

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

MINUTES

July 15, 2020

BOD MEMBERS PRESENT

Chris Christensen
Shirley Roloff
Michael Cain, Chairman
John Wallace, Vice Chair
Mike Newman
Diane Raab
~~Marcia Rocheleau~~
Harold Koviak
Bill Shorter, Secretary
~~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
~~Emmet County Board of Commissioners (Alt)~~
Emmet County Cities and Villages
Emmet County Townships (Alt)

BOD MEMBERS ABSENT

Mark Heydlauff
Lyon Stephens
Todd Sorenson
Marcia Rocheleau
~~Bill Shorter, Secretary~~
David White
Victor Sinadinoski
Pat Ball

REPRESENTING

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

911 COMMITTEE MEMBERS

Kevin Shepard
Jeff Lawson
Michael Reaves
Becki King
Bob Engel

REPRESENTING

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

OTHERS PRESENT

Richard Neihardt
Al Welsheimer
Kyle Knight
Randy Weston
Jill McDonnell
Chuck Vondra
Todd Reeves
Carl Rothenberger
Pam Woodbury
Rob Jerman

REPRESENTING

Gabridge & Company
TAC Liaison
Harbor Springs Police Dept.
Emmet County EMS
Charlevoix OEM
Charlevoix County Sheriff's Dept.
Charlevoix County Sheriff's Dept.
Michigan State Police
CCE Central Dispatch
CCE Central Dispatch

Call to Order: Chairman Mr. Cain called the meeting to order at 3:01 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 June 17, 2020
- b. Financial Report for June 2020

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

Rollcall Vote

Ayes; Cain, Raab, Wallace, Koviak, Straebel, Shorter, Dohm

Nays; None

Motion carried by unanimous rollcall vote.

AGENDA #7: 2019 Audit Report – Approve, Receive and File

Ms. Woodbury introduced Richard Neihardt from Gabridge & Company to present the 2019 audit report. Mr. Neihardt said this report is an unmodified opinion and it is the highest level of opinion you can get. He reviewed the 4 financial highlights from the audit report.

1. The assets of the Authority exceeded its liability at December 31, 2019 by \$8,850,256 (net position). Of this amount, \$3,160,954 is unrestricted and may be used to meet the ongoing obligation for Authority programs.
2. The Authority's total net position increased by \$1,040,571 for the year ended December 31, 2019.
3. At the end of the current fiscal year, the Authority's general fund balance was \$3,181,727, an increase of \$254,120 from the prior year.
4. At December 31, 2019, unassigned fund balance for the general fund was \$3,167,001, or 93.7% of the total general fund expenditures.

Mr. Cain had a question with bullet point 4, that it seemed somewhat high and asked if that was due to the ongoing projects or is it normally that high. Mr. Neihardt said he would need to look at last year's report to see where the Authority was but one thing to keep in mind when looking at the percentages is it is based on how much the subsequent year's expenditures could be covered by the assets of the general fund. He said a lot has to do with the timeframe of the expenditures and the cash flow of the Authority. Mr. Cain said he is used to organizations trying to maintain a 20-25% range. Mr. Neihardt said he does see that when looking at the county or city level, but with simpler and less complex entities this is not out of the normal. Ms. King said we were at 75% last year. Mr. Neihardt said given that there was a large increase of almost a quarter of a million dollars in the general fund that would certainly weigh in on it as well. Mr. Straebel asked if were at

93% of our general fund, are there large capital items to be paid in the near future? Ms. Woodbury said we still have more of the 800 project to pay off, including the 800 pager project and she does anticipate that percentage going down.

Mr. Neihardt continued with a summarized version of the full accrual accounting, which is looking at the Authority as a whole and not a comparable of the general fund. The most notable difference is the large decrease in receivables; \$870,000 in receivables (Charlevoix County payment for 800 MHz project) earned by the Authority in 2018 and received in 2019. He reviewed the General Fund Budgetary Highlights and said there were not any budget exceptions, which was fantastic, and said it is great to see and definitely a 'pat yourself on the back' moment. The Authority continued to operate debt free through 2019. He mentioned a footnote that said the Authority is aware of the potential impact of the Coronavirus on revenue. The last thing Mr. Neihardt talked about was the detailed breakdown of the budget to actual results of the General Fund. He said it is wonderful to see the variance of favorable vs. unfavorable column, he said well done.

Mr. Straebel spoke about the current COVID crisis and asked Pam if she had any ideas if revenues would be, substantially cut. Ms. Woodbury said as of right now, she had not heard from any of the counties that there were going to cut our funding but she will let everyone know if that changes. She said the local surcharges are only about 20% of our budget and she does not see that changing. Mr. Cain said that was a very positive report.

Motion made by Mr. Wallace, with Support from Ms. Raab to approve, receive and file the 2019 Audit report as presented.

Rollcall Vote

Ayes; Christensen, Cain, Raab, Wallace, Koviak, Straebel, Shorter, Dohm

Nays; None

Motion carried by unanimous rollcall vote.

AGENDA #8: First Responder Hazard Pay – Action Item

Part of the Cares Act that that the federal government has put out is that they are offering a reimbursement for hazard pay to first responders, which includes 911 dispatchers and staff, in the amount up to \$1,000 per person. Ms. Woodbury said her staff has endured hardships with COVID, such as not being able to stay home and be safe, coming in to Dispatch every day and do the job, which means risking exposure to themselves from other employees coming into the building. She believes the dispatchers deserve it and since we have the opportunity to pay this and submit for reimbursement, she would like to offer \$1,000 for each employee. She spoke to Becki King (fiscal officer) about this and there is a chance that we will not get the reimbursement, but we have the building improvement budget of \$40,000 in case. She said due to COVID, we are not doing anything other than Air Conditioning unit, because that is an issue. The money is available to pay back if necessary, so she put the request in for \$15,000 because we have 15 dispatchers that have endured this. However, she did find out yesterday that administrative staff are also, allowed the hazard pay, so she would like to request that for Rob and Candace also. They have continued to come in and work and even put in extra hours, sanitizing the building and making sure we had everything we needed to continue to operate. Mr. Dohm asked if Pam knew of any ramifications to the union contract that might be of concern. Ms. Woodbury said no, it has nothing to do with our labor contract but she can touch base with our labor attorney. Mr. Straebel asked about the

taxes, and Ms. Woodbury said CCE would still have to pay the taxes on that amount. She said we could calculate those taxes and let the board know.

Mr. Christensen said if you were willing to give people a bonus, why not wait until the emergency is over, or will we be looking for another bonus if this thing drags on. He said they did a job they were paid to do. Ms. Woodbury said you are correct, we do not know if we will be reimbursed but it is only good until September 30th, which is why she asked today. There is a chance the Hazard Pay will be reimbursed so we can request the reimbursement right away, as its first come first serve. Mr. Shorter said the CARES ACT is providing reimbursement for hazard pay for first responders. Mr. Reaves agreed with Mr. Shorter, and said this first round was specific to first responders and said it does not account for fringe benefits. Mr. Newman said Cheboygan County has a stipulation that if they do not get reimbursement, the employees would have to repay the money back to the county. Mr. Reaves said Emmet County also has a similar agreement stating if the employee received \$1,000 and the State only reimbursed \$800, the employee would be responsible to pay back \$200 (the difference). Mr. Newman was concerned it would send a bad signal to everybody else, if CCE gets that Hazard Pay and the other surrounding counties do not. Mr. Cain said it is hard to reward certain people and not others, when employees are putting themselves at risk, he just was not sure how to decide who is eligible and who is not.

Mr. Shepard asked if anyone unions accepted this type of agreement yet. Mr. Wallace said yes, Cheboygan County Sheriff's Department did. Mr. Dohm felt it was a noble effort and he did not have a problem with it. Ms. Woodbury said if the board wants her to talk to the employees and ask about repayment, she would do that. Mr. Engel said Emmet County approved going forward with applying for this, and Mike Reaves has worked it out with the Sheriff's Department and EMS, if they do not get full reimbursement, then the employees are responsible for the difference. Ms. King said the application could be applied for before the payments are actually made. You just wont get reimbursed until after payment has been made, which is by Sept 30th. Ms. King suggested submitting the application and waiting to see what CCE was approved before making any strong promises to the employees, because we have until the end of September to do so.

Motion made by Mr. Shorter, with Support from Ms. Raab to authorize the Executive Director to apply for and submit the paperwork through the CARES ACT "First Responder Hazard Pay Premiums Program (FRHPPP)" to receive the funding up to \$1,000 per employee up to the 18 employees noted, with the condition that if the funds were not provided in full, the employees provide a prorated portion back to CCE (matching any shortfall).

Rollcall

Ayes; Straebel, Shorter, Wallace, Dohm, Koviak

Nays; Christensen, Cain

Motion carried by majority rollcall vote.

AGENDA #9: Rave BeAlert – Action Item

CCE Office of Emergency Management has dissolved as of yesterday, and there is a RAVE BeAlert system that they managed, which is a very important and useful system. OEM purchased the license on behalf of the Tri County and they have 5 years, and they are in year 3 of the contract. It is \$11,000 per annual maintenance and this year was paid.

The CCE OEM Board made a motion to transfer the BeAlert Notification System contract to CCE so we could continue to hold as a Tri County contract and be usable by all three counties. The

payment will be done through CCE after that point and the emergency managers will manage the system themselves. For CCE to manage that system right now, it is too much Ms. Woodbury said. She has no problem taking on the Tri County contract as long as they manage the system. Mr. Shorter said it is extremely important for our community. Ms. McDonnell said she and Patrick Holt of Cheboygan County, and Randy Weston of Emmet will take care of the program.

Motion made by Mr. Wallace, with Support from Mr. Shorter to approve the transfer of the Rave BeAlert System contract to CCE Central Dispatch Authority and authorize the Executive Director to sign the required paperwork.

Rollcall

Ayes; Straebel, Shorter, Wallace, Dohm, Cain, Koviak, Christensen, Raab

Nays; None

Motion carried by unanimous rollcall vote

AGENDA #10: 911 Board Report

Ms. Woodbury reviewed the board report. We have a dispatcher retiring at the end of the year, who has been with CCE for almost 25 years. She mentioned projects are still moving along and workshops are still taking place. We are having difficulty getting our hardware in, due to COVID delays, but we are still shooting for September 1st, go live date. Training will still take place, Cheboygan will use their local High School, Emmet will use the community college, and Charlevoix will use their sheriff's department. We are setup and prepared to do training remotely, just in case. Beaver Island still has some electrical work to be done and Charlevoix Township Tower lease changes were agreed upon. We had a scary situation a couple weeks ago, there was a gas leak from one of the buried propane tanks, and she thanked to Chief Welsheimer for coming out and shutting the gas off until the gas company could get there. Ms. Woodbury said COVID cases continue to grow so we will have to see what the governor will do in another couple weeks. During this COVID pandemic, our dispatchers have taken some severe calls, so we brought in Rev. Dave Behling to assist with debriefing and he is going to meet once a month and be available for our dispatchers moving forward. Mr. Wallace said Rev. Behling is a good guy. Mr. Straebel asked Pam to elaborate on the type of calls being taken by dispatchers. Ms. Woodbury said there have been lot of suicides, a homicides, and plenty of domestic violence calls on a daily bases. The volume of these calls is much higher than previously. Mr. Cain suggested providing a comparison from the previous year. Mr. Cain asked about the date for the Compliance Audit, and Ms. Woodbury said she was given an extension until August 28th and due to COVID concerns it will be quite a while before they actually make it out to our office in person.

ROUNDTABLE

Koviak – Nothing

Cain – Nothing

Christensen – Nothing

King – Nothing

Dohm – Bill said he was glad to see the Charlevoix Township lease was agreeable and thanked everyone who worked those details out.

Newman - Nothing

Wallace – Nothing

Raab – Nothing

Shorter – Bill said July 14th CCE OEM was officially dissolved. July 13 Emmet County signed a contract with Charlevoix County, so our new Emergency Management Coordinator is Jill

McDonnell. He was excited to welcome Jill to Emmet County and we will be operating that out of the Eppler EMS Station and Randy Weston will be assisting with those operations.

Straebel – Nothing

Jerman - Nothing

Woodbury – Pam said she talked to Bob Engel about this and due to Emergency Order in place, we are allowed to do meetings by Zoom, but once that EO is lifted, she is concerned about going back to in-person meetings. She is not comfortable having anyone inside the building and she would like a different location chosen.

Motion made by Mr. Shorter, with Support from Mr. Koviak to give the Chair consultation with Executive Director, the discretion to determine the meeting location when in-person meetings resume for the balance of the year.

Voice Vote

Ayes; Cain, Christensen, Raab, Wallace, Koviak, Straebel, Shorter, Dohm

Nays; None

Motion carried by unanimous Voice vote.

ADJOURNMENT

Motion made by Mr. Wallace, with support from Ms. Raab to adjourn the meeting at 4:22PM.

Respectfully submitted by Candace Pierce