

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

MINUTES

May 20, 2020

BOD MEMBERS PRESENT

Chris Christensen
Michael Cain, Chairman
John Wallace, Vice Chair
Mike Newman
Diane Raab
Marcia Rocheleau
Harold Koviak
David White
Victor Sinadinovski
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 Cities and Villages
Cheboygan County Townships
Cheboygan County Townships (Alt)
Emmet County Board of Commissioners (Alt)
Emmet County Cities and Villages (Alt)
Emmet County Townships (Alt)

BOD MEMBERS ABSENT

Shirley Roloff
Mark Heydlauff
Lyon Stephens
Todd Sorenson
Bill Shorter, Secretary
Rob Straebel
Pat Ball

REPRESENTING

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

911 COMMITTEE MEMBERS

Kevin Shepard
Jeff Lawson
Michael Reaves
Becki King
Bob Engel

REPRESENTING

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

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

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 February 5, 2020
- b. Financial Report for January 2020
- c. Financial Report for February 2020
- d. Financial Report for March 2020

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

Rollcall Vote

Ayes; White, Cain, Wallace, Dohm, Rocheleau, Christensen, Sinadinoski

Nays; None

Motion carried by unanimous rollcall vote.

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

For the tower location change to Charlevoix Township, their board approved and our board approved and now we need to get the official lease paperwork done. Ms. Woodbury said Bob Engel, our legal counsel drew up the lease with a 20 year renewal at zero dollars to CCE, and there are no additional changes. Mr. Engel said he had great support from Pam and Rob to make sure things were in the right order, and we are happy with the way it's written.

Motion made by Mr. Wallace, with Support from Mr. White, to approve the Lease Agreement with Charlevoix Township as written, and authorize the Board Chair to sign the agreement.

Rollcall Vote

Ayes; Sindinoski, White, Cain, Wallace, Dohm, Rocheleau, Christensen

Nays; None

Motion carried by unanimous rollcall vote.

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

Ms. Woodbury said they are trying to plan for any upgrades that might be coming up, and with the crisis our counties might be in due to the COVID-19 situation, she was looking into grants. The state had a grant available, where they were assisting 911 Centers with migrating over to the new 911 Call system. Because they had funds leftover from that original grant, the state added a sub-grant, that allows for agencies such as us, that are already on the Next Generation system, but have equipment that is reaching end of life (2021), to apply for additional funding to upgrade their equipment. This would save us quite a bit of money. This grant includes the

first year of software maintenance, which we're already paying \$13,020 a year and this will decrease significantly after the upgrade. What we've already budgeted for, is the amount we would have to pay to do this upgrade. If we submit the grant as a group with Grand Traverse County and the remotes, we have a better chance to get it, as its awarded on the number of call taking positions. The portion of the shared hardware (that makes the multi-node work) is \$18,477.80, which is the amount the remotes will have to pay. She is asking for the ability to apply and accept if we get it, which allows us to save over \$100,000 dollars to an upgrade that has to be done next year anyway. Mr. Wallace asked the life of the upgrade and Ms. Woodbury said 5 years. Mr. Christensen asked if what if we do not upgrade. Ms. Woodbury said we take the chance of the equipment failing, but we have to upgrade regardless for our counties. Further discussion took place. Mr. Cain said the only action to approve today is if she can apply for the grant.

Motion made by Mr. Dohm, with Support from Ms. Rocheleau to apply for the grant application to the NG911 Technical Advisory Committee for upgrading end of life CPE. If Successful, the 10% match commitment of \$13,727.12 would be budgeted into the 2021 budget.

Rollcall

Ayes; Cain, Christensen, Dohm, Wallace, White, Rocheleau, Raab, ~~Christensen~~ Sinadinoski

Nays; None

Motion carried by unanimous rollcall vote.

AGENDA #9: Funding for COVID10 Related

Ms. Woodbury is trying to get some funding from FEMA, and pursuing other grant options to help cover the COVID-19 expenses. We have not gone over budget at this point, but we have had to use our contingency line item to protect our employees.

AGENDA #10: 911 Board Report

Ms. Woodbury reviewed the board report, shared a comparison of the call volume by county, and compared to previous year to break it down. A new dispatcher was hired today, and we are working with our trainers to figure out how to do this during social distancing. Rob is in training with Intellitech right now, remotely working. He has done a lot of work group meetings and still on task with timeline of Sept 1st. The 800 radio project is moving along well and also still on track. The subscriber equipment is still on task but she is a little concerned with this timelines here. MPSCS is short staffed, furloughed, and backed up, but right now, we're still moving forward and okay right now. COVID19 required a lot of preventative measures in place, purchased UV lights to help sterilized and disinfect the room, we purchased MERV13 filters for HVAC system, and backup downstairs. Dispatchers can also work out of the command center trailer, EOC's fully operational trailer. We are completely setup with multiple backup options

Motion made by Mr. Wallace, with Support from Mr. Dohm to send the Dispatch Center a commendation letter from the Board of Directors.

Motion carried by unanimous voice vote.

Motion made by Mr. Cain, with Support from Mr. White to approve going into closed session.

Motion carried by unanimous voice vote.

AGENDA #11: Directors Evaluation

Ms. Woodbury said she was prefer a closed session for her evaluation.

~~**Motion made by Mr. Cain, with Support from Mr. White to go into closed session as mentioned above. Motion carried by unanimous voice vote.**~~

**Motion made by Mr. White, with Support from Ms. Raab, to go back into open session.
Motion carried by unanimous voice vote.**

ROUNDTABLE

Rocheleau – Nothing

Cain – Nothing

Christensen – Nothing

King – Nothing

Sinadinoski - Nothing

Dohm – Bill wanted the board know how pleased he was with Megan Anderson and her actions by OEM, and he appreciated the PPE she made available.

Newman - Nothing

Wallace – Nothing

White – Nothing

Knight – Kyle said he really appreciates the work Pam is doing at CCE.

Raab - Nothing

Woodbury – Nothing

ADJOURNMENT

Motion made by Mr. Wallace to adjourn the meeting at 4:12PM.

Respectfully submitted by Candace Pierce