

**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

August 18, 2021

BOD MEMBERS PRESENT

Michael Cain, Chairman
Chris Christensen, Secretary
John Wallace, Vice Chair
Mike Newman
Diane Raab
Marcia Rocheleau
Toni Drier
Rob Straebel
Bill Dohm

REPRESENTING

Charlevoix County Cities and Villages
Charlevoix County Board of Commissioners
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 Cities and Villages
Emmet County Townships

BOD MEMBERS ABSENT

Mark Heydlauff
Todd Sorenson
Shirley Roloff
Lyon Stephens
Harold Koviak
David White
Victor Sinadinovski
David Green

REPRESENTING

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

911 COMMITTEE MEMBERS

Kevin Shepard
Jeff Lawson
Michael Reaves
Becki King

REPRESENTING

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

OTHERS PRESENT

Al Welsheimer
Chuck Vondra
Scott Hankins
Kyle Knight
Randy Weston
Pam Woodbury
Rob Jerman

REPRESENTING

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

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 the board has the minutes in the packet so they can review them. There was lengthy discussion on the 800 project status and Administrator Reaves has been asked to help facilitate some negotiations and AI and several other members feel Administrator Reaves will be able to move the project forward quicker with some stipulations, but still have many concerns with that project. There was lengthy discussion on communication guidelines and realizing how fire departments are using it and not following guidelines along with issues with Dispatch not following guidelines in certain situations. Training is a big issue, we need more training documentation and departments need to train their people to the guidelines. His suggestion is to play with the radios; he said could not screw them up. He also talked about the PI policy and said it would be one of the first policies to be updated.

Correspondence: None

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

- a. BOD Minutes for July 21, 2021
- b. TAC Minutes for August 12, 2021

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

Rollcall Vote

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

Nays; None

Motion carried by unanimous rollcall vote.

AGENDA #8: Executive Director Contract/Wage Compensation Request – Action Item

Included in the packet is Pam Woodbury's original letter of compensation request from March of 2021, she is out of contract as of 4/1/2021, supporting documentation that shows the breakdown by county and a comparison chart between other agencies, and also a list of accomplishments since she took over the position of Executive Director.

The Executive Committee met once and agreed to include an Emmet County representative, Ms. Drier for another Executive Committee meeting. Therefore, the next meeting took place on July 28th to discuss the same topic, contract renewal and compensation. Chris Christensen could not attend. Mr. Wallace made a motion, with support from Mr. Cain to renew Pamela Woodbury's agreement for 4 years and set her compensation at \$82,000 per year, retroactive

to April 1, 2021. Ms. Drier supported the proposed wage increase even though she is not an executive committee member and cannot vote.

Pam Woodbury said there is supporting documentation and included detailed accomplishments and said she appreciates the opportunity and feels her request is reasonable and asks that it be approved. Mr. Newman asked about page 15, specifically the under budget \$280,000. She explained that we budgeted for \$10.3 million across the three counties for the 800 MHz Project, but only paid out \$10.028 million for the project and so we were under budget by that amount. She explained the counties did not have to pay those funds, so it was a savings.

CAD JMS RMS Software Project. Only grant money was used, because they negotiated with the software company in advance to accept the grant money only, which saved the taxpayers \$1.2 million dollars because that is what it would have cost up front. In addition, she negotiated annual license fees and maintenance fees with no increases, which is another \$800,000 in taxpayer savings. Mr. Newman did not feel it was a fair statement to say taxpayers saved \$1.2 million dollars when we are not even sure where we will be with Intellitech. Ms. Woodbury said this type of project would have cost \$1.2 million so that is where the number came from. If we would have chosen Central Square and another company, it's a million dollar project up front. So we obtained that grant money and paid for the project with that grant money. The project is still moving along, so she does not see any reason to say it is not working, it is just not working as fast as we want it to.

Ms. Rocheleau asked about a pay increase for the previous year. Ms. Woodbury said that is correct, but the budget reflects a budgeted 3% increase, but she did not ask for it, nor was it approved. Further discussion took place about the wage. Mr. Christensen said the budget numbers don't reflect the \$77,250, that is part of the issue. He said she had an automatic approved wage and she opted not to take it, and now this pay increases retroactive back to April 1, he is not a fan of retroactive pay ever. Mr. Cain questioned the term automatic and said we budgeted for the wage increase last year but she did not request it or get it. He said it was not approved by this board, so she was never entitled to it, so it is not automatic.

Motion made by Mr. Wallace, with Support from Mr. Straebel to recommend that the agreement be approved as presented by the CCE Executive Committee and that the Chairperson be authorized to execute on behalf of the authority.

Rollcall Vote

Ayes; Dohm, Drier, Wallace, Straebel, Raab, Cain

Nays; Rocheleau, Christensen

Motion carried by majority rollcall vote.

AGENDA #9: Intellitech Software Project Update – John Jacobs

Director Woodbury reviewed the Intellitech updates without John Jacobs, he fell off the Zoom meeting and could not rejoin the meeting.

IntelliMap

- CCE is testing on all dispatch stations
- They are placing calls and testing application

- Mobile – Rob Jerman loaded mobile mapping to laptop and test printed e-Citations to confirm printer connectivity.

Last Week's Question: Officer Log

- Previous year a pull day table was added into CAD for Officer Log, during training it was covered and should be covered again during refresher.

Central Square CAD to CAD

- Central Square indicated they have 30+ vendors using is successfully and Intellitech agreed to connect to APO at zero cost. Central Square is being difficult and it sounds like they will still try to charge for something

IMACS

- Swanson Interface – For Emmet County Jail commissary – they have what they need and should be moving forward.

Further discussion took place about how the other Intellitech meetings are going, why the process is taking so long and how well the communication is going or is not going between Intellitech and the agencies and CCE.

AGENDA #10: Legal Services RFP Response Review

Pam Woodbury opened the RFP responses during the meeting.

- Cummings, McClorey, Davis & Acho PLC, Traverse City Michigan
- Abbott & Nicholson Attorneys at Law, Troy Michigan
- Cohl, Stoker & Toskey PC, Lansing Michigan
- Plunket Cooney, Petoskey Michigan
- The Kelly Firm, Auburn Hills Michigan

Mr. Cain said the Executive Committee would review the materials and provide a response to the whole board with their feedback. Mr. Christensen asked why Ms. Woodbury could not just prepare a spreadsheet and present that to the board and the board can decide whom they want to interview? Mr. Cain said we go with what Pam has reviewed and decide how is best to proceed. Ms. Drier agreed with Mr. Christensen, she did not like that, it was going straight to the Executive Committee first. She thought the board choosing the top three candidates and then interviewing those three was a better option. Mr. Cain's intent was not to have a pre-decision by the exec committee but to have a format for Ms. Woodbury that was good for the board as well. His concern is coming back next month and having to start over again. Ultimately, it is up to the board to decide the process. Further discussion took place.

Motion made by Mr. Wallace, with Support from Mr. Christensen to approve the three county administrators review the RFP's and make a recommendation to the board, which includes a scoring matrix.

Rollcall Vote

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

Nays; None

Motion carried by unanimous voice vote.

AGENDA #11: C.A.L.M. Agreement & Modification to the “Articles of Incorporation” – Discussion

Mr. Cain wanted the board to be aware of the changes that were approved by Charlevoix County, recently approved by Cheboygan County and up for approval in Emmet County soon. Mr. Wallace said Cheboygan will discuss this next week. Mr. Christensen said there was conflicting opinion when this board sought out legal opinion to changes to the board, it was determined by civil counsel by Charlevoix and Cheboygan County, that the changes that were proposed would not affect any potential grandfather clauses and only addresses what individual members are being represented by the CALM Agreement. Mr. Christensen said the membership board does not change, it is still three members of the board, it is only who those three members are. On Dec 31, 2021 the 911 authorities that are not subject to the grandfather (pre 1993) all have to come into compliance. If we wanted to add a fourth member or cut it back to 6 members from 9 members, then we would be subject to changing the structure of the agreement and changing the board itself. Because we are a 9-member board maintaining a 9-member board will not be required to change. Chief Knight asked about the objective of Charlevoix changing the board membership. Mr. Christensen said Charlevoix Township has been under-represented for the last 3 years. They also recognized there was a communication disconnect between the TAC committee and the Board of Directors and it was not until the last 3 months that we have Chief Welsheimer on the Board Agenda as a TAC Representative. Traditionally the township member has been a TAC member with the exception of appointed members. The Board of Commissions wanted to be more accountable for the dollars so they voted for six and they are not asking the other two boards to change. Chief Knight strongly supports having a TAC member present; he just wanted better explanation for the smaller town. Sheriff Vondra said he has never worked with a board that did not have a TAC member on the 911 board. Further discussion took place.

911 Board Report

Ms. Woodbury reviewed the board report.

ROUNDTABLE

Cain – Mike said this could very well be his last meeting, and wanted an opportunity to say thank you for allowing him to serve on this board.

Christensen – Nothing

Wallace - Nothing

Newman – Nothing

Raab – Diane said it is good to be back

Rocheleau – Marcia said she understood that the Exec Committee was supposed to meet for the Intellitech incentive. Pam explained that the board did not see any savings between the go-live and conversions and installs, and there just wasn't going to be a big savings with the deadline being 9/1, so the discussion went towards asking Mr. Reaves to join the team and help with project.

Straebel – Nothing

Drier – Nothing

Straebel - Nothing

Dohm – Nothing

Reaves – Nothing

King - Nothing

Woodbury – Nothing

Jerman - Nothing

ADJOURNMENT

Mr. Cain adjourned the meeting at 4:43PM.

Respectfully submitted by Candace Pierce