

**C.C.E. Central Dispatch Authority
Board of Directors
MEETING LOCATION
1694 US 131 Hwy
Petoskey, MI 49770**

MINUTES

June 19, 2019

BOD MEMBERS PRESENT

Chris Christensen
Mike Newman
Marcia Rocheleau
Rob Straebel
Bill Shorter, Secretary
Pat Ball
Bill Dohm

REPRESENTING

Charlevoix County Board of Commissioners
Cheboygan County Board of Commissioners (Alt)
Cheboygan County Townships
Emmet County Cities and Villages (Alt)
Emmet County Board of Commissioners
Emmet County Townships
Emmet County Townships (Alt)

BOD MEMBERS ABSENT

Shirley Roloff
Michael Cain, Chairman
Mark Heydlauff
Lyon Stephens
Todd Sorenson
John Wallace, Vice Chair
Harold Koviak
Tom Richards
David White

REPRESENTING

Charlevoix County Board of Commissioners (Alt)
Charlevoix County Cities and Villages
Charlevoix County Cities and Villages (Alt)
Charlevoix County Townships
Charlevoix County Townships (Alt)
Cheboygan County Board of Commissioners
Cheboygan County Townships (Alt)
Emmet County Cities and Villages
Emmet County Board of Commissioners (Alt)

911 COMMITTEE MEMBERS

Kevin Shepard
Jeff Lawson
John Calabrese
Becki King
Bob Engel

REPRESENTING

Charlevoix County Administrator
Cheboygan County Administrator - Absent
Emmet County Administrator
Fiscal Officer
Civil Counsel

OTHERS PRESENT

Matt Breed
Al Welsheimer
Randy Weston
Chuck Vondra
Mark Kooyers
Pam Woodbury
Rob Jerman
Candace Pierce

REPRESENTING

Petoskey Public Safety
TAC Liaison
Emmet County EMS
Charlevoix County Sheriff's Office
Tele-rad
CCE Central Dispatch
CCE Central Dispatch
CCE Central Dispatch

Call to Order: Secretary Mr. Shorter called the meeting to order at 3:01 PM.

Pledge of Allegiance

Attendance: See above

Public Comment: None

Correspondence: None

AGENDA #6: Consent Agenda – Action Item to Approve, Receive and File

- a. Minutes for March 13, 2019
- b. Minutes for May 15, 2019
- c. Minutes for June 6, 2019
- d. Financial Report for February 2019
- e. Financial Report for March 2019
- f. Financial Report for April 2019

Motion made by Mr. Ball, with Support from Mr. Straebel, to approve, Receive and File the Consent Agenda with the corrections mentioned.

Rollcall

Ayes; Christensen, Ball, Rocheleau, Straebel, Newman, Shorter

Nays; None

Motion carries by rollcall vote.

AGENDA #7: MCT LTE Network – Action Item

Ms. Woodbury mentioned presenting this information during the special board meeting on June 6th. Mr. Christensen asked for some clarification. Ms. Woodbury explained that the Mobile Computer Terminals (MCT's) are used by the agencies inside their vehicles. Our Computer Aided Dispatch (CAD) sends the information to the MCT's so the agencies can have that information on the call they're heading to. They have automatic vehicle locators inside the vehicles/MCT's that allow the dispatch center to track the vehicles, it's a huge part of our whole public safety system. She said we've run into issues with the 20 year old VHF Data Radio System, so TAC has met a couple times to come up with the best possible solution, because it's not repairable and cannot be replaced. When we move over to the 800 MHz Radio System, the VHF system will be decommissioned, and CCE will no longer need to pay for some tower leases and the maintenance fees, so those funds can be used toward paying for the licensing and data for the LTE Network. For 2019, we have \$25,000 available from unused GIS funds, to put towards the LTE Network expense, and a budget adjustment might need to be done later. Agencies will be coming onboard as they can, so it won't be a big expense all at once. \$60,000 is for cost for the entire year, to cover all 140 MCT's. Mr. Shorter reiterated that what is being voted on today is only for 2019, and has nothing to do with the 2020 budget.

Motion made by Mr. Straebel, with Support from Mr. Ball, to authorize CCE Central Dispatch to purchase the Licensing and Data per unit, as they come onto the LTE Network.

Rollcall

Ayes; Ball, Rocheleau, Straebel, Newman, Shorter, Christensen

Nays; None

Motion carries by rollcall vote.

AGENDA #8: PFN Fiber Network – Action Item

Ms. Woodbury was informed that Charter Spectrum will no longer support PSAP's, such as ourselves. She contacted PFN and asked them for a quote. She explained to the board, that CCE currently have an outstanding \$28,000 bill with PFN (Mackinaw City Tower), and PFN is willing to work with CCE to eliminate that bill, reduce the monthly connection fees, and not charge for any new construction fees. So the break down and savings costs are as follows:

PFN will reduce the fee for our current fiber connection from here to the MPSCS Gaylord tower for our console connection.

- Current fee \$694 a month
- New fee \$413 a month
- Savings \$3,372 annually

PFN will provide the fiber connection to all three Sheriff's Offices.

- No Construction Cost
- Service fee \$413 a month per connection (Current Charter fee \$476.00 per connection)
- Savings \$2,268 annually

PFN will provide the fiber connection for the Tower in Charlevoix to MPSCS.

- No Construction Cost
- Service fee \$413 a month
- CCE is saving \$5,640 annually on the connections listed above so this fee is negated with a gain of \$684 a year

And last, PFN will eliminate the \$28,000.00 in outstanding construction fees for the Mackinaw City Tower.

Ms. Woodbury said she's negotiated a plan with PFN which resolves the issues of the outstanding balance for the Mackinaw City tower fiber, and can save CCE \$5,640 annually. She feels this is the absolute best route and would save CCE money and would clear us from the unexpected infrastructure expense. Mr. Straebel asked how long the contract is for, Ms. Woodbury said it is a five year contract. Mr. Ball said it sounds like a good deal.

Motion made by Mr. Ball, with Support from Ms. Rocheleau, to approve the Peninsula Fiber Network (PFN) quote as it's written with a 5 year contract, so CCE can move forward with the infrastructure for the 800 MHz Radio System and implement a new fiber network for our PSAP.

Rollcall

Ayes; Rocheleau, Straebel, Newman, Shorter, Christensen, Ball

Nays; None

Motion carries by rollcall vote.

AGENDA #9: Roof Bids – Action Item

Ms. Woodbury talked about the three roof quotes and said MB Roofing really went out of their way to check into the needs of CCE. They climbed into the attic space and took a thorough look and provided a quote within a few days. It's a lifetime warranty on asphalt roofing, and Ms. Woodbury called several references on his quality of work, and they couldn't say enough good things about him. Mr. Christensen asked about a wind shear warranty? Ms. Woodbury will check into that. Mr. Straebel asked about the warranty provision, specifically ice damming, and Ms. Woodbury said they would be addressing that item because we already have a few spots with those issues. Mr. Straebel also asked about a new gutter system, and Ms. Woodbury said we are waiting for 2 more quotes, but plan to do the gutters after the new roof is installed.

Motion made by Mr. Newman, with Support from Mr. Straebel, to approve the MB Roofing bid and sign the agreement to redo CCE's roof, not to exceed \$52,000.00.

Rollcall

Ayes; Straebel, Newman, Shorter, Christensen, Ball, Rocheleau

Nays; None

Motion carries by rollcall vote.

AGENDA #10: Excavating Bids – Action Item

Ms. Woodbury said three companies provided bids, one quote was very extensive and expensive. The second company came out numerous times, and still didn't quite understand what our needs were. The third company, Gibson Excavating, came out twice (upon request) and talked about the concerns and how he planned to eliminate them. Ms. Woodbury would like to move forward with what Gibson Excavating is proposing, and they can begin work in July. Mr. Jerman added to the conversation, that he also spoke with him, and Mr. Gibson felt confident that what he proposed will eliminate the problems CCE is experiencing. Mr. Newman asked about his references, and Ms. Woodbury said she will make some calls, but the company has been in the business for a very long time and they are reputable. Mr. Ball said he is in the same type of business and he knows they are a very reputable company and will do a good job.

Motion made by Mr. Ball, with Support from Mr. Christensen, to approve the scope of the work and the quote provided by Gibson Excavating and authorize the Director to schedule the work to be done, not to exceed \$7,300.00.

Rollcall

Ayes; Newman, Shorter, Christensen, Ball, Rocheleau, Straebel

Nays; None

Motion carries by rollcall vote.

AGENDA #11: 800 MHz Subscriber Equipment RFP – Action Item

Ms. Woodbury has been working with TAC to finalize the RFP. Mr. Jerman passed around additional information that legal counsel wanted to include. The timeline for the RFP will be as follows:

RFP Issued June 24, 2019

Preliminary Vendor Questions 1:00pm June 24 – July 8, 2019

Deadline for Final Questions to be submitted 1:00pm July 8, 2019

Due Date for Proposals 1:00pm July 12, 2019

RFP Proposal Opening July 16, 2019

Initial Review with CCE BOD July 17, 2019

So once a vendor is selected and a term is negotiated, the warranty will not start until after installation. Ms. Woodbury feels it's a solid RFP and requests that we move forward with TAC's recommendation. Mr. Vondra asked if the RFP includes Radio counts, Ms. Woodbury said yes, she spent quite some time on spreadsheets to get those numbers aligned. She mentioned that the Boyne Valley Supervisor requested CCE separate their count from Boyne City's count. Legal Counsel said this is a discussion about RFP's, which includes the numbers you present, nothing more. Mr. Christensen said he'd rather the RFP be specific, otherwise this could be problematic. Ms. Woodbury said the list does not break it down per department. At this point, it only separates by Police, Fire and EMS, per county. Mr. Christensen said Boyne Valley has zero so they believe they are getting zero, and Boyne City has 25 and is getting 25. Further discussion took place about Boyne Valley and Boyne City.

Motion made by Mr. Ball, with Support from Ms. Rocheleau, to approve the recommendation of the TAC Committee to move forward with the RFP with the Director's direction, with revised contractual terms provided by legal counsel.

Rollcall

Ayes; Shorter, Christensen, Ball, Rocheleau, Straebel, Newman

Nays; None

Motion carries by rollcall vote.

AGENDA #12: 911 Board Report

Ms. Woodbury briefly reviewed the board report, and mentioned that UPS batteries we recently replaced in the CCE building.

ROUNDTABLE

Shorter – Nothing

Straebel - Nothing

Rocheleau – Nothing

Christensen – Chris asked the status of a previous discussion, Pam said once we know where we stand with the State, that will be discussed further.

Ball – Nothing

King – Nothing

Dohm – Nothing

Newman - Nothing

Woodbury – Nothing

Jerman - Nothing

ADJOURNMENT

Motion made by Mr. Shorter to adjourn meeting at 3:55PM, with Support from the rest of the board.

Respectfully submitted by Candace Pierce