

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

**MINUTES**

**December 16, 2020**

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**BOD MEMBERS PRESENT**

Michael Cain, Chairman  
Chris Christensen  
Shirley Roloff  
Diane Raab  
John Wallace, Vice Chair  
Marcia Rocheleau  
Victor Sinadinoski  
Bill Shorter, Secretary  
Bill Dohm

**REPRESENTING**

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

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**BOD MEMBERS ABSENT**

Mark Heydlauff  
Lyon Stephens  
Todd Sorenson  
Mike Newman  
Harold Koviak  
Rob Straebel  
David White

**REPRESENTING**

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

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**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

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**OTHERS PRESENT**

Kyle Knight  
Carl Rothenberger  
Randy Weston  
Patrick Holt  
Chuck Vondra  
Todd Reeves  
Matt Breed  
Pete Wallin  
Al Welsheimer  
Pam Woodbury  
Rob Jerman  
Candace Pierce

**REPRESENTING**

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

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Mr. Cain opened the Public Hearing at 3:05 PM and asked Ms. Woodbury to provide a brief summary. She said the 202 budget had not changed from the previous meeting and displayed it on the zoom conference call. Becki King clarified the total expenditures for the 2021 budget were \$8,959,529.00. She said to keep in mind that we are wrapping up the 800 MHz project for this year, which is a big expenditure but a very big improvement for 911. Mr. Christensen asked how much the 800 MHz project cost, Ms. Woodbury said almost \$6 million. Mr. Cain closed the Public Hearing regarding the 2021 Fiscal Budget without any additional comments.

**Call to Order:** Chairman Mr. Cain called the meeting to order at 3:12 PM.

### **Pledge of Allegiance**

**Attendance:** Rollcall

### **Rollcall**

**Present:** Cain in Boyne City Michigan, Roloff in Charlevoix Michigan, Wallace in Indian River Michigan, Rocheleau in Cheboygan Michigan, Raab in Cheboygan Michigan, Sinadinoski in Harbor Springs Michigan, Shorter in Petoskey Michigan, Dohm in Conway Michigan, Christensen in Lakes of the North Michigan

### **Public Comment:**

Ms. Woodbury brought up Kelly Hewitt's retirement and asked Kelly to join the Zoom Board meeting. Pam said Kelly has been an amazing employee and Mr. Cain said he was very sorry to see her leave, she is our link to the 1990's and it is now ending. Mr. Cain said on behalf of the board and fellow members, we wish you a very long and happy retirement. Mr. Wallace said to stay active. Kelly said Mr. Wallace has been here as long as she has. December 31<sup>st</sup> is her official last day of work at CCE 911.

**Correspondence:** None

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

- a. Minutes for November 18, 2020
- b. Financial Report for October 2020
- c. Financial Report for November 2020

***Motion made by Mr. Dohm, with Support from Mr. Wallace, to approve, Receive and File the Consent Agenda with the corrections mentioned.***

Rollcall Vote

Ayes; Dohm, Shorter, Cain, Wallace, Rocheleau, Christensen, Sinadinoski, Raab

Nays; None

Motion carried by unanimous rollcall vote.

### **AGENDA #7: Approve the 2021 Budget – Action Item**

Mr. Shorter asked if this budget is less than the previous year's budget. Becki King said our 2020 budget was approximately \$4 million and explained that our budget will look drastically different

next year. Mr. Christensen asked if the 2021 budget included the 18<sup>th</sup> employee, Ms. King said it does include the 18<sup>th</sup> person and is on the agenda to be approved. Mr. Cain asked about the towers we plan to abandon or upgrade with lighting. Ms. Woodbury said the 2021 budget includes the lighting for the towers and hopes we can cut back on expenses sooner.

***Motion made by Mr. Wallace, with support from Ms. Raab to approve the 2021 Budget as presented.***

**Rollcall Vote**

**Ayes; Shorter, Cain, Wallace, Rocheleau, Christensen, Sinadinoski, Raab, Dohm**

**Nays; None**

**Motion carried by rollcall vote.**

**AGENDA #8: Approve the 2020 Budget Amendments – Action item**

Ms. Woodbury put the budget amendments on the screen to review. The largest amendments were because of the 800 MHz project. Starting at the top under revenue, Grant Income was added to the budget. When we did the grant for the software project, we entered it as grand income and grant expense. The grant had to go through Charlevoix County Sheriff's Office, so that money did not go through CCE at all. It had to go through that county so it has been removed from those line items. Additionally we moved some money around for other projects that we could not do during the covid pandemic. Holiday pay was less than planned, so we moved some money out of there along with contingency admin wages, and health insurance. Line item 720 – Unemployment benefits, we had to add money there. Line item 830 – Professional & Contract services – we had to add \$2,000 to that account due to exams for new employees, plus a team building service for one of our shifts. Line item 880 - Promotional & Advertising, this year with covid we weren't able to promote and do career fairs, same with Travel – Line item 863. Building maintenance and building utilities, we pulled some money from so we could add to Custodial Services to clean and disinfect the building, all due to covid, but over budget. Line item 955 –Insurance & Bonds will be significantly lower with the reimbursement they send out in January. Line item 977.100 –CCE RMS/JMS/MCT Systems is where the \$350,000 was removed for the grant. Line item 977.200 – Dispatch Center & Office Equipment was used for the 800 MHz project so she reviewed the breakdown with the board. She mentioned the additional expenses for the Charlevoix tower as well. We removed the shelter because we could purchase cheaper without MPSCS OR Motorola, which saved money. Harbor Springs Fire Dept. and Springvale Fire Dept. purchased radios through CCE, and we will be fully reimbursed, but this way they were able to get those discounts. She said invoices will be sent out this week to the counties for the \$102,000 for activation fees. We were able to balance out the budget without taking anything from the general fund.

Mr. Wallace asked about the generator situation, if it was on a regular schedule and how often it's tested and testing both propane and natural gas tested? Ms. Woodbury said they do weekly tests for CCE and Rob said they test the generators quarterly with the load tests at the towers.

**Motion made by Ms. Raab, with support from Mr. Shorter to approve the 2020 Budget Amendments as presented.**

**Rollcall Vote**

**Ayes; Cain, Wallace, Rocheleau, Christensen, Sinadinoski, Raab, Dohm, Shorter**

**Nays; None**

**Motion carried by unanimous rollcall vote.**

**AGENDA #9: Public Safety Software Project – Discussion.**

Ms. Woodbury said there are more delays with this project so we will not be able to go live in January. She explained there were issues with the data conversion, and there was a lot wrong with it coming from the current software company. She said mapping is also behind, so we're hopeful for a go live by the end of February. She has been in negotiations with Central Square, and she was able to work with them on a monthly maintenance agreement. She is also working with Intellitech to negotiate a little bit of savings there. Go live would be by March 1<sup>st</sup>, but would not expect payment until May 1<sup>st</sup> and then the agreement would run from May – May with March and April being free. She is working with Intellitech still to negotiate this situation. The next agenda item is requesting to pay Central Square for Jan & Feb so we can keep the maintenance going. Mr. Cain asked if we could go after Intellitech because we're now incurring additional expenses. Ms. Woodbury said the delay it is not technically their fault. Mr. Engel has reviewed the agreement and said it would be difficult with the covid issues, and there is a provision that says due to no fault of their own they can't be held liable. He felt they had a decent argument and asked if the board wanted to force that? He said that is who we have to deal with over the next 10 years so something to consider.

**AGENDA #10: Central Square Maintenance – Action Item**

Ms. Woodbury asked the board to keep in mind that there is no guarantee we will go live in February, which means we could have to pay another month to Central Square. She wanted to point out there is a \$28,000 cushion but it would throw us over if we have to pay an additional month. We will need to do an addendum to this contract but will make sure we are covered and get it going as soon as possible if approved.

Mr. Vondra said they didn't get to this fast enough, and then took 3 months to get it started and forced them to make a decision in 2 days. The biggest problem was the jail number, and that was in the RFP from the start. If there is bad data, they knew this going in to the project. Ms. Raab asked Pam what is the most effective at this point, cost wise and data wise. Ms. Woodbury said Intellitech is better both technically and financially. Mr. Cain asked what Pam's recommendation was and she said to continue the service so we can get on the software, but we need to negotiate that wording in the contract. Mr. Engel said it is most appropriate to negotiate with Intellitech, and his suggestion was 1-2 board members and 1-2 TAC members, plus Pam, Rob and Bob Engel. We need to enforce a breach of contract but we want to sit down and talk with them.

**Motion made by Mr. Shorter, with Support from Ms. Raab to approve the quote from Central Square to continue the license and maintenance of our software through February 2021 and authorize the Executive Director to sign and make the payment out of the 2021 budget in January.**

**Rollcall Vote**

**Ayes; Wallace, Rocheleau, Christensen, Sinadinowski, Raab, Dohm, Shorter, Cain**

**Nays; None**

**Motion carried by unanimous rollcall vote.**

### **AGENDA #11 Adding One Dispatch Position – Action Item**

Mr. Engel said this item was previously voted down during last month's meeting; therefore, a motion to reconsider is necessary.

**Motion made by Mr. Cain, with Support from Mr. Wallace to reconsider this Agenda item.**

**Rollcall Vote**

**Ayes; Wallace, Sinadinowski, Raab, Shorter, Dohm, Rocheleau, Cain**

**Nays; Christensen**

**Motion carried.**

Ms. Woodbury created a chart to help explain the structure of the 18<sup>th</sup> position. She reviewed her power point with the board. Mr. Christensen brought up several concerns with the comp time suggestion and said he is more opposed to the 18<sup>th</sup> position now. Mr. Shorter said he would like to see the comp time removed from this budget going forward. Ms. Rocheleau said the 17<sup>th</sup> position was put in place during a horrible pandemic, so she did not really know what that 17<sup>th</sup> position might have saved for money. Further discussion took place.

**Motion made by Mr. Dohm, with Support from Mr. Wallace to approve adding an 18<sup>th</sup> Dispatch position without Comp Time and give the Executive Director the authority to fill that position. Should a new position become vacant, this topic will be brought back to the board for reexamination at that time.**

**Rollcall Vote**

**Ayes; Wallace, Shorter, Dohm, Cain, Sinadinowski, Raab**

**Nays; Christensen, Rocheleau**

**Motion carried.**

### **AGENDA #12: Allow Executive Director to Implement BOD Approved Wage Increases – Action item**

Ms. Woodbury wanted to bring this topic to the board because there was some discussion last year about how it should be handled. The 3% increases were approved when the budget was approved. Ms. Woodbury wanted to know what direction the board wanted to go in, she was ready and prepared to provide a raise based on their performance evaluation, but wanted to discuss with the board first. Mr. Wallace said raises should be based on performance and if Pam has done the performance evaluations then we are good. Mr. Christensen asked if we already approved a percentage, and Pam said the budget includes up to 3%. Mr. Cain said you are proposing wage increases comparable to what the union folks are getting, Ms. Woodbury said correct.

**Motion made by Mr. Shorter, with Support from Mr. Wallace, to allow the Executive Director to implement the wage increases for the Deputy Director and the Office Manager annually based on the amount the CCE Board of Directors approves in the budget.**

**Rollcall Vote**

**Ayes; Wallace, Shorter, Dohm, Cain, Rocheleau, Sinadinowski**

**Nays; Christensen**

**Motion carried.**

**AGENDA #13: Approve the 2021 Board of Directors Meeting Schedule – Action item**

The schedule was set for the third Wednesday of every month, aside from the month of November, due to deer hunting season. We do not have to do monthly if not needed, but they will at least be scheduled.

**Motion made by Mr. Wallace, with Support from Mr. Sinadinowski, to approve the Board of Directors Schedule for 2021.**

**Voice Vote**

**Ayes; Wallace, Shorter, Dohm, Cain, Rocheleau, Sinadinowski, Christensen,**

**Nays; None**

**Motion carried.**

**911 Board Report**

Ms. Woodbury reviewed the board report with the board.

**ROUNDTABLE**

**Cain** – Mike wished everyone a Merry Christmas and happy New Year. He said it has been an interesting year, and appreciated everybody’s work this year.

**Christensen** – Chris thanked Bill Shorter and wished everyone a happy New Year.

**Roloff** – Shirley wished everyone a Merry Christmas and said it was good to see so many new faces.

**Rocheleau** – Nothing

**Dohm** - Nothing

**Wallace** – John wishes everyone a Happy New Year.

**Shorter** – Bill expressed his appreciation serving on the board.

**Sinadinowski** – Nothing

**King** – Nothing

**Shepard**- Nothing

**Lawson** - Nothing

**Jerman** - Nothing

**Woodbury** – Pam said she greatly appreciated Bill Shorter’s time on the board, and said he has been a great asset and wished everyone a Merry Christmas.

**ADJOURNMENT**

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

Respectfully submitted by Candace Pierce