

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

**MINUTES**

**January 20, 2016**

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**BOD MEMBERS PRESENT**

Jim Tamlyn, Chairman  
John Wallace, Vice Chairman  
Michael Cain, Secretary  
Chris Christensen  
Dennis Howard  
Pat Ball  
Rob Straebel  
Mark Bronson  
Bill Dohm

**REPRESENTING**

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

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**BOD MEMBERS ABSENT**

Tom Richards  
Marcia Rocheleau

**REPRESENTING**

Emmet County Cities and Villages  
Cheboygan County Townships

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**911 COMMITTEE MEMBERS**

Marty Krupa  
Kevin Sheppard  
Gary Appold

Emmet County Administrator  
Charlevoix County Administrator  
Emmet County Assistant Administrator

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**OTHERS PRESENT**

Bob Bradley  
Greg Clark  
Kari Kortz  
Undersheriff Chuck Vondra  
Greg Williams  
Megan Williams

**REPRESENTING**

CCE Central Dispatch  
CCE Central Dispatch  
Chief Financial Officer  
Charlevoix County  
Emergency Management  
Emergency Management

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Chairman Bob Bradley called the meeting to order at 3:04 PM.

**ROLL CALL** – See Above

**PUBLIC COMMENT**- None

**ELECTION of OFFICERS** –

Board Chair position

Mr. Christensen nominated Mr. Michael Cain for Board Chair with Support by Mr. Howard.  
Mr. Wallace nominated Mr. James Tamlyn for Board Chair with Support second by Mr. Ball.  
Mr. Bradley called for nominations to be closed. Mr. Wallace motioned for Nominations to be closed.  
Mr. Bradley requested a show of hands for Mr. Michael Cain for the position Board Chair.  
Show of hands = 4

Mr. Bradley requested a show of hands for Mr. James Tamlyn for the position of Board Chair.  
Show of hands = 3.

Mr. Michael Cain became Board Chair after nomination.

Mr. Cain thanked Mr. Tamlyn for his dedication and years of service the CCE Central Dispatch Authority Board.

Mr. Cain called for nominations for Board Vice-Chair.

Mr. Christensen nominated Mr. James Tamlyn for Vice-Chair with Support by Mr. Ball.

Unanimous voice vote cast for Mr. James Tamlyn as Vice Chair.

Mr. Cain called for nominations for Board Secretary.

Mr. Ball nominated Mr. John Wallace as Board Secretary Support by Mr. Christensen.

Unanimous voice vote cast for Mr. John Wallace as Board Secretary.

Mr. Cain called for nominations for Fiscal Officer.

Mr. Wallace nominated Ms. Kari Kortz as Fiscal Officer Support by Mr. Ball.

Unanimous voice vote cast for Ms. Kari Kortz as Fiscal Officer.

#### **APPROVAL of MINUTES** from December 21, 2015 Meeting

Motion made by Mr. Howard with Support from Mr. Bronson to Approve the Minutes of the December 21, 2015 meeting. Motion carried with Unanimous Voice Vote.

#### 2015 Audit

Mr. Bradley discussed the audit and how it has been done the past several years

Mr. Bradley requested permission to move forward with soliciting bids from local auditors to Mr.

Howard asked if we had any reason to change auditors.

Ms. Kari Kortz arrived into the meeting at 3:13 pm.

Ms. Kortz suggested that we put out audit for bid.

Mr. Straebel discussed the process of bid solicitation and ensuring the best firm with the lowest quote was awarded the bid .

Motion made by Mr. Ball for staff to solicit bids for the 2015 Audit with Support from Mr. Wallace.

Motion carried by unanimous voice vote.

#### **DIRECTORS REPORT**

Mr. Bradley mentioned the Christmas Eve storm, with discussion on the damage that occurred at the Mt. McSauba site due to a fallen tree, repairs have been made. The damage, repairs, and equipment replacement are covered under our insurance.

Mr. Christensen mentioned that he heard a rumor that this created a service outage, Mr. Clark replied due to the GPS clock antenna being knocked loose it caused timing issues in the Simulcast system which created some static at times during transmissions.

Mr. Tamlyn stated that Mr. Greg Williams reported at the OEM meeting that there were outages.

Mr. Williams responded from the audience that he was requested to send radios to the Emmet and Cheboygan Sheriff's Departments, and the Tuscarora and Alverno Fire Departments. It was explained that Dispatch were using radios and 800 radios for communications. Charlevoix County Undersheriff Chuck Vondra mentioned that he wants to make sure that his department is notified of any communication system outages when they occur in the three (3) Counties.

Mr. Clark stated that due to the high winds from the storm, it created temporary microwave link connection loss between our Emmet South Tower (Krause Rd) and our Emmet West Tower

(Stutsmanville Rd). When the wind would gust is created a slight torque on the tower microwave dishes temporarily taking them out of sync, causing a momentary reaction in the radio system as the towers re-synced. Mr. Williams stated that the storm never hit severe criteria (58 mph) in our three (3) Counties. Mr. Tamlyn stated that at the Mackinac Bridge there were recorded winds of 69 mph, which are over the severe limits stated by Mr. Williams.

Mr. Cain asked if dispatch has communications issues how do we let our agencies know of the communication issues. Mr. Clark mentioned that Dispatch notifies on duty response agencies if there is a need to go to different radio channels or frequencies, or different communication equipment.

Mr. Cain asked how do we assess this for any future incidents, Mr. Tamlyn mentioned that it was discussed at the OEM meeting if we could have TAC host an Incident Debriefing.

Mr. Tamlyn discussed the use of current radio systems or 800 radio systems, and how this will impact the future direction of our communications system. Mr. Cain discussed having TAC host an Incident Debriefing as soon as can be scheduled.

Mr. Williams said that his office could host an Incident Debrief within 2 weeks.

Undersheriff Vondra suggested using the mass notification system to notify the agencies of any potential outage.

Short term protocol to the agencies, how it will be discussed, Mr. Cain requested that after the Incident Debrief/After Action takes place that Mr. Bradley give a report and recommend any necessary direction at the next board meeting.

Mr. Wallace recommended that this go in front of the TAC for discussion. Mr. Ball recommended that OEM be the agency to make the mass notifications to the agencies, since they have the program.

Undersheriff Vondra prefers that he receive his notifications from the Dispatch Center.

Mr. Clark asked if all of the County agencies are currently built into the notification system, Mr. Williams stated that not all agencies are built in the system.

Mr. Clark mentioned that the BE-ALERT notification system does work for this type of emergency notification, we do not know which groups are built and available to make notifications to. Mr. Clark suggested that if a group of all agency administrators and chiefs could be created than Dispatch could quickly notify this group of a communication outage.

Mr. Bradley mentioned that the water tower will be repainted in the Spring and parking may be an issue for a temporary time period.

Mr. Ball asked about staffing issues, Mr. Bradley mentioned that we recently interviewed 6 potential candidates.

Mr. Tamlyn mentioned that in the OEM meeting there was discussion about moving the OEM office into the house next door. Mr. Sheppard discussed that they have a staff of three. Discussion was held on the cost to renovate and bring the structure up to code for, budgeting expenses. Mr. Cain asked the question about the benefits of moving the entities apart, with concerns would this create communications between the departments and would this create further issues.

Mr. Dohm recommends if this change does ever occur, that there should be a lease between the two agencies. Mr. Krupa agreed with Mr. Dohm. Mr. Dohm stated that any changes or upgrades to the status of the current zoning will need to meet any current County Building and Zoning codes.

Mr. Cain requested that staff do research and bring the information back to the board at a future time.

## **ROUNDTABLE**

Mr. Christensen asked about the 800 testing and if the report was completed, could they have a copy. Mr. Bradley mentioned that he has a spread sheet from the MSP, he has a list of points and they are being converted to map points by Top Comp. Mr. Cain asked if there was a comparison map between the current radio system and the 800 testing. Mr. Cain also asked when this information would be ready he also suggested that we have any consultants present to assist in explaining the test data results.

Mr. Christensen asked that this should be presented to TAC first for their review first. Mr. Cain asked if the maps and data would be ready for the next Board Meeting. Mr. Bradley stated he could have maps and spreadsheets ready for the next meeting. Mr. Ball would like to see this information go to the TAC first for discussion and get a recommendation from the TAC.

Mr. Howard, asked about the Beaver Island upgrade, Mr. Bradley mentioned that he would like to work with a couple of command staff in the affected areas to do some testing.

Ms. Kortz asked about the current Fiscal Officer appointment process, Mr. Tamlyn discussed the process of appointment of the fiscal officer. Brief discussion was held on the Fiscal Officer position in the By-Laws.

Mr. Ball motioned to go into closed session for the purpose of discussion on labor contract negotiations with Support from Mr. Wallace. Motion carried by unanimous roll call vote.

### *Closed Session*

Motion made by Mr. Christensen and Supported by Mr. Bronson to re-enter the Open Session. Motion carried to re-enter Open Session by unanimous voice vote.

Motion made by Mr. Ball and Supported Mr. Williams by to accept the approved agreement with the corrections in language with the Police Officer Association of Michigan (POAM).

Mr. Dinon stated that that he will include the clarification of the proposed language changes in Section 14.1

Motion carried with a unanimous voice vote.

## **ADJOURNMENT**

Motion made by Mr. Christensen with Support from Mr. Wallace to adjourn at 5:08 PM.

Respectfully submitted by Greg Clark