

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

MINUTES

December 18, 2019

BOD MEMBERS PRESENT

Chris Christensen
Michael Cain, Chairman
John Wallace, Vice Chair
Mike Newman
Marcia Rocheleau
Harold Koviak
Bill Shorter, Secretary
Victor Sinadinowski
Pat Ball
Bill Dohm

REPRESENTING

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

BOD MEMBERS ABSENT

Shirley Roloff
Mark Heydlauff
Lyon Stephens
Todd Sorenson
Rob Straebel
David White

REPRESENTING

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

Al Welsheimer
Kyle Knight
Randy Weston
Matt Breed
Chuck Vondra
Pam Woodbury
Rob Jerman
Candace Pierce

REPRESENTING

TAC Liaison
Harbor Springs Police Dept.
Emmet County EMS
Petoskey Public Safety
Charlevoix County Sheriff's Dept.
CCE Central Dispatch
CCE Central Dispatch
CCE Central Dispatch

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

Pledge of Allegiance

Attendance: See above

Mr. Cain opened the Public Hearing at 3:01 PM. He asked if there were any changes made since the last meeting, Ms. King said no. Mr. Cain closed the Public Hearing regarding the 2020 Fiscal Budget without any additional comments.

Public Comment: None

Correspondence: None

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

Mr. Cain asked to pull the October Financials off the Consent Agenda and move them to agenda #12.5 for further discussion.

- a. Minutes for November 20, 2019
- b. Financial Report for October 2019

Motion made by Mr. Ball, with Support from Mr. Shorter, to approve, Receive and File the November minutes only.

Rollcall

Ayes; Sinadinowski, Cain, Christensen, Newman, Ball, Shorter, Rocheleau

Nays; None

Motion carries by voice vote.

AGENDA #7: 2020 Budget Approval

Mr. Cain asked if anyone wanted to discuss the 2020 budget, and no one had any questions or concerns.

Motion made by Mr. Ball, with Support from Mr. Sinadinowski, to approve the 2020 Budget, as presented.

Voice vote

Ayes; Rocheleau, Cain, Christensen, Newman, Ball, Shorter, Sinadinowski

Nays; None

Motion carries by rollcall vote.

AGENDA #8: 2019 Budget Amendments

Mr. Jerman passed out the Budget Amendments and Ms. Woodbury briefly reviewed them. She said the fund balance was not touched, and that they stayed within the budget, just moved money from other lines items. With all the projects going on, there was still only a few budget changes made. The big adjustment was the restricted RMS/JMS/MCT System, which the board agreed to have CCE pay for that data for the agencies. Mr. Dohm asked about the year to date amount, and Ms. Woodbury said there were a few more items to pay, but nothing additional from the budget. Mr. Ball asked if we could get the budget amendments sooner than the day of the meeting. Ms. King said the reason we wait until the day of the meeting is because the

board meetings are usually done around the middle of the month and that allows us to make any last minute changes if necessary.

Motion made by Ms. Rocheleau, with Support from Mr. Ball, to approve the 2019 Budget Amendments, as presented.

Voice vote

Ayes; Newman, Rocheleau, Cain, Sinadinoski, Christensen, Ball, Shorter

Nays; None

Motion carries by rollcall vote.

AGENDA #9: Charlevoix 800 MHz Alternate Tower Location

Ms. Woodbury said last month when this topic was brought to your attention, we were still trying to find an alternate location. The Charlevoix School Building is not an option, so they looked at the Charlevoix Fire Department on the north side of town. The engineers researched the site and did the coverage maps and that site proved to be a very good coverage site. As far as the coverage goes, there is not enough room for a self-supporting tower, so it has to be a monopole tower. When comparing the Sheriff's office location to the new location on the north side of town, it's actually better coverage. The scope of the project has changed so the cost has changed. We didn't need a shelter building or a large fence when we planned to use the Charlevoix Sheriff's office, and now those things are needed with this alternate location. The self-supporting tower cost was \$568,000 and the monopole tower cost less at \$542,000. The total project was millaged for 10.3 million, and with the savings we had on the subscriber equipment, we're still below budget by \$185,000. What that means to the 3 counties and CCE (split 4 ways as agreed), is a cost of \$135,514 per agency. Ms. Woodbury said she is asking for approval to move forward with the tower, at nothing more than that cost (not to exceed that amount). We need to proceed forward as quickly as possible, to keep the project on task. The Charlevoix tower is a critical piece to the overall system, as it's a backup to Gaylord.

Mr. Christensen asked about putting other items on the tower to gain some revenue. Ms. Woodbury said the tower would need to be beefed up substantially and upfront, if that is something we wanted to consider. She said the 5G doesn't penetrate through buildings, so it's likely not coming to our rural area anytime soon. Mr. Cain asked if there was a lease agreement to sign. Ms. Woodbury said there will be an agreement for \$1.00. Derek from Motorola joined us via a conference call. Mr. Cain asked about beefing up the structure and leasing it out. Derek said it's hands down less cost to have it engineered and designed that way. He explained that the monopole is a little bit different with its style and design, compared to a self-supporting tower. The monopole requires larger stand-off's that hold the antennas out. In order to know that true cost, they would need to submit an engineer drawing with all those details, to Valmont to have them complete an engineering study. Mr. Vondra said the township was very gracious about helping us with this project and they pulled together quickly for us. Derek pointed out how much improved coverage this location would provide, being outside of the city.

Motion made by Mr. Shorter, with Support from Mr. Ball, to approve the change order not to exceed \$542,057.00 and authorize the Executive Director to work with the County Administrators on the financing to move the project forward.

Voice vote

Ayes; Rocheleau, Cain, Christensen, Wallace, Ball, Shorter, Sinadinowski

Nays; None

Motion carries by rollcall vote.

AGENDA #10: 2020 Office Manager Wage Increase

Ms. Woodbury briefly discussed the extra work load Candace has taken on, in addition to extra duties and massive projects going, she is a huge critical part to keep things organized and moving forward. Her wage is not where it should be yet, and if we want to keep critical staff, we need to give her a 3% increase, which is in line with the rest of the staff here. She is a huge asset and Ms. Woodbury requested a raise of \$41,200. Mr. Wallace proposed to increase Candace's salary to \$42,000. Mr. Ball supported that motion. Mr. Christensen said the board already approved 3% increases last year and now another budget adjustment will need to be made. If Pam performed a review on Candace and she approves of the wage increase, Pam should be allowed to give that raise, given the path of the motion presented. Mr. Christensen went on to say it's not about Candace or Rob, it's about the structure and operation of this facility. Mr. Sinadinowski agrees that if Pam has it budgeted, that's her choice not the board's decision. Ms. Rocheleau said we had the opportunity (to talk about the wage increase) when we went over the budget the previous month, so she agrees with Chris, that it's Pam's responsibility to handle raises because they work for her.

Motion made by Mr. Wallace, with Support from Mr. Ball, to approve the 2020 Office Manager Wage to be set at \$42,000.00.

Ayes; Wallace, Ball, Shorter, Sinadinowski, Cain

Nays; Christensen, Rocheleau

Motion carries by rollcall vote.

AGENDA #11: 2020 Deputy Director Wage Increase

Mr. Cain asked if anyone had any objections with the Deputy Director Wage increase. Mr. Ball said he just had a comment, which he agreed with Chris Christensen, to leave the raises up to the Director. He said in the future, the board can offer her guidance, but she needs to make that final decision on her own after employee evaluations. Mr. Christensen said the Director works for the board, and the board controls the budget and the Director brings the budget to the board and says she is planning on up to 3% raises and that is where we (as a board) get our say on the budget. Then the Director has the liberty to make that decision at her discretion. Mr. Christensen just wants to set us on the right path.

Mr. Sinadinowski made a motion that the board does not need to vote on any wage increases, as long as it's within the budget, with Support from Mr. Ball. Mr. Christensen suggested putting the discussion on next month's agenda. After further discussions, Mr. Sinadinowski withdrew his motion and agreed it should be added to the agenda for discussion later.

Motion made by Mr. Wallace, with Support from Mr. Shorter, to approve the 2020 Deputy Director Wage Increase to \$64,684.00, as presented.

Ayes; Rocheleau, Cain, Wallace, Ball, Shorter, Sinadinoski

Nays; Christensen

Motion carries by rollcall vote.

AGENDA #12: 2020 Board of Directors Meeting Schedule

Ms. Woodbury said we need to discuss the software in January, but the site visits are later in the month, which is why she suggested the last week in January. She is suggesting every other month because she feels we are in a position where we can do that. Mr. Cain is not available for the January 29th, 2020 meeting, so he suggested the following: January 15, 2020, February 5, 2020, and every third Wednesday of the month thereafter.

Motion made by Mr. Cain, with Support from Mr. Shorter, to adopt the 2020 Meeting Calendar for monthly meetings on the 3rd Wednesday of the month, with the exception of February 5th, and meetings can be cancelled at the discretion of Director and the Chair.

Voice vote

Ayes; Rocheleau, Cain, Sinadinoski, Christensen, Wallace, Ball, Shorter

Nays; None

Motion carries by voice vote.

AGENDA #12.5: Financial Report for October 2019

Mr. Cain asked to pull this from the Consent Agenda to discuss further. He reviewed the chart on the first page and noticed some minor discrepancies regarding the interest rates. The Chemical Bank rate is 1% according to the bank statement, not the .3%, and the Fifth Third Bank rate (3rd item down) is .2% Interest not 1% and the 3 Fifth Third CD rates are 1.98% not 2%. He said we are a 3 county agency and we have our money in 3 banks and almost 3 million is uninsured. He asked why we aren't spreading the money out, and asked if maybe this went back on a policy he wasn't aware of? He asked why we weren't spreading our funds out more Mr. Christensen said we've gone through this exercise previously. Mr. Cain asked if Becki and staff could look into the best return we can get, maybe over the next couple of months. Further discussion took place.

Motion made by Mr. Wallace, with Support from Mr. Shorter, to approve the Financial Report for October 2019, with staff reviewing the potential interest rates.

Ayes; Wallace, Cain, Christensen, Sinadinoski, Ball, Shorter, Rocheleau

Nays; None

Motion carries by rollcall vote.

AGENDA #13: 911 Board Report

Ms. Woodbury briefly reviewed the board report and encouraged everyone to stop in and take a look at the new dispatch center upstairs, before leaving.

ROUNDTABLE

Ball – Pat suggested checking the State Surplus store for a used generator.

Cain – Mike wished everyone a Merry Christmas and Happy new year.

Christensen – Nothing

King – Nothing

Dohm - Nothing

Koviak – Nothing

Rocheleau – Nothing

Wallace – Nothing

Shorter – Nothing

Sinadinowski – Nothing

Wallace - Nothing

Woodbury - Nothing

Jerman - Nothing

ADJOURNMENT

Motion made by Mr. Ball, with support from Mr. Wallace to adjourn meeting at 4:28 PM.

Respectfully submitted by Candace Pierce