

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

**MINUTES**

**February 20, 2019**

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**BOD MEMBERS PRESENT**

Mark Heydlauff  
Chris Christensen  
John Wallace, Vice Chair  
Mike Newman  
Harold Koviak  
David White  
Tom Richards  
Rob Straebel  
Bill Dohm

**REPRESENTING**

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

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**BOD MEMBERS ABSENT**

Michael Cain, Chairman  
Lyon Stephens  
Todd Sorenson  
Shirley Roloff  
Marcia Rocheleau  
Bill Shorter, Secretary  
Pat Ball

**REPRESENTING**

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

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**911 COMMITTEE MEMBERS**

Kevin Shepard  
Jeff Lawson  
John Calabrese  
Becki King  
Bob Engel

**REPRESENTING**

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

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**OTHERS PRESENT**

Bob Engel  
Kyle Knight  
Mike Reaves  
Randy Weston  
Al Welsheimer  
Andrew Potter  
Megan Anderson  
Pam Woodbury

**REPRESENTING**

Legal Counsel  
Harbor Springs Police Dept.  
Emmet County Asst Administrator  
Emmet County EMS  
TAC Liaison  
City of Harbor Springs  
Emergency Management  
CCE Central Dispatch

Rob Jerman  
Candace Pierce

CCE Central Dispatch  
CCE Central Dispatch

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**Call to Order:** Vice-Chairman John Wallace called the meeting to order at 3:00 PM.

**Pledge of Allegiance**

**Attendance:** See above

**Public Comment:** None

**Correspondence:** Mrs. Woodbury read a letter from a citizen who had to call 911 a few weeks ago. The letter gave applause to Kilee, a CCE 911 dispatcher, for her fantastic job.

The 911 board presented Tom Richards with a certificate of appreciation, for serving on the board for so many years. He is retiring from his position as the Harbor Springs City Manager.

**AGENDA #6: Consent Agenda – Action item**

**Monthly Reports:**

- a. December 19, 2018 minutes
- b. January 23, 2019 minutes
- c. January 2019 Financial Report

***Motion made by Mr. White, with Support from Mr. Heydlauff to Approve, Receive and File the Consent Agenda as presented.***

**Rollcall**

**Ayes;** Christensen, White, Richards, Koviak, Wallace, Heydlauff, Dohm

**Nays;** None

**Motion carries by rollcall vote.**

**Motion made by Mr. Richards, with Support from Mr. Koviak to approve the Closed session minutes from December 19, 2018. Motion approved by unanimous voice vote during open meeting.**

**AGENDA #7: Missaukee County Multi-Node Interlocal Agreement – Action Item**

Missaukee and Wexford County are the last 2 agencies to join the Next Generation Multi-Node. Missaukee took the MOU to their board, which laid out the details of the shared expense, and was approved and signed. Our counsel has reviewed the agreement and Mrs. Woodbury requested that the Missaukee County Multi-Node Interlocal Agreement be approved by the board.

***Motion made by Mr. Richards, with Support from Mr. Dohm to approve the Missaukee County Multi-Node Interlocal Agreement, as presented.***

**Rollcall**

**Ayes; Dohm, Heydlauff, White, Richards, Koviak, Wallace**  
**Nays; Christensen**  
**Motion carries by rollcall vote.**

**AGENDA #8: Wexford County Multi-Node Interlocal Agreement – Action Item**

Wexford County had the MOU approved and signed, without the minutes attached, as CCE requested. Mrs. Woodbury asked the board to approve the Wexford County Multi-Node Interlocal Agreement.

***Motion made by Mr. Richards, with Support from Mr. Dohm to approve the Wexford County Multi-Node Interlocal Agreement, as presented.***

**Rollcall**

**Ayes; Heydlauff, Richards, White, Koviak, Wallace, Dohm**  
**Nays; Christensen**  
**Motion carries by rollcall vote.**

**AGENDA #9: Goals and Objectives for 2019 – Discussion**

After the board reviewed the list of Goals and Objective, a small discussion took place. Mr. Christensen suggested adding the objective under “Manage the 800 MHz Project” to stay within the budget, because we had to go to the tax payers for the funds. Mr. Straebel suggested adding specific details under the first goal to “Maintain staff and reduce overtime” so the objective includes how Mrs. Woodbury plans to do that. Mr. Christensen mentioned including a specific goal or objective to maintain “at least a 95% staffing rate”, in order to make it a better work place.

***Motion made by Mr. Heydlauff, with Support from Mr. Dohm to approve the Goals and Objectives for 2019, as amended.***

**Motion carries by unanimous Voice Vote**

**AGENDA #10: 911 Board Report**

Mrs. Woodbury discussed staffing levels, with 15 fulltime staff and 2 fulltime staff in training right now. 800 Project, project management and site development has begun. The kickoff meeting with Motorola and the project managers is tomorrow (2/21/19). RFP Specifications are in progress and they are trying to incorporate everything into a template. Motorola and MPSCS was out today visiting and reviewing tower sites so they are ready to go. The Active Assailant and Shooter policy is moving forward, with a committee and workshops, and they are making great progress. Nationally accepted protocol is what will be used and the policy will outline the training as well. Lt. Rodwell has offered training for these classes, for dispatchers and on the law enforcement side. The policy is trying to unify a standard response, so there is no question about the process and procedure. A microwave radio on Mackinaw City tower went bad, so we replaced it with a backup radio already on hand, and sent the broken one in for repair. The Zendesk ticketing system is working very well, helping us keep track of tasks from outside agencies as well. The GIS mapping service is going well with the county GIS departments, with Rob and coordinating everything with Central Square. And last, we could not apply for SNC Training Funds this year, because we had not used up all the funds from

2016. We can apply again next year, as long as we spend the funds in a timely manner. With the low staffing levels it was difficult to send dispatchers to training classes, so this will improve with the full time staff we have, and we can pull wages and overtime to use against the SNC funds, which we had not been doing previously.

**ROUNDTABLE**

**Heydlauff** - Nothing

**Koviak** - Nothing

**Wallace** – Nothing

**White** – Nothing

**Dohm** – Nothing

**Christensen** – Nothing

**King** - Nothing

**Newman** – Nothing

**Richards** – Nothing

**Woodbury** – Nothing

**Jerman** – Nothing

**ADJOURNMENT**

**Meeting adjourned by Mr. Wallace at 3:31 PM.**

Respectfully submitted by Candace Pierce