

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

**MINUTES**

**February 17, 2021**

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**BOD MEMBERS PRESENT**

Michael Cain, Chairman  
Lyon Stephens  
Chris Christensen, Secretary  
Shirley Roloff  
Mike Newman  
Diane Raab  
Victor Sinadinoski  
Toni Drier  
David White  
Bill Dohm  
David Green

**REPRESENTING**

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

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**BOD MEMBERS ABSENT**

Mark Heydlauff  
Todd Sorenson  
John Wallace, Vice Chair  
Marcia Rocheleau  
Harold Koviak  
Rob Straebel

**REPRESENTING**

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

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**911 COMMITTEE MEMBERS**

Kevin Shepard  
Jeff Lawson  
Michael Reaves  
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  
Michael Bush  
Matt Breed  
Todd Reeves  
Al Welsheimer  
Chuck Vondra  
Pam Woodbury  
Rob Jerman  
Candace Pierce

**REPRESENTING**

Harbor Springs Police  
Michigan State Police  
Petoskey Public Safety  
Charlevoix County Sheriff's Dept.  
TAC Liaison  
Charlevoix County Sheriff's Dept.  
CCE Central Dispatch  
CCE Central Dispatch  
CCE Central Dispatch

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**Call to Order:** Chairman Michael Cain called the meeting to order at 3:00 PM

**Pledge of Allegiance**

**Attendance:** Zoom Approved Rollcall

**Rollcall Present:**

Bill Dohm in Little Traverse Township Michigan  
Toni Drier in McKinley Township Michigan  
Victor Sinadinowski in Harbor Springs Michigan  
Diane Raab in Cheboygan Michigan  
Mike Newman in Cheboygan Michigan  
Shirley Roloff in Charlevoix County Michigan  
Michael Cain in Boyne City Michigan  
Lyon Stephens in Charlevoix Township Michigan

**Public Comment:** None

**Correspondence:** None

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

- a. Minutes for January 27, 2021
- b. Financial Report for January 2021

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

**Rollcall Vote**

**Ayes; Dohm, Drier, Cain, Newman, Christensen, Sinadinowski, Raab, Stephens**

**Nays; None**

**Motion carried by unanimous rollcall vote.**

**AGENDA #7: Intellitech Contract Agreement Addendum – Action Item**

Director Woodbury has been working on an addendum to the agreement. Due to the fact that we did not make go live by the first of the year, that required changes to the annual maintenance agreement. Assuming there is a March 1st go live, Intellitech agreed to prorate the invoice to CCE for \$60,000, and that would cover March 1 – December 31, 2021. That includes a \$7500/month discount for January, February, March and April. Ms. Woodbury and Mr. Engel thoroughly reviewed the agreement together. Mr. Newman asked why the delay and she responded that Covid-19 was the beginning of the delays and then other factors came into play. Ms. Drier asked what the procedure is when concerns are brought up, is that shared with the entire board in email? Mr. Cain said he didn't want to see all the email exchanges when it's the Executive Directors job to handle those. Mr. Christensen said he would like an idea what the Sheriff's Departments concerns are, and said he was not copied on the email reply. Ms. Woodbury read the email exchange during the board meeting. Sheriff Vondra said the frustration is there, but said he would not suggest starting over on the project because that would cost a fortune. He said now is not the time to pull the plug. Mr. Dohm said they have us

backed into a corner and the renegotiating was done the best they could. He was concerned if we didn't move forward, we would lose the grant money and Ms. Woodbury said yes we would be moving forward without the grant money for sure.

**Motion made by Mr. Dohm, with support from Ms. Raab to approve the Intellitech Public Safety Contract Addendum to the "Terms of Agreement" and authorize the Board Chair to sign all necessary documents.**

**Rollcall Vote**

**Ayes; Cain, Dohm, Drier, Newman, Sinadinowski, Raab**

**Nays; Christensen**

**Motion carried by rollcall vote.**

**AGENDA #8: West Viper Upgrade Service Agreement – Action item**

Director Woodbury supplied the history and background from previous discussions leading up to this point. She spoke to other agencies and broke down those details. This contract is for the end of life NG911 call processing equipment (CPE) grant funded upgrade project that the Board of Directors approved in May 2020. It was approved at a 5% match. The grant award has since been increased, so we now only have to match 3%.

CCE portion of the project:

$\$134,490.15 - \$8,684.17$  (Shared Cost) =  $\$125,805.98 \times 3\%$  (Grant Match) =  $\$3,774.18$

Savings =  $\$130,715.97$  (Total of Grant and Shared Cost)

We purchased our Viper system through grant funding in 2012 as a stand-alone system. We did NOT purchase extra hardware/software to make our system a multi-node. The components that allow us to be a multi-node system are also required to be a stand-alone system.

The collaboration has only saved us money – CCE has NOT incurred any additional expense. CCE received this grant largely because the State was giving preference to groups that are collaborating resources. Being a part of this collaborative has already saved us money and is now saving us over \$130,000 to refresh our hardware. Our hardware is end of life and has to be replaced whether we were configured as a multi-node or not.

Maintenance savings from the collaboration:

Due to the collaboration and the agreement that we asked them to agree to in 2018, we no longer have to pay for the annual West on-site maintenance. That is a savings of \$20,000 annually for CCE. This is accounted for in the 2021 budget and the contract has been reviewed and approved by legal counsel.

**Motion made by Ms. Raab, with support from Mr. Dohm to approve the contract with Intrado-West for the grant funded NG911 CPE End of Life Upgrade and authorize the Executive Director to sign the necessary documents.**

**Rollcall Vote**

**Ayes; Raab, Dohm, Drier, Cain, Newman, Sinadinowski**

**Nays; Christensen**

**Motion carried by rollcall vote.**

## **911 Board Report**

Ms. Woodbury briefly reviewed the report with the board.

### **ROUNDTABLE**

**Cain** – Michael mentioned the performance evaluation update and said he was tabulating the comments and wanted to present everything together at the same time.

**Christensen** –

**Roloff** – Nothing

**Dohm** - Nothing

**Newman** – Nothing

**Drier** – Nothing

**Sinadinoski** – Nothing

**Stephens** – Lyon asked why the new 800 pagers did not include the desktop chargers? That is what the TAC and BOD approved.

**King** – Nothing

**Shepard**- Nothing

**Reaves** - Nothing

**Jerman** - Nothing

**Woodbury** – Nothing

### **ADJOURNMENT**

Motion made by Ms. Raab, with support from Ms. Drier to adjourn the meeting at 4:21PM.

Respectfully submitted by Candace Pierce