

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

MINUTES

March 16, 2016

BOD MEMBERS PRESENT

Michael Cain, Chairman
John Wallace, Secretary
Mark Bronson
Chris Christensen
Bill Dohm
Dennis Howard
Tom Richards
Marcia Rocheleau

REPRESENTING

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

BOD MEMBERS ABSENT

Jim Tamlyn, Vice-Chairman
Pat Ball
Rob Straebel

REPRESENTING

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

911 COMMITTEE MEMBERS

Kevin Sheppard
Jeff Lawson
Marty Krupa

Charlevoix County Administrator
Cheboygan County Administrator
Emmet County Board of Commissioners - Representative

OTHERS PRESENT

Bob Bradley
Greg Clark
Derrick Carroll
Sheriff Pete Wallin
John Calabrese
Al Welsheimer
Mark Strandskov
Megan Anderson

REPRESENTING

CCE Central Dispatch
CCE Central Dispatch
TAC-Chairman
Emmet County Sheriff's Office
City of Petoskey Department of Public Safety
Resort Bear Creek Fire Department
CMU – Network Administrators
Office of Emergency Management

Chairman Michael Cain called the meeting to order at 301 PM.

ROLL CALL – See Above

PUBLIC COMMENT- None

APPROVAL of MINUTES from February 17, 2016 Meeting

Motion made with corrections Bill Dohm by with Support from John Wallace to Approve the Minutes of the February 17, 2016 meeting. Motion carried with Unanimous Voice Vote.

NEW BUSINESS

1. CMU-CCE Tower Lease Discussion

Mr. Bradley discussed the CMU proposal to hang dishes and antennas, it was mentioned that they have not completed their Tower Structural Analysis yet. The most recent existing Tower Structural Analysis that was completed for Verizon Wireless shows the CCE Tower at almost complete at maximum loading capacity. At this time it is unsure if CCE can provide assistance to CMU for their proposed Microwave project, until further information can be gathered and reviewed. Mr. Bradley mentioned that he does have a draft copy of an MOA, but will hold on that until further information is available. Mr. Wallace suggested looking at an MOU versus a MOA. Mr. Cain asked for a recap of the most recent findings on the tower analysis. Mr. Bradley discussed that there are a couple of smaller antennas that can come off of the tower, but those would not have much impact on the Structural Analysis. Mr. Bradley also mentioned that in some cases the commercial entity may be given the option to add additional supports and or modifications to the tower structure analysis can identify the specific modifications needed. Mr. Wallace asked if there was fiber was at the tower site, he discussed that there is currently AT&T fiber at the tower that is utilized by Verizon

Mr. Chris Christensen joined the meeting at 3:10 pm.

Mr. Dohm stated that we need to be cautious as we move forward to make sure that our Tower does not have too much loading capacity.

Mr. Richards asked if the tower capacity is a fixed loading formula, Mr. Bradley discussed the ANSI standards of tower loading for different tower types (i.e. public safety or commercial).

2. Telephony Upgrade

Mr. Bradley discussed that Intrado Viper (911 Telephone System), that we have been discussing the upgrade our current platform to create a Multi-Node connection with Grand Traverse Central Dispatch. The upgrade would allow for a shared solution within Region 7's 911 Centers creating a redundant 911 phone answering system. The quoted numbers from our vendor have jumped considerably. Mr. Cain asked for the numbers that are being presented to us. Mr. Clark stated that the original quotes and budgeted numbers are \$55,000.00; the newest quote is now at \$100,000.00. Discussion was held on the potential to save on long term

Mr. Richards asked if Intrado was the only provider/solution of this type of 911 call taking systems. Mr. Bradley stated that this system Mr. Christensen asked if this was the only and best system available to provide the same service. Mr. Clark mentioned that there are other providers out there, but if we were to switch then we would not have the ability to interface with the surrounding dispatch centers to provide support to each other in 911 call taking.

At this point staff has a conference call scheduled for tomorrow to discuss the proposed increases that were presented and will report back to the board.

Chairman Cain recognized Mr. Mark Strandkov from CMU to see if he could add any more information to the above CMU site.

Mr. Strandkov stated that he is currently working with his consultants and that their initial findings show that the CCE tower is currently at 125 % of capacity, Mr. Strandkov said they are working to see if the Tower could be adapted to hold additional communications equipment. Mr. Strandkov mentioned that the tower structural codes have changed, meaning that the analysis formulas have changed as well.

Mr. Christensen asked if the rental income that is received from Verizon would be enough to rebuild the tower if there was an issue, Mr. Bradley stated that the it is not.

Mr. Cain asked if the current discussions with Verizon would allow us to modify the existing contract language to bring the language up to existing standards.

Mr. Christensen stated that we need to review the current tower equipment and the current loading capacity is due to the actions of one of our tenants, would we have the ability to recover expenses on any modifications or changes that are needed.

Mr. Richards asked if our insurance would be in jeopardy if our tower is over capacity, Mr. Bradley stated that all of your towers are fully insured and he would review this once it is determined if this tower analysis is accurate.

3. MPSCS Coverage Testing

Mr. Bradley discussed the coverage testing that was completed by the MPSCS testing team across all three Counties. He explained that the testing has a rating scale that 1 through 5, 1 being a poor signal and 5 being the best signal. Mr. Bradley explained the coverage maps that were provided and the coverage across the three Counties. Discussion was held on how we could integrate our current VHF system into the MPSCS 800 system, and how we could plan a transition to move forward in phases, bringing Law Enforcement first and EMS and Fire agencies in future phases. MSP Lt. Derrick Carroll introduced himself as the recently appointed TAC Chairman and discussed the needs for increased interoperable communications within Charlevoix-Cheboygan-Emmet County's agencies and their surrounding partner Counties. Lt. Carroll passed out a letter from the Technical Advisory Committee (included in today's Board packet).

Mr. Richards asked if there is going to be another planned Narrowbanding of the VHF radio system. Mr. Bradley stated that there will be another one in the future, but there is not a planned date at this time.

Emmet Count Sheriff Pete Wallin mentioned that he has a need to purchase new radios and at this time is waiting to see if our current public safety radio system will be transitioning over to the 800 MPSCS system.

Further discussions were held on how the 800 Mhz radio system will interface within Charlevoix-Cheboygan-Emmet Counties and the current and future use of our Mobile Data connections system. Discussions were held on how to leverage current and future WiFi connections between the Counties, educational and private partnerships for future build outs for shared communications systems.

Mr. Cain suggested sending out the current coverage map data to our response agencies to solicit feedback on areas of concern for radio coverage within their respective response jurisdictions.

A review of our current radio map coverage and the current 800 testing data coverage and do a comparison of coverage, utilizing the real world radio use in the field by our agencies.

Mr. Clark discussed the expense of continuing to improve our VHF radio system and the current expense of building more tower sites. It was also discussed on moving forward with the 800 Mhz system for our Law Enforcement agencies and how important that this process is for enhancing the interoperable communications between agencies from around Northern Michigan.

Mr. Dohm asked that we continue gather to press on with the 800 Mhz project with Chief Calabrese felt that this is very positive and that working with the agencies to find the areas that have minimal VHF coverage with our three Counties.

Lt. Carroll mentioned that the Interoperable Communications is a key component to working with Mr. Lawson suggested that as we move forward and look more into the migrating over to the 800 Mhz radio system, he feels that we can work with each agency to determine their future radio needs and identify cost and replacement needs for future radio needs for each agency.

Mr. Krupa agreed with Mr. Lawson and that we need to continue to gather data and information to do an analysis.

4. 911 Committee Report

Mr. Lawson presented the 911 Committee report to the Board and explained the process that meets the report outlines agencies Goals & Objectives. Mr. Lawson explained the process used to evaluate the current organizational structure and the positions throughout the agency. The committee met with staff and discussed the current organization structure and worked on identifying the needs of the agency, focus was on the work load within the communication center. Mr. Lawson further discussed the roles and responsibilities if the different positions within the organization. The committee reviewed the recommended positions with staff and looked at the current budget structure, it was concluded that the recommended re-structure will fit into the budget. Mr. Clark added that importance of having a strong quality assurance program and making sure that our dispatch staff is meeting the needs of our response agencies and communities. Discussion was held on the different aspects of how the roles and responsibilities interface between the different positions. The proposed position will increase the work productivity of the communication center staff and remain within the budget. Mr. Lawson explained that staffing levels proposed will remain within the current and future budgets. Mr. Lawson explained that the management staff needs to have the flexibility Mr. Krupa also stated that a lot of time was spent reviewing the proposals and that this stays within budgets. Mr. Shepard also mentioned the Mr. Cain asked if the 911 Committee recommended the proposed staffing levels as presented, the 911 Committee agreed that they do support the staffing levels as proposed and presented in the 911 Report. Ms. Kortz discussed the budgetary part of the staffing levels and that it fits into the proposals. Mr. Clark thanked the 911 Committee and Ms. Kortz for their work on the staffing levels as proposed, he pointed out the importance of having quality staff in the place to enhance the quality of work that is Mr. Bradley stated that he supports the 911 Committee reports and recommends the adoption of the 911 Committee recommendations to move forward with these positions. Mr. Cain explained that the adoption of the report would authorize moving forward with the staffing level recommendations. Discussions continued on the effectiveness of the positions and moving forward Motion made by Mr. Richards to adopt the 911 Committee Report allowing the hiring of additional staff positions as recommended in the report with Support with Support from Mr. Wallace. Motion carried with a Vote of 4 Yeas and 2 Nays. Further discussion was held on the time that was given to the Board for review.

DIRECTORS REPORT

Mr. Bradley gave the Directors Report. The signed collective bargaining agreement arrived and we would like to have Chairman Cain sign copies. The Tri County Meeting date conflicts with the annual NLEA community program. It was also mentioned that we would like to schedule a joint BOD-TAC meeting in the future. Mr. Bradley believes it is time for the Executive Director's annual evaluation. Mr. Cain asked if the Board was comfortable with continuing with a paper process of evaluation. Mr. Lawson stated that the 911 Committee could assist with facilitating the evaluation process. Mr. Richards asked if we could review the evaluation document format at or before the next meeting for review so that the Board can agree on the expectations of the evaluation document, Mr. Richards feels that it is important that the format reflects the actual position requirements.

Mr. Christensen asked if the Board could also receive a synopsis of the last evaluation for them to review. The evaluations document will be distributed to the Board at or before their next meeting for review. Mr. Lawson stated that the 911 Committee will assist in a review the information that they have and provide assistance to the Board.

ROUNDTABLE

Mr. Christensen asked if the Board could receive the Board of Directors packet no later than the Friday prior to the Board Meeting. Discussion was held on providing Board packet information in a timely manner. Ms. Rocheleau concurred and would like to get the agenda sooner in a timely manner. Mr. Lawson mentioned that the packet delivery time format would be helpful in deciding how and when the Board decisions are made based on the agenda content. Mr. Cain asked to make this part of the next meeting's agenda.

ADJOURNMENT

Motion made by Mr. Christensen with Support from Ms. Rocheleau to adjourn at 535 PM.

Respectfully submitted by Greg Clark