

**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

December 21, 2016

BOD MEMBERS PRESENT

Michael Cain, Chairman
James Tamlyn, Vice Chair
John Wallace, Secretary
Chris Christensen
Marcia Rocheleau
Pat Ball
Bill Dohm
Tom Richards
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
Emmet County Cities and Villages
Charlevoix County Townships
Alternate Emmet County Cities and Villages

BOD MEMBERS ABSENT

Joe Lavender

REPRESENTING

Cheboygan County Cities and Villages

911 COMMITTEE MEMBERS

Kevin Shepard
Jeff Lawson
Marty Krupa
Kari Kortz

Charlevoix County Administrator
Cheboygan County Administrator
Emmet County Administrator
Finance Officer

OTHERS PRESENT

Bob Bradley
Greg Clark
Dennis Howard
Chief Matt Breed
Al Welsheimer
Jessica Spindler

REPRESENTING

CCE Central Dispatch
CCE Central Dispatch
Past - Charlevoix County Townships Representative
Petoskey Department of Public Safety
Resort Bear Creek Fire Department
Tele-Rad

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

ROLL CALL – See Above

CORRESPONDENCE – See Attached

PUBLIC COMMENT - None

APPROVAL of MINUTES

Correction to add in Lyon Stephens to BOD attendance for meeting
Motion to approve the minutes with the addition of Lyon Stephens as present at the meeting by
Mr. Ball with Support from Mr. Tamlyn
Motion passed with unanimous voice vote.

2017 MEETING SCHEDULE

Mr. Bradley presented and handed out the proposed meeting schedule for 2017
Discussion was held on the Board meeting location possibilities, including moving back to the dispatch center or
do we continue to move the meeting around the counties.
Mr. Cain mentioned a possible conflicts on February 15 and November 15.
Motion from Mr. Ball to change the November 15, 2017 meeting to November 08, 2015 and to change the
February 15 meeting start time to 4:00 PM, with meeting locations to be determined at the January meeting with
Support from Mr. Wallace.
Motion carried with unanimous voice vote.
Change to meeting start time
Mr. Bradley will set up the Tri County Board meeting date and location.

DIRECTORS SALARY

Mr. Bradley presented to the Board his request for a salary increase to \$70,650.00.
Motion by Mr. Tamlyn to set the Executive Directors salary at 70,650.00 retroactive to January 01, 2016 with
support from Mr. Ball.
Discussion was held on with questions from Mr. Christensen, on the goals and objectives have been satisfied.
Discussion was held on how to create a regular update of bench marks on for the board. Discussion was to have
the Executive Director give a status report to the board on the goals and objectives set forth for the Executive
Director to accomplish. The first status report will be at the January meeting. Mr. Christensen then discussed the
retroactive pay and the history of the pay raises given to the bargaining unit. Mr. Wallace clarified that Mr. Dinon
negotiated the raise amounts for the bargaining unit under the direction of the BOD. Mr. Tamlyn mentioned that
Emmet County usually presents a salary increase to their management on an annual basis. Ms. Rocheleau
mentioned that she thought in years past that it has been mentioned about raises for administrative staff. Mr.
Dohm stated that he has brought up raises for administrative staff and then nothing is done about it. Mr. Ball felt
that administrative staff has not asked for raises due to the fact that for several years they were asked to hold the
line on raises, he felt
The staff deserved raises.
Motion carried.
Roll Call vote – Yea; Cain, Tamlyn, Wallace, Ball, Richards – Nay; Christensen, Rocheleau, Stephens
Discussion was held that on all future roll call votes should list the individual board members votes.
Motion by Mr. Tamlyn that all future Roll Call votes (and to include the November 2016 meeting Roll Call votes)
with Support from Mr. Ball.
Motion carried by unanimous voice vote.

2016 BUDGET ADJUSTMENTS

Mr. Bradley discussed the budget adjustments as presented,

Mr. Clark discussed that most of the budget adjustments were a cleanup of the individual lines, in particular he pointed out that due to staff changes and shortages we had an increase in overtime, this was covered by the difference coming out of dispatch staff wages to offset. The health insurance line came in at less of an increase than was anticipated. Tower leases we were unable to discontinue use of the Hebron Tower.

CAD/RMS/JMS/MCT this was higher due to increased software product added for responders, this contract was negotiated at a lower amount for 2017. Building and Grounds maintenance was slightly higher than anticipated. Motion by Mr. Wallace to approve the budget adjustments as presented with support from Mr. Richards.

Mr. Christensen asked about staffing levels.

Motion carried with unanimous Roll Call vote –

Yeas; Tamlyn, Wallace, Christensen, Rocheleau, Ball, Richards, Stephens, Cain

See Attached Budget Adjustments for FY2016.

DIRECTORS REPORT

Mr. Bradley discussed the Directors Report.

Smart 911 was started with a “soft start”, to give dispatchers a chance to become familiar with software and how it works. A public launch will take place sometime in the near future.

Discussion was held on the communication tower issue that occurred on the Krause Rd. Discussion was held on stabilization work on the Krause Rd. tower or to remove some of the equipment that is on the tower that is in place from leases. Discussion was held on whether we remove equipment on the tower from leases that we have on the tower.

A request was made to get more information on the equipment outage issue occurred and who may have been effected. Discussion was held on the wind loading on the Krause Rd tower, do we move forward with work on the tower or to remove lessors equipment to improve wind loading. Mr. Bradley will bring more information back to the Board at future meetings.

Mr. Stephens asked about or better fixing to the tower at the cost of \$70,000.00 or removing lessors that would cost less for repairs, he felt that money be better used investing into the 800 radio project.

Inter-local governmental agreement. Mr. Bradley discussed the draft agreement that was passed out at a previous meeting.

Currently only Grand Traverse Central Dispatch and CCE Central Dispatch are ready to move forward with Inter-local governmental agreement. Discussion was held on the various centers that have Viper phone systems. Mr. Clark discussed the process of the Region 7 Dispatch Centers have moved forward with a commitment to use the Vipers along with the transition for all Dispatch Centers to move into NG911. He also stated that in the future, the public safety network which is being built known as the ESINet by PFN. He discussed the process of the Dispatch Centers have been working over the past several years to create a system that the 911 Centers can support each other. Future plans will include the ability to connect various Dispatch Centers (including the Upper Peninsula) from across the State. The primary focus of the Inter-local governmental agreement was for working together on 911 call taking equipment. Discussion was held on the various back up for Dispatch Centers and how the CAD 2 CAD system works between Dispatch Centers.

Mr. Cain asked about including Chippewa County in Inter-local government agreements for diversity in backup systems. Ms. Rocheleau asked if the UP 911 Centers had an Inter-local governmental agreement that we could look at. Mr. Clark explained that the UPA 911 was formed under UP CAP, which provide community programs throughout the Upper Peninsula.

Mr. Bradley discussed a recent letter from a citizen that his wife, he invited them to come and take a tour of the Dispatch Center Operations. Discussion was held on the process of back ground checking visitors.

Mr. Cain mentioned the recent employee dispatcher appreciation dinner and complimented the staff that put together the dinner and those that attended were very appreciative of the dinner.

Discussion was held on the BE-Alert notification of the fire at Boyne Highlands. Mr. Tamlyn mentioned that someone from Southwest Michigan recorded the radio traffic for approximately 13 minutes, this subject posted the recording out to the public.

Mr. Tamlyn mentioned that there was a great deal of positive feedback on the response from 911, Fire Departments, EMS and Law Enforcement, in particular he wanted to point out that Chris Krupa and Al Welsheimer did an outstanding job at the scene assisting the Harbor Springs Fire Department and all of the Public Safety Agencies that responded.

ROUND TABLE

Mr. Christensen discussed the CALM agreement and the original draft.

Mr. Christensen read sections of the CALM agreement and suggested that a review of the CALM agreement should be scheduled between all of the agencies.

Discussion was held on three separate amendment's that were attached to the CALM agreement. Discussion was held on looking further into the separate amendments.

Mr. Cain asked if the Board could receive copies of the legal opinions from counsel on key areas of the agreement that may need reviewed and updated.

Mr. Cain requested that Mr. Bradley work with the three County Administrators to discuss a review of the current existing agreement that governs the Central Dispatch Authority/911 Communications Center.

Mr. Stephens asked about a report from the Radio Steering Committee, Mr. Cain mentioned that the target dates were discussed but not set. Mr. Cain mentioned that this Board would probably not see a report from the Steering Committee until February.

Mr. Christensen mentioned that Charlevoix County could offer one of their staff to assist with the fiduciary duties. Discussion was held on the role of fiduciary duties of the Authority and how to transfer some of the duties. Mr. Cain suggested this be an agenda item and a formal discussion at the January meeting.

Mr. Krupa updated the board on the retirement of Ms. Kathy Abbott, they have hired Mr. Bob Engel as their new Civil Council. Mr. Krupa mentioned that Emmet County would possibly offer of the legal civil services of Mr. Engel if the Emmet County Board of Commissioners approves this.

Mr. Cain presented a resolution to Mr. Dennis Howard for his many years of service on the CCE Central Dispatch Authority Board. *See Attached.*

Mr. Cain presented a resolution to Mr. James Tamlyn for his many years of service on the CCE Central Dispatch Authority Board and the important role he played in formation of CCE Central Dispatch. *See Attached.*

ADJOURNMENT

Motion to adjourn the meeting at 5:42 PM by Mr. Tamlyn with Support from Mr. Wallace.

Motion Carried with unanimous voice vote.

NEXT MEETING SCHEDULED JANUARY 18, 2017 at Petoskey City Hall, 101 E. Lake St, Petoskey, MI

Respectfully submitted by Greg Clark