

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

MINUTES

July 17, 2019

BOD MEMBERS PRESENT

Chris Christensen
Shirley Roloff
Michael Cain, Chairman
Lyon Stephens
John Wallace, Vice Chair
Mike Newman
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
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 Board of Commissioners (Alt)
Emmet County Cities and Villages (Alt)
Emmet County Townships (Alt)

BOD MEMBERS ABSENT

Mark Heydlauff
Todd Sorenson
Tom Richards
Pat Ball

REPRESENTING

Charlevoix County Cities and Villages (Alt)
Charlevoix County Townships (Alt)
Emmet County Cities and Villages
Emmet County Townships

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
Randy Weston
Kyle Knight
Sue Hobbs
Richard Neihardt
Jessica Spindler
Pam Woodbury
Rob Jerman
Candace Pierce

REPRESENTING

TAC Liaison
Emmet County EMS
Harbor Springs Police Department
Boyne Valley Township
Gabridge & Company (audit)
Tele-Rad
CCE Central Dispatch
CCE Central Dispatch
CCE Central Dispatch

Call to Order: Chairman Michael Cain called the meeting to order at 3:00 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 June 19, 2019
- b. Financial Report for May 2019

Motion made by Mr. Stephens, with Support from Mr. Shorter, to Approve, Receive and File the Consent Agenda as presented.

Rollcall

Ayes; Dohm, Shorter, Straebel, Rocheleau, Wallace, Stephens, Christensen, Cain

Nays; None

Motion carries by rollcall vote.

AGENDA #7: 2018 Audit Presentation – Action Item

Mr. Richard Neihardt, is from Gabridge & Company and will be presenting the Financial Statement for the 2018 Audit. Mr. Neihardt began the audit review by saying there was an unmodified opinion, which he explained is the highest level you can receive from an audit. He continued with a few financial highlights, and then Ms. King asked to interject so she could explain a couple things more thoroughly to the board. She said CCE has been migrating from QuickBooks over to BS&A this past year, and the downfall to QuickBooks is when a check is written after the first of the year, there is no way to back that up into the previous year, like BS&A allows. She explained that this will be sorted out moving forward. She also mentioned that Charlevoix County agreed to pay approximately \$800,000 upfront towards the 800 MHz project, the contract was signed and the check was written in early January for the approved December project. So the business was technically done in December 2018 but Quick Books doesn't allow us to move that back, as BS&A does. So the amounts look higher in some areas and lower in other areas, but that all has to do with the 800 MHz project. Mr. Straebel commented that the total fund balance of 2.9 million is approximately 75% of the general fund expenditures for the year, and that appeared rather high. He asked if there was a reason behind this. Mr. Neihardt said with that large of a receivable there was an expenditure, so that timing on cash flow will make the fund balance appear higher or lower depending on the timeframe. Ms. King said we should keep in mind that the Motorola payment was paid, and there was enough of a surplus in the budget that we could absorb the majority of the Charlevoix County payment, and now they only owe \$150,000 and then their portion is paid. Mr. Christensen asked what a suitable amount of money would be for a 911 organization. Mr. Neihardt couldn't definitively answer that. He said there is no set number and if the organization is meeting their obligations, then that is a healthy position to be in. Mr. Cain asked for Mr. Neihardt's perspective on the audit, were all the checks and balances in place. Mr. Neihardt said nothing was glaring, otherwise it would have been noted and disclosed in the audit review findings.

Motion made by Mr. Wallace, with Support from Mr. Dohm, to approve, Receive and File the 2018 Audit, as presented.

Rollcall

Ayes; Shorter, Straebel, Rocheleau, Wallace, Stephens, Christensen, Cain, Dohm

Nays; None

Motion carries by voice vote.

AGENDA #8: Dispatch Center Floor Bid – Action Item

Ms. Woodbury said she passed out pictures of the dispatch flooring so everyone could see the situation in there. The floors need to be accessible for cable and wiring, and it is currently not accessible. Ms. Woodbury would like to utilize the company Tate, as they will come and pull up the old flooring and remove it, and then come back and install new flooring after other work has been completed. This is a tile floor, not carpeting as we currently have. This also includes 15 diffusers that help control the climate, for air movement. All these items are budgeted for this year. If we get it approved today we are looking to have the work done in October.

Motion made by Mr. Wallace, with Support from Ms. Rocheleau, to approve the quote from Tate for \$30,727.00 to replace the dispatch floor and authorize the Executive Director to sign the proposal.

Rollcall

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

Nays; None

Motion carries by rollcall vote.

AGENDA #9: Dispatch Center Wall Paint Bid – Action Item

Ms. Woodbury referenced the pictures she sent around, to reiterate the need to have this work done. The bid she is proposing is Steve Kantola. He provided a detailed quote, and he came into the dispatch center several times to look at the walls, and even tested a spot on the wall with a product he wanted to use. He discussed the trim around the drop ceiling, because there might be trim costs involved. Mr. Wallace said the carpet was done for acoustics if he remembered correctly, and then he asked if there was any thoughts about the acoustics. Ms. Woodbury didn't believe the acoustics would be a concern, because the panels on the new consoles will serve that purpose. Mr. Straebel asked about the glue being removed from the dispatch walls. Ms. Woodbury said the entire dispatch center will temporarily be moved downstairs for 1-2 weeks until the work is complete.

Motion made by Mr. Shorter, with Support from Ms. Rocheleau to Approve the quote from Steve Kantola to remove the carpet and paint the walls in the Dispatch Center and authorize the Executive Director to Sign the proposal.

Rollcall

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

Nays; None

Motion carries by rollcall vote.

AGENDA #10: Dispatch Center Console Bid – Action Item

Ms. Woodbury received 3 bids and Xybix was the best option. They have acoustic panels on the side of the consoles that reduce the noise, and have cupboards and drawers, whereas the other companies didn't have much of an option for either. Xybix has a new option called 'Roller Vision', where you can move the monitors closer (not just up and down). There is heating and cooling systems within the consoles for individual comfort and Xybix plans to reuse the console frames that are currently in place to save CCE money. They did not

include a cost to remove the old consoles in the original quote, so that cost would be \$4,450.00, in addition to the \$84,915.18. Mr. Shorter asked if there was enough in the budget to cover that extra \$4,450 and Ms. Woodbury said yes.

Motion made by Mr. Shorter, with Support from Mr. Wallace, to approve the quote from Xybix for new Dispatch Center consoles to include the \$4,450 to remove the old furniture and authorize the Executive Director to sign the proposal.

Rollcall

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

Nays; None

Motion carries by rollcall vote.

AGENDA #11: Gutter Replacement Bid – Action Item

Ms. Woodbury said the gutter replacement has been budgeted for this year. She received 3 bids and would like to go with Northern Michigan Seamless Gutter Systems. They provide the Leafree System, which keeps debris out of the gutters and allows the rain and snow to flow through the gutter system well. They are able to get the old gutters torn down before the roof repair, and they will come back and install the new gutter system after the new roof is installed. Mr. Cain asked about insulation concerns, Ms. Woodbury said MB Roofing recommended another company, because he did not believe the blown in insulation would be the best option. We contacted the other insulation company and they said it would be a huge benefit, but Ms. Woodbury is still doing research before presenting that to the board. Mr. Christensen asked about the warranty. Ms. Woodbury said its lifetime limited warranty on the Leafree System, and if anything happened to that gutter system they would come out and clean the gutters free of charge.

Motion made by Ms. Rocheleau, with Support from Mr. Shorter, to approve the quote from Northern Michigan Seamless Gutter Systems and authorize the Executive Director to Sign the proposal.

Rollcall

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

Nays; None

Motion carries by rollcall vote.

AGENDA #12: 800 MHz Subscriber Equipment RFP - Discussion

Ms. Woodbury said there were multiple requests to extend the deadline for the REP, so it's been extended until July 29th and we will open bids on the 30th and will then present those bids to TAC and the BOD in August. We advertised through the News Review, published through BidNet and also on our website.

AGENDA #13: 911 Board Report

Ms. Woodbury reviewed the board report, and said the dispatchers are incredibly busy and they are doing a great job. We are staying on track with the 800 MHz project infrastructure, so far. Our search for CAD/JMS/RMS Software is still underway. We are still wanting to do site visits in September, if the companies are compatible for our needs. Mr. Cain asked about updates on the existing system. Mr. Jerman said we currently have 20 open cases/tickets with Central Square. He said most agencies reported printing problems, in addition to the e-ticketing issues. Further discussion took place.

AGENDA #14: Director Evaluation *Moved to the end of the meeting.**

AGENDA #15: Executive Director Residency Requirements

Mr. Cain talked about Ms. Woodbury's home downstate being sold, and said she was looking to purchase a home in northern Michigan. The requirement included in MSAE's job description was that you must reside within the 3 counties. Dick Dinon, our labor attorney said that is not legal or enforceable, but said we can require that they live within 20 miles of the county lines. In order for her husband to remain a captain of the Banks Township Fire Department, he has to live within that township, which means there is a very small area to find a house. Mr. Shorter would like her to use her own judgement and Mr. Wallace said she should live wherever she wants to live.

ROUNDTABLE

Shorter – Bill asked when the agenda is delayed, can a brief synopsis still be sent out earlier? Ms. Woodbury said sure.

Wallace - Nothing

Newman – Nothing

Christensen – Nothing

Roloff – Shirley told Pam to remember the bridge goes up 2 times an hour.

Dohm - Nothing

Straebel - Nothing

Rocheleau – Nothing

Koviak - Nothing

Woodbury – Nothing

Jerman – Nothing

Cain - Nothing

Audience Comments: Chief Knight said they have had a lot of serious crashes and emergencies recently, and the dispatchers have done an outstanding job, so kudos to the staff and their leadership.

*****Director Evaluation was moved to the end of the meeting.**

AGENDA #14: Director Evaluation

Mr. Cain requested the Board meet in closed session under section 8 (a) of the Open Meetings Act to consider a periodic personnel evaluation of the Executive Director, Pam Woodbury, as she has requested a closed hearing for this purpose. The following people will be present during the closed session in addition to the members of the Board and alternate members of the Board: Recording Secretary Candace Pierce, Executive Director Pam Woodbury, Fiscal Officer Becki King and Civil Counsel Bob Engel.

Motion made by Mr. Cain, with Support from Mr. Shorter to go into closed session as mentioned above.

Rollcall

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

Nays; None

Motion carries by rollcall vote.

Closed session minutes will be distributed separately.

The board came out of closed session and the following motion was made:

Motion made by Mr. Straebel, with Support from Ms. Rocheleau directing the executive committee to work with the Director on her compensation and future goals.

Rollcall

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

Nays; None

Motion carries by voice vote.

ADJOURNMENT

Motion made by Mr. Straebel, with Support from the rest of the board, to adjourn meeting at 4:30 PM.

Respectfully submitted by Candace Pierce