

**C.C.E. Central Dispatch Authority**  
**Board of Directors**  
**Zoom Meeting**

**MINUTES**

**June 17, 2020**

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**BOD MEMBERS PRESENT**

Chris Christensen  
Shirley Roloff  
Michael Cain, Chairman  
John Wallace, Vice Chair  
Mike Newman  
Diane Raab  
Marcia Rocheleau  
Harold Koviak  
David White  
Rob Straebel  
Bill Dohm

**REPRESENTING**

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

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**BOD MEMBERS ABSENT**

Mark Heydlauff  
Lyon Stephens  
Todd Sorenson  
Bill Shorter, Secretary  
Victor Sinadinowski  
Pat Ball

**REPRESENTING**

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

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**911 COMMITTEE MEMBERS**

Kevin Shepard  
Jeff Lawson  
Michael Reaves  
Becki King  
Bob Engel

**REPRESENTING**

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

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**OTHERS PRESENT**

Al Welsheimer  
Kyle Knight  
Dave Carpenter  
Jill McDonnell  
Chuck Vondra  
Jason Lee  
Pam Woodbury  
Candace Pierce

**REPRESENTING**

TAC Liaison  
Harbor Springs Police Dept.  
Cheboygan County Fire Fighters Assoc.  
Charlevoix County EMS  
Charlevoix County Sheriff's Dept.  
Office of Emergency Management  
CCE Central Dispatch  
CCE Central Dispatch

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**Call to Order:** Chairman Mr. Cain called the meeting to order at 3:00 PM.

**Pledge of Allegiance**

**Attendance:** See rollcall above

**Public Comment:** None

**Correspondence:** None

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

- a. Minutes for May 20, 2020
- b. Financial Report for April 2020
- c. Financial Report for May 2020

***Motion made by Mr. Wallace, with Support from Ms. Raab, to approve, Receive and File the Consent Agenda as presented.***

**Rollcall Vote**

**Ayes; Shorter, Cain, Wallace, Dohm, Rocheleau, Christensen, Raab, Straebel**

**Nays; None**

**Motion carried by unanimous rollcall vote.**

**AGENDA #7: Lease with Charlevoix Township for Tower Space – Action Item**

Ms. Woodbury briefly explained the progress made with the lease and asked Mr. Engel to speak. Mr. Engel said the board approved the lease at last month's meeting, and sent the lease to the township attorney, where he had questions and requested some minor changes, such as not allowing a non-government group to use tower (which they can't do anyway), and additional language about returning the property to its pre-tower condition as it was provided. Mr. Engel said those were not a problem, but the attorney requested that CCE pay their legal costs of \$1,250 which is up to the board. He also wanted to remove the indemnification provision, which is in every contract. It is up to this board to decide if they want that or not. Ms. Woodbury spoke to the township supervisor during one of their meetings and the township felt because they were providing the property at no, that CCE should pay the attorney fees. She did not have an objection about that, and the cost was between \$800-\$1,250 and capped at \$1,250. Mr. Dohm asked if the 180-day termination provision is long enough. Mr. Engel said we could ask for a longer period if that is what the board wants. Mr. Straebel asked if there were any limitations for future technology on tower. Ms. Woodbury said we can take down and upgrade equipment as needed, so no limitations for CCE. Further discussion took place.

Mr. Cain proposed to pay the legal fees up to \$1,250, and we agreed to the removal of the indemnification section 10 in its entirety and in exchange, we want to increase the tower lease agreement by one year. Mr. Shorter was concerned with not having a just cause provision. Mr. Engel said we could write provision termination language to say termination can occur for:

1. breach of contract
2. Just cause (this would need to be defined)
3. No reason, or after one year written notice

Mr. Engel said there are several ways to look at this and approach it. Mr. Dohm asked who is negotiating the changes; Mr. Engel said he has been doing the negotiations through email and letters with their township attorney. Mr. Christensen said at the end of the term if it does not

extend, then we are responsible to remove the equipment after 20 years. He suggested holding hard on the indemnification and pushing for an extended lease. He said rather than commit to tearing the tower down, what if it reverts to the township but CCE gets to use it in perpetuity until we no longer have a need for it. Mr. Engel mentioned the automatic renewal provision for an additional 20 years, however if the party does not want to renew, then a 6 month notification is required. Mr. Cain said the 6 months makes him a little nervous, and he felt both of those should be at least a year.

***Motion made by Mr. Wallace, with Support from Mr. Dohm, to approve going forward with best contract that counsel can get negotiate for the Charlevoix Township Lease Agreement as written with their request to pay the attorney fees, not to exceed \$1,250.00, and authorize the Board Chair to sign the agreement.***

**Rollcall Vote**

**Ayes; Straebel, Shorter, Cain, Wallace, Dohm, Rocheleau, Christensen, Raab**

**Nays; None**

**Motion carried by unanimous rollcall vote.**

**AGENDA #8: NG911 CPE End of Life Upgrade Grant – Action Item**

Ms. Woodbury brought this grant to the board last month and explained we had this opportunity to apply for the grant, and this month CCE was awarded a 5% match, which is better than the 10% originally mentioned. That means the total cost for CCE will be \$6,678.71 for a total upgrade that will last 5 years. If approved, we need this signed and turned in by Friday. Mr. Cain congratulated Pam for doing a great job obtaining this grant.

***Motion made by Ms. Raab, with Support from Mr. Shorter to accept the grant award from NG911 Technical Advisory Committee for upgrading end of life CPE, and authorize our Fiscal Officer and the Executive Director to sign the required documents.***

**Rollcall**

**Ayes; Raab, Straebel, Shorter, Cain, Wallace, Dohm, Rocheleau, Christensen**

**Nays; None**

**Motion carried by unanimous rollcall vote.**

**AGENDA #9: 911 Board Report**

Ms. Woodbury briefly reviewed the board report. A new dispatcher was hired, which brings us up to 16 dispatchers. Plexii-glass shields were purchased and those are being used to social distance while training the new person. Many things have been getting done on the public safety project and so far staying on track. She also reviewed the call volume.

**ROUNDTABLE**

**Rocheleau – Nothing**

**Cain – Nothing**

**Christensen –** Chris asked if there was any truth to CCE not wanting to manage and take over the Be Alert system. Pam said it is a large beast and it is not something she wants to take over right now.

**Roloff - Nothing**

**King – Nothing**

**Dohm – Nothing**

**Newman** - Nothing

**Wallace** – John said Pam’s report was very informative and extensive and he thanked her for that.

**Raab** – Nothing

**Shorter** – Nothing

**Straebel** – Nothing

**Jerman** - Nothing

**Woodbury** – Nothing

**Reaves** – Mike said the Be Alert system is \$11,000/year and we’re in the 3<sup>rd</sup> year of a 5 year term.

**Shepard** – Kevin was pretty sure that cost was per county.

**Knight** – Kyle thanked Pam for accommodating his supervisor with a virtual tour of CCE for their accreditation process.

#### **ADJOURNMENT**

Motion made by Mr. Shorter to adjourn the meeting at 3:55PM.

Respectfully submitted by Candace Pierce