

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

MINUTES

April 21, 2021

BOD MEMBERS PRESENT

Michael Cain, Chairman
Chris Christensen, Secretary
Shirley Roloff
John Wallace, Vice Chair
Mike Newman
Marcia Rocheleau
Toni Drier
David White
Rob Straebel
Bill Dohm

REPRESENTING

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

BOD MEMBERS ABSENT

Mark Heydlauff
Lyon Stephens
Todd Sorenson
Diane Raab
Harold Koviak
Victor Sinadinovski
David Green

REPRESENTING

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

911 COMMITTEE MEMBERS

Kevin Shepard
Jeff Lawson
Michael Reaves
Becki King
Bob Engel

REPRESENTING

Charlevoix County Administrator
Cheboygan County Administrator
Emmet County Administrator
Fiscal Officer
Civil Counsel

OTHERS PRESENT

Al Welsheimer
John Jacobs
Julia Drost
Carl Dougovito
Matt Breed
Kyle Knight
Randy Weston
Josh Ginop
Todd Reeves
Chuck Vondra
Pam Woodbury

REPRESENTING

TAC Liaison
Intellitech
Charlevoix County
Emmet County Sheriff's Dept.
Petoskey Police Dept.
Harbor Springs Police Dept.
Emmet County EMS
Cheboygan County Sheriff's Dept.
Charlevoix County Sheriff's Dept.
Charlevoix County Sheriff's Dept.
CCE Central Dispatch

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

Pledge of Allegiance

Attendance: Zoom Approved Rollcall

Rollcall Present:

Cain in Boyne City, Michigan
Christensen in Rosendale, Wisconsin
Wallace, Indian River Michigan
Rocheleau in Cheboygan Michigan
Straebel, Petoskey Michigan
Toni Drier in McKinley Township, Michigan
Bill Dohm in Little Traverse Township, Michigan

Pam Woodbury introduced a long time dispatcher, Shirley Timmons, who just celebrated her 25th year with CCE. She was recognized and presented with a plaque and Michael Cain congratulated Shirley and mentioned a few fun facts from 1996. Pam Woodbury also mentioned Administrative Assistant Day and thanked Candace Pierce for her time and dedication to the job.

Mike Newman asked if now was the time to ask questions about the Intellitech topic. Mr. Cain said he would allow time during the discussion for questions.

Public Comment: None

Correspondence: Director Woodbury read the letter to the board from the State 911 Compliance Review Committee.

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

- a. Minutes for February 17, 2021
- b. Financial Report for February 2021

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

Rollcall Vote

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

Nays; None

Motion carried by unanimous rollcall vote.

AGENDA #7: Intellitech Software Upgrade Project Update – John Jacobs

Director Woodbury and John Jacobs both reviewed the Intellitech Updates together.

- RMS Data Conversion – The working session last went well. Two outstanding tables were clarified by Central Square. All Criminal Incidents are complete. Traffic Crashes are current being converted, Mark Grubert will send the list to CCE later this week. John Jacobs said that was a big accomplish so far. There are fields not labeled correctly so that is difficult. CCE reached out to the current vendor and helped to define some of those fields, so 4 passes in we are fairly close to finishing that. Woodbury said there are millions of records from over 20 years of data, so we are getting closer.
- JMS Conversion – John said we tried to change the format so when 100% done it means we handed it over to CCE, with the exception of the P-Numbers.
- Interfaces – Swanson changed their interface – they updated there software but Intellitech was unaware of this. The Undersheriff thankfully discovered this and Swanson agreed to use the legacy format for now. Jeff Sweeney is hosting activity with Swanson to continue moving this forward this week.
- Domestic Violence Forms – 2 out of 3 forms are technically complete. When the reports are done, they have to go through quality assurance, so by next week all reports should be ready for review.
- Installation of Peripherals – No quantities were included on RFP. Probably about \$150,000 in hardware, but no looking back at this point and no regrets, and with Michigan and Ohio still kind of on lockdown, we decided to put these videos in place to help with the process. The printers are pretty much plug and play. Mobile apps need to be installed but we will get through this.
- EastStreet Mapping - Multiple User License – Third party product – Easy Street is most commonly used – people doing the drawings might only be 10 out of 100. So we will show you how to do that as needed.
- Mapping is a big issue – Still doing working sessions with Datamark and its going well. The validator is currently being worked on.

John Jacobs said they have been dealing with millions of files on this system, that was never properly put together and Intellitech is taking the time to go through the system thoroughly. He said this has been challenging and nothing he could anticipate. Both teams did many good things and also made some mistakes along the way. He said his team does not want any animosity because they plan to work with all the different agencies over the next 10 years. He mentioned that he has lost six senior representatives over the last year and it's just something he's had to deal with. He apologized for delays and said this has been the most challenging year he has ever experienced. He said Pam has done everything in her control, and unfortunately, not everything is in her control.

Mr. Welsheimer said some concerns are how long the project has taken, things that said they should be done and didn't get done and the constant battle of back and forth. He wants to see some way of penalizing Intellitech. The manuals are still not done. John Jacobs said he appreciated the comment and did address the manual situation. Those are done, and Ms. Woodbury said the link was sent out for those (on CCE server). John Jacobs said the equipment that needed to be ordered was placed on backorder, based on the vendors being shut down due to covid, and things typically take 12 months, so it's not that far off. He asked what penalizing meant and said he was sorry Al Welsheimer felt that way. Mr. Cain asked if we did have a go live date? John Jacobs said the data pass throughs are holding us up and those are a little concerning still. He asked if we are trying to do this to get it done or are we trying to do it

right? Ms. Woodbury said when we started the process we had a 12-18 month timeline goal. The only reason this was pushed forward, was due to the grant timeline, and Intellitech agreed to do it based on that grant timeline. Not to mention it was a very hard goal to reach. The state recognized the covid issues and as long as they got the payment, they were okay to allow the timeline to change a bit.

Mr. Vondra said he felt we have made great progress and when John got involved, we have made better progress. Summer in our busy time, so we will see if we can get training done before then. Mr. Breed said he feels the same as Mr. Welsheimer and agreed that covid has been a big part. He thought John Jacobs has helped and steered us in a different direction in the last 3 weeks. Mr. Knight agreed with Mr. Breed and thanked John Jacobs for attending our meetings and making it happen. Further discussion took place.

AGENDA #8: 800 MHz Project Update

All 800 towers are up and live. We are testing the pagers right now. Templates have to be reprogrammed again, there were multiple talk groups that were missing and or not put in the correct zones. MPSCS pushed through it, we had many templates going back and forth, and some mistakes were made, so those corrections are being made at no charge and the shops are making those changes at no charge as well. Encryption will be put on the consoles as well next week. We want to go ahead and have the LEIN channels added to our channels. The main channels are not encrypted. Paging will take a little bit longer, we have to test them but we are almost there. Mr. Cain mentioned media coverage. The Charlevoix tower is the only actual new tower, so we could do a ribbon cutting and then have snack bar outside hopefully decent weather, and kind of make that our tri county meeting. Mr. Cain said he is a firm believer; we need to celebrate our successes and make the public aware. Mr. Wallace liked the idea and Mr. Straebel supported that as well.

AGENDA #9: NCC Notice of Proposed Rule Making

NCC received the letters and resolutions and no real updates, but they have until June to make announcement on rules, but hope to hear back from the task force.

AGENDA #10: 911 Board Membership

Mr. Cain asked for this to be placed on agenda and goes back to the representation of the TAC during our board meetings. Ms. Woodbury reached out to Doug Van Essen and hopefully we will have more information at our next meeting and it rather goes back to a few years ago and communication issues. Mr. Christensen said they are not looking to expand the board. Rocheleau asked to allow TAC to address the board directly each month, and she felt the board needed to hear that. Ms. Drier agreed with Ms. Rocheleau and said somewhere on the agenda there could be a place for BOD. Mr. Wallace said you should go up the chain of command, start with your 911 administration first. Mr. Straebel suggested the TAC chairperson present those TAC Updates each month.

AGENDA #11: Status of Executive Director Evaluation

Mr. Cain reviewed the process with the board. He received 15 completed responses, 3 from alternates, 4 from County Admin/Fiscal Officer. If you wish to review the evaluations, you can stop by Mr. Cain's office, or Ms. Woodbury's office. There will also be hard copies available at next month's meeting, but they will need to be returned before everyone leaves the meeting.

911 Board Report

Ms. Woodbury briefly reviewed the report with the board.

ROUNDTABLE

Cain – Nothing

Christensen – Nothing

Roloff - Nothing

Wallace - Nothing

Newman – Nothing

Rocheleau – Nothing

Straebel – Nothing

Drier – Nothing

White- Nothing

Dohm - Nothing

Jerman - Nothing

Woodbury – Nothing

ADJOURNMENT

Motion made by Mr. Wallace, with support from Mr. Dohm to adjourn the meeting at 5:18PM.

Respectfully submitted by Candace Pierce