

C.C.E. Central Dispatch Authority
Board of Directors
Hybrid Zoom & in-Person Meeting

MINUTES

May 19, 2021

BOD MEMBERS PRESENT

Michael Cain, Chairman
Chris Christensen, Secretary
Shirley Roloff
John Wallace, Vice Chair
Mike Newman
Diane Raab
Marcia Rocheleau
Toni Drier
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 Cities and Villages
Cheboygan County Townships
Emmet County Board of Commissioners
Emmet County Townships

BOD MEMBERS ABSENT

Mark Heydlauff
Lyon Stephens
Todd Sorenson
Harold Koviak
David White
Rob Straebel
Victor Sinadinovski
David Green

REPRESENTING

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

911 COMMITTEE MEMBERS

Kevin Shepard
Jeff Lawson
Michael Reaves
Becki King
Bob Engel

REPRESENTING

Charlevoix County Administrator
Cheboygan County Administrator - Absent
Emmet County Administrator (remote)
Fiscal Officer
Civil Counsel (remote)

OTHERS PRESENT

Al Welsheimer
Matt Breed
Chuck Vondra
Robert Farrell
Julia Drost
Harold Stegman
John Jacobs
Josh Ginop
Kyle Knight
Pam Woodbury
Rob Jerman

REPRESENTING

TAC Liaison (remote)
Petoskey Police Dept. (remote)
Charlevoix County Sheriff's Dept.
Charlevoix County EMS (remote)
Charlevoix County
ProComm Inc. (remote)
Intellitech (remote)
Cheboygan County Sheriff's Dept.
Harbor Springs Police Dept. (remote)
CCE Central Dispatch
CCE Central Dispatch

Call to Order: Chairman Michael Cain called the meeting to order at 3:07 PM

Pledge of Allegiance

Attendance: Zoom Approved Rollcall (see below)

Rollcall Present:

Wallace in Indian River Michigan

Raab in Cheboygan County Michigan

Rocheleau in Cheboygan County Michigan

Public Comment: None

Correspondence: None

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

- a. Minutes for April 21, 2021
- b. Financial Report for March 2021
- c. Financial Report for April 2021
- d. TAC Minutes for May 13, 2021

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

Rollcall Vote

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

Nays; None

Motion carried by unanimous rollcall vote.

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

Director Woodbury and John Jacobs reviewed the 5/11/2021 Intellitech updates with the board together.

Conversions

- RMS Data Conversion – Received list of items from the results of CCE’s validation. Some of the issues reported are outside of the scope of the conversion. CCE validated years 2003 – current, instructions were for 2015 – current.
- JMS – John and Jeff met with Lt Gaylord regarding P-Number or Local ID# conversion in IMACS. Intellitech is reviewing conversion of local ID# from master name when a local ID# does not exist in the booking table. This is an attempt to reduce CCE manual edits in inmates who do not have a local ID# in the booking table.

Interfaces

- AIM Interfaces development generated some questions, Miguel reached out to AIM for clarification, we are needing their input to move this forward.

Forms

- Michigan Crash Report – Validation completed, Miguel is continuing work with the State of Michigan for certification.
- Domestic Violence Form – Mark hosted the call as planned, there are some additional fields required for printing that Mark is working on. The new table is complete, screens are being developed, and Mark feels confident it will be done this week.
- Lab Results Form and Juvenile Form remain under development.

Installation of Peripherals

- Mike Combs assisted Rob Jerman in installing the mag strip reader and barcode scanner and recorded the sessions/video.

Mapping – IntelliMap is up and running on CCE Server 400 using CCE's data submitted in April. Intellitech contracted with our Esri integrator, DataMark and is engaged working through the next steps for the map validator.

eCitation - is down to the last few minor changes, we anticipate having development completed by 5/25/20121.

AGENDA #8: 800 MHz Project Update

Over the weekend there was a fiber cut in Charlevoix that affected the new Charlevoix tower. It happened Friday afternoon and was repaired and back up by 2am Saturday morning. On the Subscriber side, almost all the vehicle installs are complete, except a couple cars and boats that are out (for service) right now. Reprogramming is also complete with the templates for LAW this week, and then they will start FIRE and EMS next week. April 29th & 30th the encryption was placed on the consoles and that is done. The pager testing is complete; however, some agencies requested custom programming for their pagers. ProComm Inc. offered to customize those extra templates at no extra cost, to ensure that everyone had what they needed. Further discussion took place.

AGENDA #9: Board Meeting Format - Discussion

Director Woodbury asked the board for their thoughts about the format of the meetings moving forward. Mike Newman said it goes back to what he state is mandating. John Wallace said he wants to resume in person meetings as soon as possible. Michael Cain asked to go around the room and get everyone's feedback. Toni Drier said their board resumes in person meetings next month and she is fine with either option. Bill Dohm had no preference. Chris Christensen said Zoom has been a nice convenience but felt we also need to get back to some normalcy. Shirley Roloff felt the building worked well today so maybe Charlevoix County could offer the building again for a couple times until things get back to normal. Marcia Rocheleau would like in person meetings and Diane Raab said she would like to meet in person, but due to health issues Zoom works best for her until August. Michael Cain said if Charlevoix County is willing to offer this building for the next couple of meetings, he is not opposed to having the Hybrid option out there.

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

AGENDA #12: Executive Director Evaluation

I move that 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 members of the Board and alternate members of the Board: Recording Secretary, Executive Director, and Civil Counsel.

ADJOURNMENT

Motion made by Ms. Drier, with support from Ms. Raab to adjourn the meeting at 5:49PM.

Respectfully submitted by Candace Pierce