

**C.C.E. Central Dispatch Authority  
Board of Directors  
Meeting Location  
North Central Michigan College  
Health & Science Center – Room 347  
1515 Howard Street  
Petoskey, MI 49770**

**MINUTES**

**July 21, 2021**

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**BOD MEMBERS PRESENT**

Chris Christensen, Secretary  
~~Shirley Roloff~~  
~~Lyon Stephens~~  
John Wallace, Vice Chair  
Mike Newman  
Marcia Rocheleau  
Toni Drier  
~~Rob Straebel~~  
Victor Sinadinowski  
Bill Dohm

**REPRESENTING**

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

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**BOD MEMBERS ABSENT**

Shirley Roloff  
Lyon Stephens  
Michael Cain, Chairman  
Mark Heydlauff  
Todd Sorenson  
Diane Raab  
Harold Koviak  
David White  
Rob Straebel  
Victor Sinadinowski  
David Green

**REPRESENTING**

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

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**911 COMMITTEE MEMBERS**

Kevin Shepard  
Jeff Lawson  
Michael Reaves  
Becki King

**REPRESENTING**

Charlevoix County Administrator  
Cheboygan County Administrator - Absent  
Emmet County Administrator  
Fiscal Officer - Absent

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**OTHERS PRESENT**

Al Welsheimer  
Matt Breed  
Chuck Vondra  
Scott Hankins  
Harold Stegman

**REPRESENTING**

TAC Liaison  
Petoskey Police Dept.  
Charlevoix County Sheriff's Dept.  
Charlevoix County Commissioner  
ProComm Inc.

John Jacobs  
Josh Ginop  
Kyle Knight  
Pam Woodbury  
Candace Pierce

Intellitech (remote)  
Cheboygan County Sheriff's Dept.  
Harbor Springs Police Dept.  
CCE Central Dispatch  
CCE Central Dispatch

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**Call to Order:** Vice-Chair John Wallace called the meeting to order at 3:00 PM

**Pledge of Allegiance**

**Attendance:** See above

**Public Comment: None**

**TAC Comments:** Chief Welsheimer said there was heavy conversation during the last TAC meeting and pretty much a consensus among all three Law Enforcement Agency's that we need to have a contingency plan. Josh Ginop from Cheboygan Sheriffs Dept. is working on a plan and will present that to TAC soon.

**Correspondence: None**

**AGENDA #7: Consent Agenda – Action Item to Approve, Receive and File**

- a. BOD Minutes for May 26, 2021
- b. BOD Minutes for June 16, 2021
- c. Financial Report for May 2021
- d. Financial Report for June 2021
- e. TAC Minutes for July 8, 2021

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

**Rollcall Vote**

**Ayes; Dohm, Drier, Christensen, Wallace, Rocheleau, Sinadinowski**

**Nays; None**

**Motion carried by unanimous rollcall vote.**

**AGENDA #8: Intellitech Software Upgrade Project Update – John Jacobs**

Director Woodbury and John Jacobs reviewed the Intellitech updates together with the board.

**Intellimap**

- Ready for testing/validation by CCE and they will work with CCE on several setup options for each item.

**Forms**

- Lab Results Form – Received feedback from CCE with some minor changes, should be ready by Monday.
- Juvenile Form – Shown to CCE and accepted last week.

**Conversions**

- RMS Data Conversion – Mark is making the final changes.
- JMS Data Conversion – Less than 50 inmates remaining to fix and those should be done with validation

#### Interfaces

- AIM Test environment has been setup and testing should be done soon
- Waiting on INdigital (texty) for final testing
- Swanson was providing a quote to CCE for interface, but Intellitech made a decision yesterday to cover that expense

Ms. Drier asked about the footprint map, and Chief Welsheimer said he did receive it but it was only sent to a few people, not the entire group. Ms. Woodbury said she would look into forwarding that email. The site tower maps would be from Motorola and those were forwarded, Ms. Woodbury was going to look into that as well. Mr. Ginop said mapping is still not done and the forms are not done. He said he keeps hearing that things are going to be done but it has been months and things are not getting done. Mr. Jacobs asked Mr. Ginop to slow down so they could review each item one at a time together. Mr. Jacobs said the Intellitech Map is done, Mr. Ginop said if it is done he would be able to see it and he cannot see it. Ms. Woodbury said the ports are now open and Intellitech is installing the updates to our ports now. Mr. Ginop reiterated it is not done until he can see the map. They discussed the State form and whether they would accept the form without the logo or not. Mr. Ginop mentioned the RFP items that Sargent Church sent and asked Mr. Jacobs to go over them. He said he has been reviewing them every Thursday for weeks. He said if this is the last pass for RMS, he felt it was still very optimistic. Mr. Jacobs explained the pass through process, saying they hand it back to CCE, and the validation part is our job to validate that everything is there. Mr. Jacobs said we are now on the sixth pass through. So we cant keep saying there is one more thing, that is why we (Intellitech) keeps asking to come up with a list so they can finish it and be done. Other company's would have said this was a change order. Mr. Jacobs said we did the last pass, then gave it back to CCE, then your people validated it, they found out what was missing or what needed to be corrected, Intellitech does those changes and gets back to CCE when its finished. So either they are not validating the whole thing or they are not doing it correctly, because they keep coming back with more things. Mr. Jacobs said he thinks they need to be done. Mr. Ginop said he did not think so and reminded Mr. Jacobs that he said it needed to be 100% before they train, and after the passes, they come back with some of the same things still wrong (or not fixed). Further discussion took place.

Mr. Ginop continued with his list. JMS needs another pass, Michigan Crash REPORT, Prosecutor Portal, e-Citations, Ticket Printers (he still does not have his ticket printer back). Ms. Woodbury said they need to test if an e-ticket will print from the printer. Mr. Jacobs asked if any testing has taken place through the courts yet, and Ms. Woodbury said yes, the interface was going to cost \$2,500 but not sure if testing has been done. Ms. Drier asked Ms. Woodbury if she has followed up with all three courts about the \$2,500 cost, because it sounds like it might be another delay. Charlevoix County might not go that route, in which case they will just do paper tickets, but Ms. Woodbury said they have been keeping up with the courts. Mr. Ginop said it will delayed the process still. Mr. Christensen asked if e-ticketing is a standard function of a 911 centers? Ms. Woodbury said a large majority of centers do have e-ticketing and it saves a lot of time for both parties. Mr. Ginop said it is tied to the CAD system with the mapping system and the tickets, they are all kind of tied together. So really the mapping CAD system is the driving force behind it and it is kind of an added by-standard, just a smaller portion of the whole

picture. Mr. Ginop said with the technology going the way it is, and everyone trying to go paperless, our courts and our Sheriffs Depts. wanted to try to get to that paperless point. That is what the grant was for at the time and it is the driving technical future. Mr. Newman said he asked Mr. Ginop and the Jail Administrator was supposed to be here today because he does not feel the project is moving along and the frustration is tremendous with this project. Ms. Woodbury said she understands the frustration. Mr. Newman said we are not going away and we will be here next month, the month after, and the month after.

Mr. Christensen wanted to talk after Mr. Jacobs left the discussion. He asked if there was some measureable expectation for the next meeting? What exactly was decided or will we go back to that same discussion at the next meeting? He said we had this same discussion for 3 months. Ms. Drier said a contingency plan should be put on the agenda and we, as a board, have to recognize that. The TAC meeting was unsettled and unhappy and there were many complaints. Mr. Christensen said he has been in many unfriendly contract negotiations and we have no leverage and that is the problem. As the users get more frustrated and send complaints and share issues of unmet expectations, at some point Intellitech is going to say enough. Mr. Christensen suggested saying if you hit the deadline date of October 1<sup>st</sup>, we'll throw in \$10,000? Because at this point we're sitting on an 88% fund balance in our budget and if it meant we could expedite this timeframe... Perhaps there is an incentive we could throw at them. Mr. Wallace said good point. Mr. Reaves said please do not expect it as is with the hope that they will do it as you go along. You don't buy a new car and hope that they fix it as you go long. At this point the only leverage you have is offering some type of financial incentive. Ms. Woodbury said it's up to the board if they want to do that but the reason Intellitech was willing to do this project for the \$350,000 grant upfront was if they could get it done and we were happy with it, that is huge for them to have a Tri-County Dispatch Center. Mr. Wallace suggested an executive meeting and Mr. Christensen suggested including Ms. Drier.

#### **AGENDA #9: 2020 Audit Presentation by Gabridge & Company – To Approve & File**

Richard Neihardt from Gabridge & Company Accounting Firm introduced himself and presented the 2020 Audit to the board. He reviewed the opinion paragraph, which is an unmodified or clean opinion. They were able to work with the state and the counties and able to verify the numbers were accurate and reliable. Management Discussion is similar to cliff notes and he reviewed all of the details with the board. Mr. Wallace asked if CCE was in good shape? Mr. Neihardt said the financials present fairly and CCE has a healthy fund balance. Mr. Christensen asked about the Supplemental Section towards the end of report, under Criteria, where it says it is the responsibility of management the preparation of financial statements in accordance with the GAP requires internal controls in both recording processes and summarizing accounting. So the question is do should we rely on an external auditor to assist with independent financial statements? Mr. Neihardt said that is very standard. Mr. Christensen asked if that is something we should solve? Mr. Neihardt said that would depend on the cost benefit. To have someone on staff that can fully prepare an audit report that is ready to turn over to the audit company, will cost. He has seen one instance where that has actually been done, and he has worked with large cities and counties and governmental agencies over the years. He has also seen companies hire other firms to come in and help complete Journal Entries and prepare their audit before the actual auditors come in. Mr. Christensen said we were cited for that, and Mr. Neihardt said yes, but it is something the State of Michigan considers a disregarded finding. This finding is so prevalent and the situation is in so many entities and the State of Michigan understands that CCE is not the City of Grand Rapids and do not have people on staff to do that.

***Motion made by Mr. Sinadinoski, with Support from Mr. Dohm to approve and file the 2020 Audit as presented.***

**Rollcall Vote**

**Ayes; Drier, Sinadinoski, Wallace, Christensen, Rocheleau, Dohm**

**Nays; None**

**Motion carried by unanimous rollcall vote.**

**AGENDA #10: MPSCS Integration – Action Item**

Director Woodbury said she did get the State to remove or edit the portion about the preventative maintenance and remove that out of there. And then make a statement to allow us to pick the vendor but it does have to be approved by them to make sure we meet their expectations. The first year is warrantied but we will get on it right away. It was explained to her that she misunderstood and that cost is for NCC level monitoring, it will be \$7,190 per site, so \$21,570 for all three sites monitoring. The NCC monitors everything and every piece of equipment. They can sometimes fix things remotely as well. During the 4<sup>th</sup> of July weekend the Dispatchers were getting fast busy signals (bonked) and the Beaver Island tower was being used by numerous groups of people on the Island and in Cheboygan County and the NCC cut them all off right away and dispatch had NO further problems after that. If we were still using VHF we would have spent weeks trying to figure that out. Over the last 4 years, there has not been a drastic increase according to that chart.

***Motion made by Mr. Dohm, with Support from Mr. Sinadinoski to approve the MPSCS Integration agreement for joining the 800 MHz Radio System and authorize the vice board chair to sign the required documents.***

**Rollcall Vote**

**Ayes; Christensen, Dohm, Drier, Wallace, Rocheleau, Sinadinoski**

**Nays; None**

**Motion carried by unanimous rollcall vote.**

**AGENDA #11: MPSCS Co-Location Agreement – Action Item**

This Co-Location agreement replaces the one we entered into in 2013. We have equipment on two of their towers in addition to the three we put up and this agreement states that we will not be charging them for their space on Mackinaw City Tower and they will not charge us for use of our space on their two towers. It was approved by our attorney and by MMRMA.

***Motion made by Mr. Wallace, with Support from Ms. Drier to approve the MPSCS Co-Location agreement for joining the 800 MHz Radio System and authorize the vice board chair to sign the required documents.***

**Rollcall Vote**

**Ayes; Dohm, Drier, Christensen, Sinadinoski, Wallace, Rocheleau**

**Nays; None**

**Motion carried by unanimous rollcall vote.**

**AGENDA #12: Legal Services RFP – Action Item**

Ms. Woodbury said Cheboygan County offered her to use and RFP they had, she just tweaked it to meet our needs. She sent that out awhile back for everyone to look over. If you approve it today, we can publish it tomorrow and then the week before the next board meeting would be the deadline and then bring it to the board at that next meeting for review. If this RFP meets your needs and approval, then we can publish it. Mr. Sinadinowski asked how many hours a year we used legal services? Ms. Woodbury said Bob Engel said approximately 150 hours due to the software deal we were entering into at the time.

***Motion made by Mr. Sinadinowski, with Support from Ms. Drier to approve the ~~MPSCS Co-Location agreement for joining the 800 MHz Radio System and authorize the vice board chair to sign the required documents.~~ the RFP as written and authorize the Executive Director to publish it.***

#### **Rollcall Vote**

**Ayes; Sinadinowski, Drier, Dohm, Christensen, Rocheleau, Wallace**

**Nays; None**

**Motion carried by unanimous rollcall vote.**

#### **911 Board Report**

Ms. Woodbury briefly reviewed the report with the board. She said finding staffing is a struggle right now, she even sponsored it through Indeed. Out of 30 candidates, we had one take the CritiCall test and bombed it. Mr. Christensen asked if the CritiCall test is a minimum standard? Ms. Woodbury said yes, she has taken it, all dispatchers have taken the test, and it is required. Ms. Woodbury said paging was rolled out and some eDispatching changes were needed. She also mentioned that we had a visit from Representative Demoose, with the 911 ACT sun setting at the end of the year, the State 911 Committee, the Michigan Communications Directors Association (MCDA) has been working together on making sure that is renewed, and that the renewal provides enough funding for that network for the State of Michigan. Representative Demoose was interested in and he came to our Center and we did a presentation. He had many questions, was very intrigued, and learned a lot and then we took him into the Dispatch Center and our Team Leader Chris walked him through what we did there. He was quite shocked and impressed and said he would support us.

#### **ROUNDTABLE**

**Christensen** – Nothing

**Wallace** - Nothing

**Newman** – Nothing

**Rocheleau** – Nothing

**Sinadinowski** – Nothing

**Drier** – Toni wants it on records that she attended the last TAC meeting and thinks a contingency plan needs to be discussed.

**Dohm** - Nothing

**Woodbury** – Nothing

#### **ADJOURNMENT**

Motion made by Mr. Dohm, with support from Mr. Sinadinowski to adjourn the meeting at 4:28PM.

Respectfully submitted by Candace Pierce