

C.C.E. Central Dispatch Authority
Board of Directors
MEETING LOCATION
Bear Creek Township Hall
373 Division Rd.
Petoskey, MI 49770

MINUTES

November 20, 2019

BOD MEMBERS PRESENT

Chris Christensen
Michael Cain, Chairman
John Wallace, Vice Chair
Mike Newman
Marcia Rocheleau
Harold Koviak
Bill Shorter, Secretary
Rob Straebel
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
Emmet County Townships
Emmet County Townships (Alt)

BOD MEMBERS ABSENT

Shirley Roloff
Mark Heydlauff
Lyon Stephens
Todd Sorenson
Victor Sinadinowski
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 (Alt)
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 - Absent
Fiscal Officer
Civil Counsel

OTHERS PRESENT

Kyle Knight
Al Welsheimer
Jason Nemecek
Randy Weston
Mike Reaves
Pam Woodbury
Rob Jerman
Candace Pierce

REPRESENTING

Harbor Springs Police Dept.
TAC Liaison
Michigan State Police
Emmet County EMS
Emmet County
CCE Central Dispatch
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 above

Public Comment: None

Correspondence: None

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

- a. Minutes for October 16, 2019
- b. Financial Report for September 2019

Motion made by Mr. Ball, with Support from Mr. Wallace, to approve, Receive and File the Consent Agenda with the correction.

Rollcall

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

Nays; None

Motion carries by rollcall vote.

AGENDA #7: 2020 Budget Review

Ms. Woodbury reviewed the 2020 budget, line by line. Contributions from the county will remain the same. State surcharges were estimated based on the previous year. Ms. Woodbury made contact with the tower companies that CCE had current leases with, and Verizon still has some increases they need to pay, so those are being taken into account under Tower Income. Under the Local Grant Income, Ms. Woodbury mentioned putting in a grant for the Public Safety Software, through the Charlevoix County Sheriff's Office, and was awarded the full grant of \$350,000. Charlevoix County will receive the funds and will pass along to CCE. We will use the Local Grant Income line item for that money, to pay and process for the Software purchase. Mr. Ball asked if CCE had the grant money, Ms. King said they will receive it in 2020. Other Income was calculated to include the house rent and utility payback. In January of 2020, CCE has to pay their portion of the infrastructure payment which is \$150,006.50. Money was moved from the general fund to that account, and Ms. Woodbury will show where that money comes out as we go down the list. SNC Training funds is \$9000 to use per year. State Income is estimated according to what we've received from the State the previous year. Capital & Development Contributions stay the same for Charlevoix. Cheboygan will increase because it will include their infrastructure payment, and Emmet stays the same. Local Surcharges come from the Telephone companies and it depends on how many devices they use, so that is estimated. The total estimated Revenue is \$4,171,573 and that includes those extra payments for the infrastructure.

While reviewing the Operational Costs, Ms. Woodbury asked everyone to keep in mind that employee expenses are based on being fully staffed and said she is working on the 17th person still. The Executive Director Wage amount is figuring in a possible 3% raise in April, if the board

chooses to. That total amount includes the current wage, from January thru the end of March, and then a 3% increase from April – December. The Deputy Director and Administrative Assistant wages include a 3% raise, provided the board wants to do that. Those items will be coming up next month to be decided on and implemented in January of 2020. The wages for Dispatchers include a 3% increase for a full staff of 17, based on contract. Holiday pay is a combination of that and liability, which was pulled from the Wage Contingency fund, so that's where you will see that difference. Overtime is based off of 17 full time dispatchers, and the amount of time they are allowed off per the contract, which totals \$115,000 for Overtime if we had to cover every hour. She's hoping it will be less with the things being done to reduce overtime. Wage Contingency includes Sick and Vacation payout, and the Call Off stipend. Health Insurance companies are seeing a 10% increase so that is included in the amount, along with health, dental, optical and HSA funds. Life & Disability was averaged from the previous year. Retirement is 8% per contract, provided we have 17 full time dispatchers. Further discussion took place. Uniforms & Accessories is based on 17 dispatchers receiving 3 shirts, twice a year. Dues & Memberships will include memberships for employees we are sending to conferences. Telephones is a line item we are trying to clean up and move to the appropriate line items. Tower Expenses, we still need to maintain VHF equipment until the 800 radios are up and running. Tower leases, need to maintain these, until the 800 radios are live. Tower Utilities will also need to be maintained, but are averaging \$20,000, however that varies depending on weather throughout the winter. Maintenance Contracts, we figured in \$225,000, after moving other line items around and that includes the Net Motion licenses for the MCT's. IT Support should go down once we get this software situation rectified and don't need to rely on our IT Support so much. Radio System Maintenance will be our contracts for the VHF system. Lease Lines are for LEIN for the State of Michigan. Travel Expense includes the cost to send employees to an out of state conference. Public Education & Promotions, with our new software capabilities we'll have more things to advertise, including advertising our department, Smart 911 and what we do here. Building Maintenance is set at \$30,000 but it is an aging building. Custodial Supplies & Services, we have \$10,000 and either hope to change cleaning services or add to the current services. UPS/Generator maintenance, there is \$2,000 for UPS and \$6,300 for Generators, for total of \$8,300. Education & Training is set at \$5,000 and also goes towards out of state training and classes. Annual Tri County work session is set at \$2,000 and working out well.

Reserved for Contingency, there would be a little bit of room in this budget for insulation in the roof, and other small projects, if this year's budget allows for it. Dispatch Center & Office Equipment, we did quite a bit this year, so we have reduced it down to \$20,000. Facility Upgrades, this would include sidewalk repair, parking lot sealed, a rusty beam in the stairwell, an additional AC unit for server room, and another AC unit on Admin side of building. RMS/JMS/MCT Systems, within this line item, there is \$350,000 of software expense, we will pay out from this line. Verizon Data is also included in this line item for the MCT's. Once we have all 140 MCT's online, that will be approximately \$60,500 per year. CCE Communications/Network Tech, this line item is where we took out the infrastructure payment, and will show the expense of what CCE is paying towards the Motorola bill, so we can make that payment before January 15, 2020. Our total expenses show \$4,171,573, which zeros out the budget.

Mr. Ball asked about the leased towers, and Ms. Woodbury said once everything is good with the 800 system, they will try to get rid of the VHF system. There might be some towers that are beneficial to keep, such as CCE owned towers. That is the game plan, to eliminate the leased towers, and that will be quite the cost savings. Mr. Straebel asked if there is a better way to handle the overtime issue. Ms. Woodbury said she has some strategies she would like to try, but first we need that 17th position filled. One strategy for next year's possible retirees, is to allow them to work part time, and then we aren't required to pay healthcare. Another strategy is to buy out vacation and sick time, which allows CCE to pay that as straight time, verses paying that plus overtime, for person that has to cover that shift. Short days were eliminated, which generated more overtime, so still trying to plan for other possibilities. Mr. Cain said compared to our original budget, how does the amended budget look? Ms. Woodbury said it looks different because of the projects going on, but we are on par and Ms. King agreed there were no major surprises.

Motion made by Mr. Wallace, with Support from Mr. Shorter, to setup the Budget Hearing for the beginning of next month's board meeting.

Voice vote

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

Nays; None

Motion carries by Voice vote.

AGENDA #8: 911 Board Report

Ms. Woodbury mentioned the Charlevoix tower situation, and said the Sheriffs, Rob Jerman, the Motorola Engineers and MPSCS went out in search of a new tower location. After looking at multiple sites, they found Charlevoix Schools, which Charlevoix County is in the process of purchasing. Studies were done at 140 ft., 180 ft., and 250 ft. and there was a substantial difference between 140 ft. and 180 ft., and the difference between 180 ft. to 250 ft. was very minuet. Ms. Woodbury shared a few maps and the coverage areas. The 180 ft. study had the best coverage. The cost for this tower, above the original quote is:

Monopole Option: \$542,057

Self-supporting Tower (SST): \$568,515

Mr. Christensen said it would be interesting to know what the same 60 ft. tower would cost at this new location. Mr. Cain isn't saying it would work, but he would like to know the minimum height of the new location for comparison, he said we have to figure out where to spend our resources. Ms. Woodbury said we aren't going over what the voters approved. Mr. Cain said if we find a lower height with comparable coverage, and it saves us money. Where would it be best to spend that savings, is there another project? Mr. Dohm asked about the self-supporting tower and could we lease out space off that tower to create revenue. Ms. Woodbury said it would allow for space to lease using the Self-supporting tower, but that is not an option with the monopole tower.

Ms. Woodbury discussed the RFP Bids. Bids were opened this morning and the distribution went out to 271 providers and there were 3 actual bids received, which were Central Square, Intellitec and Core Technologies. Core Technologies could not offer a full suite and TAC had

decided that was not the route they wanted to go again, with all the current problems going on. TAC wants one company that operates on one platform so we don't have the issues we're dealing with now. Core Technologies did not have mapping or GIS so they were eliminated. Central Square's bid came in at \$848,712.00 which covers the software, subscriptions, hardware and project services. There is also reoccurring subscription costs and field operation costs. Field Operations are what people need to use the software on their tablets. Command Only Field Operation costs would be \$3,276/year. If it were for all units so peoples cruisers could use those tables it would cost \$23,310/year, with an upfront cost of \$24,700. The total cost for subscriptions is \$40,753/annually, plus maintenance is \$143,705/annually, for a total of \$207,716/annually for Central Square. Intellitec's bid came in at \$1,241,207 which includes the software, interfaces and project services. Their annual maintenance is \$115,000. This also includes all the options we requested, even though some of these options can't be used right now, they needed to be capable. So Ms. Woodbury will dig into the details of that RFP a bit more. A decision won't need to be made until January possibly, and it will be up to the board to decide how we fund this, but we do have the contingency funds available. We have \$350,000 from the grant, so additional money would be needed during the 2021 budget year, at that point. Mr. Christensen felt using the contingency fund, would be after the depletion of the fund balance. He said 911 is sitting on roughly \$2 million in fund balance, if nothing else, maybe a fourth partner. Ms. Woodbury said that is perfectly fine to discuss. And last, she expressed her excitement about the dispatch remodel and said she can't wait for the project to be done, so board members can walk through the center next month.

ROUNDTABLE

Ball – Nothing

Cain - Nothing

Christensen – Nothing

King – Nothing

Dohm - Nothing

Koviak – Nothing

Rocheleau - Nothing

Newman – Nothing

Shorter - Nothing

Straebel – Nothing

Wallace - Nothing

Woodbury - Nothing

Jerman - Nothing

ADJOURNMENT

Motion made by Mr. Wallace to adjourn meeting at 4:35PM.

Respectfully submitted by Candace Pierce