the MPSCS. Mr. Richards clarified that there is certain vendor radio equipment that must be used to be integrated into the system and Mr. Lawson concurred.

Mr. Cain asked what the next step with the final report is and Mr. Lawson explained that there will not be County run votes until 2018, which helps on the current timeline of the report. Mr. Cain asked Mr. Bradley if the TAC was aware of this, Mr. Bradley said this has been discussed at the TAC level and at the Radio Committee meetings.

Ms. Rocheleau asked if Ms. Kortz would be present at the meeting provided her schedule works out, it was stated that she and other Board members are welcome to attend. Mr. Richards asked about the recommendations that are listed in the back of the Radio Report, Mr. Cain stated he is not comfortable moving the report forward at this time. Mr. Lawson stated that next week at the Tri-County Meeting he suggests to present an open forum and discussion of information on the Radio Project. Mr. Cain and Mr. Ball both mentioned that they would like to see a final completed version before moving the Radio Report forward.

AGENDA ITEM #9

Meeting Remote Access

Mr. Cain addressed the carry over topic on remote attendance to meetings. Mr. Cain discussed the policy as presented and some of the reasons the policy was created. Mr. Richards stated his proposal came from the ability for Board members to attend meetings remotely if they were unable to attend in person.

Motion by Mr. Richards to adopt the Meeting Remote Access Policy with Support from Mr. Cain to allow further discussion.

Discussion was held on the reasoning behind the creation of the Policy. Discussion was held on whether to allow for the Alternate to also attend remotely. Ms. Rocheleau asked if there was a limit on the number of meetings that could be missed, this is addressed in the policy as provided. Mr. Ball mentioned that has been very seldom that we have not had either the Primary or the Alternate in regular attendance at Board Meetings and did not feel the need to have a call in system for the meetings.

Motion failed. No; Ball, Christensen, Scheel, Newman, Riddle, Rocheleau, Stephens. Yeas; Cain, Richards

DIRECTORS REPORT

Mr. Bradley discussed the Krause Rd Tower project and presented an example of the cable sheathing that was removed from the Krause Rd Tower.

Mr. Bradley mentioned that we are moving forward with tower monitoring deployment. Mr. Bradley discussed the current staffing levels with one staff member just coming off of training and another person being offered a position. The Draft Tower Maintenance policy will be provided to the Board, it was sent to the administrators for an initial review. NG911 and Smart911 are both continue to be projects

Mr. Bradley mentioned that the Tri-County Meeting to be held at Noon on Wednesday, May 24th at the Odawa Hotel.

Ms. Rocheleau asked about the Tactical Dispatcher training and the explanation of what the training covers. Mr. Clark and Ms. Katt explained the training that is given to dispatchers and the training tools that the dispatchers will acquire that can be used in everyday dispatching. It was explained that a long term goal would be to develop the Tactical Dispatch teams that could be utilized for future deployment throughout the Region 7.

Mr. Cain suggested that we may want to follow up on this topic at a later date or next meeting.

Mr. Christensen asked about the process of additional training while we are in a staff shortage and how extra training impacts overtime, his concern is the day to day operation of overtime is costing the agencies a great deal at this time.

Mr. Scheel suggested that we have informational updates on different areas of training and other subjects on a routine basis to help educate the Board on the processes of the dispatch center. Ms. Rocheleau and Mr.

Christensen stated that they would like to learn more about the Tactical Dispatch Training. It was suggested to allow Ms. Katt an opportunity to present at the next Board meeting if possible.

Mr. Newman asked about authorizing of overtime for special training, Mr. Bradley stated that staff authorizes the overtime. Mr. Cain mentioned that this is part of the budget process that is approved by the Board during the budget.

Ms. Riddle requested that she has permission to leave the meeting at 5:00 PM. Mr. Cain stated it would be fine and it would not impact the quorum.

ROUND TABLE

Stephens - No Report

Ball – No Report

Christensen- No Report

Rocheleau - No Report

Richards - No Report

Scheel – No Report

Newman – The Cheboygan County Board of Commissioner and the County of Cheboygan paid their respects to Board Chairman Mr. Tony Matelski who recently passed away following a brief illness.

Riddle – No Report

Cain – No Report

Motion from Mr. Cain that the Board move to a closed session under Section 8(h) of the Open Meetings Act to consider material exempt from discussion or disclosure by State or Federal Statute as interpreted in the case of Booth Newspapers Inc. vs Wyoming City Council 168 Michigan Appellate 459 of 1988 allowing for a closed session for the consideration of a written legal opinion by Mr. Richard Dinon within attorney - client privileges as related to labor relations. As part of the Motion only Board members, Alternate Board members, Mr. Dinon and Mr. Engel (Board Civil Counsels) are to be present - with Support from Mr. Stephens.

Motion carried with Unanimous Roll Call Vote;

Yeas; Cain, Richards, Christensen, Rocheleau, Scheel, Ball, Stephens and Riddle.

Regular meeting ended at 4:59 PM for the purpose of going into closed session.

Regular Meeting back in in session at 6:12 PM.

ADJOURNMENT

Motion to adjourn the meeting by Ball at 6:12 PM with Support from Scheel.

Motion carried by Unanimous Voice Vote.

NEXT MEETING SCHEDULED May 24, 2017 AT 12:00PM AT THE ODAWA HOTEL.

NEXT REGULARMEETING SCHEDULED June 21, 2017 AT 3:00PM AT CCE CENTRAL DISPATCH.

Respectfully submitted by Greg Clark