

**C.C.E. Central Dispatch Authority  
Board of Directors  
MEETING LOCATION  
1694 US 131 Hwy  
Petoskey, MI 49770**

**MINUTES**

**August 21, 2019**

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**BOD MEMBERS PRESENT**

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

**REPRESENTING**

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

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**BOD MEMBERS ABSENT**

Shirley Roloff  
Mark Heydlauff  
Todd Sorenson  
Rob Straebel  
David White

**REPRESENTING**

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

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**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

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**OTHERS PRESENT**

Kyle Knight  
Harold Stegman  
Matt Breed  
Al Welsheimer  
Randy Weston  
Pam Woodbury  
Rob Jerman  
Candace Pierce

**REPRESENTING**

Harbor Springs Police Dept.  
ProComm Inc.  
Petoskey Public Safety  
TAC Liaison  
Emmet County EMS  
CCE Central Dispatch  
CCE Central Dispatch  
CCE Central Dispatch

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**Call to Order:** Chairman Mr. Cain called the meeting to order at 3:03 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 July 17, 2019
- b. Financial Report for June 2019

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

**Rollcall**

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

**Nays; None**

**Motion carries by rollcall vote.**

**AGENDA #7: 800 MHz Subscriber Equipment RFP – Action Item**

Ms. Woodbury took the RFP proposals to the TAC committee and they recommended the board approve the Motorola bid. It came in as the lowest of the 3 bids, and they also had the best incentives, free accessories and they met all of our technical requirements. This includes a trade in of 1,104 radios at a value of \$250 per radio, as well as a 5 year warranty. Ms. Woodbury talked about the interest free deferred lease agreement, and that it would save CCE approximately \$284,295 in interest. Ms. Woodbury said hers and TAC's recommendation is that they move forward with the Motorola bid for the 800 MHz Radio and Console Upgrade Project and authorize the executive director to negotiate the terms of the contract.

Mr. Newman asked about the savings for tax payers. Ms. Woodbury said the cost started at 10.3 million and it's now down to 9.65 million. She said counties wouldn't have to tax as much money for as long as originally planned. Mr. Christensen asked when the 5 year warranty started. Ms. Woodbury said upon installation and operable, and said that was part of the contract negotiations. Mr. Cain said he checked with his Police, Fire and EMS in Boyne City and they were all quite confident with Motorola. Mr. Ball said he's glad the TAC approved this contract and that Motorola came in as the lowest bid. Mr. Stephens asked if the agencies were allowed to choose between Motorola or Kenwood radios. Ms. Woodbury said its Motorola equipment for this project. Fire Chief Welsheimer said they went out to all the fire departments in the 3 counties and cut down radio numbers down due to being over budget. He went on to say there is a half a million dollars in savings, but he would like to see some of those agencies get their radios back. He said Police and EMS didn't cut many of their services, but Fire definitely made a lot of cuts through the 3 counties. Fire cut back to help with the budget issues, so he would encourage the board to take a look at that towards the end of the

process. Mr. Cain said he appreciated the comment and would have the board take that into consideration if this bid was approved.

***Motion made by Mr. Ball, with Support from Mr. Sinadinowski, to approve the bid for the Motorola 800 MHz Radio and Console Upgrade as presented.***

**Rollcall**

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

**Nays; None**

**Motion carries by rollcall vote.**

**AGENDA #8: BidNet/MITN Purchasing Group Membership – Action Item**

Ms. Woodbury was able to put this RFP together using BidNet. It's free to us, other than the \$199 advertisement they suggest. CCE can use it for simple quotes or major RFP's. She asked that we move forward with approval to join. Mr. Wallace asked how they were paid, Ms. Woodbury said the vendors pay for their membership and that allows them access to RFP and Quote notifications from BidNet. Mr. Sinadinowski asked if we were still using the paper for advertising, Ms. Woodbury said yes but this helps streamline the process and reach more vendors. Mr. Cain said it doesn't appear that we are putting ourselves at too much risk, it's a 3 agreement with a 60 day written notice to exit the agreement. Mr. Calabrese said Emmet County started utilizing this group a year ago, for RFP and RFQ and they've gotten a much better response.

***Motion made by Mr. Stephens, with Support from Mr. Shorter, to approve joining the BidNet/MITN Purchasing Group, to streamline the bid & vendor management process for CCE.***

**Rollcall**

**Ayes; Cain, Sinadinowski, Rocheleau, Stephens, Wallace, Shorter, Christensen, Cain**

**Nays; None**

**Motion carries by rollcall vote.**

**AGENDA #9: 911 Board Report**

Ms. Woodbury briefly reviewed the board report. She also went into detail about a grant she found today, and was trying to apply for. She ended up finding a State grant, with help from Mr. Lawson in Cheboygan County. She explained that this grant fits our exact needs with mapping, interoperability, global positioning, records management, e-ticketing, crash report system and computer aided dispatch. Projects involving multiple criminal justice agencies are encouraged to apply and will receive priority. Unfortunately CCE cannot apply for the grant, but one of our criminal justice agencies can apply. The minimum award is \$25,000 and the maximum award is \$350,000. Mr. Cain asked if one law enforcement agency can apply for all the law enforcement agencies, Ms. Woodbury said yes. Mr. Wallace said it has been done with fire grants as well. Chief Knight said we can all go under the same umbrella and have support letters ready. He felt the stronger we are united, the better chances we have of getting the grant.

**AGENDA #10: Executive Director's Compensation Request – Action Item**

Mr. Cain said he reached out to all 3 executive board members received support from them. He said for future requests, a comparison of other 911 directors (salary) should be done. This request will increase Ms. Woodbury's wage from \$75,000 to \$77,250 annually. Mr. Sinadinowski asked if it was retroactive because that was her anniversary date, Mr. Cain said yes. Mr. Christensen asked why it was added to the agenda a couple hours before the meeting. Mr. Cain said he received it today, and it's the board's choice to table it or discuss it further. Mr. Christensen said there needs to be more consistency when the board packets are sent out. He said he was not disputing the amount, however, the retroactive nature of it, is a concern to him, as well as the process. Mr. Cain suggested we start that evaluation process sooner if we plan to give a salary increase near their anniversary date. Mr. Ball agreed with Mr. Christensen, but felt this time we should approve the request because it's been a very busy year for Ms. Woodbury and CCE. Mr. Wallace also agreed with Mr. Christensen, that they don't like to spring things on people, but he said the board did budget for a 3% increase.

***Motion made by Mr. Wallace, with Support from Mr. Shorter, to approve the Executive Director's request for compensation in the amount of 3% increase, and retroactive to April 1<sup>st</sup>, 2019.***

**Rollcall**

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

**Nays; None**

**Motion carries by rollcall vote.**

**ROUNDTABLE**

**Stephens** - Nothing

**Shorter** - Nothing

**Sinadinowski** – Nothing

**Ball** - Nothing

**Koviak** – Nothing

**Rocheleau** – Nothing

**Christensen** – Nothing

**King** – Nothing

**Wallace** - Nothing

**Newman** – Nothing

**Woodbury** – Nothing

**Jerman** - Nothing

**ADJOURNMENT**

Motion made by Mr. Wallace to adjourn meeting at 3:45 PM, with Support from Mr. Shorter.

Respectfully submitted by Candace Pierce