

**GENESEE COUNTY COMMUNICATIONS CONSORTIUM**  
**Executive Board Meeting**  
**August 14, 2018**  
**Genesee County 9-1-1**  
**2:00 p.m.**  
**MINUTES**

**1. CALL MEETING TO ORDER**

Meeting called to order at 2 pm by Chairman Mark Emmendorfer

**2. PLEDGE OF ALLEGIANCE**

**3. ATTENDANCE ROLL CALL**

**Members Present:**

Mark Emmendorfer, Montrose Township; Chris Gehringer, Clayton Township; Karen Miller, Davison Township; Karyn Miller, Flint Township; Steve Fuhr, Genesee Township; Larry Green, Mt. Morris Township; Brad Barrett, Flushing City; Jakki Sidge; Ellen Ellenburg, Genesee County; Kim Courts, Genesee County; Yvonne Brantley, Michigan State Police; Paul Zelenak, Linden City

**Members Absent:**

Robert Pickell, Sheriff

**Others Present:** Austin McKenzie, Spring Tremaine, Lyndon Lattie, Brian Fairchild, Lynn Markland, Jason Slater, Thomas Sadler, Robert Cairnduff, Dave Wojtylko

**4. APPROVAL OF AGENDA, MINUTES & ACCOUNTS** **Chairman Emmendorfer**

- **Current Agenda - August**
- **July 10, 2018 Executive Board Meeting Minutes**
- **Accounts – July**
- **Treasurers Report – June (Not Approved) & July 2018**

**Action Taken:** Motion by Gehringer, support by Barrett to approve July's meeting minutes, July's accounts, and July's treasurer's report

|                  |     |
|------------------|-----|
| Gehringer        | Aye |
| Davison's Miller | Aye |
| Flint Twp Miller | Aye |
| Fuhr             | Aye |
| Emmendorfer      | Aye |
| Green            | Aye |
| Barrett          | Aye |

|           |     |
|-----------|-----|
| Zelenak   | Aye |
| Sidge     | Aye |
| Ellenburg | Aye |
| Courts    | Aye |
| Brantley  | Aye |

**ALL AYES MOTION PASSES**

**Action Taken:** Motion by Gehringer, support by Barrett to approve June’s corrected treasurer’s report

|                  |     |
|------------------|-----|
| Gehringer        | Aye |
| Davison’s Miller | Aye |
| Flint Twp Miller | Aye |
| Fuhr             | Aye |
| Emmendorfer      | Aye |
| Green            | Aye |
| Barrett          | Aye |
| Zelenak          | Aye |
| Sidge            | Aye |
| Ellenburg        | Aye |
| Courts           | Aye |
| Brantley         | Aye |

**ALL AYES MOTION PASSES**

**5. PUBLIC COMMENTS ON AGENDA ITEMS ONLY**

No comments

**6. OLD BUSINESS**

**A. Advisory Board Report**

**Chief Fairchild**

Fairchild stated that there are no more complaints with the new 800MHz radio system. There were issues with the radios hitting and locking onto the wrong towers. That issue has been resolved. Procomm is now reinstalling and installing the new corrected software on all radios. The setting option for allowing radios to lock onto a radio tower has been removed. Testing and reprogramming have begun to expand to other areas. There is an issue with the center not being able to see if an emergency button is activated, if a department’s radio is on their local channel. That issue will be fixed when the center’s encryption is complete. This will require the chiefs of all agencies to approve their local channels to be monitored by center. Additionally, the re-tone time for fire paging is back to 5 minutes instead of 3. MDC redistribution is in progress.

## **B. 800 MHz Radios**

- **MPSCS Remediation / Console Encryption** **Tremaine**
  - **Sept 1-13, 2018 / Aug 27-31, 2018**

Tremaine stated that the console encryption will be taking place from August 27-31. She has sent letters to all non-consortium members requesting permission to monitor their channels. Remediation is supposed to begin September 1, and the VHF sirens will supposedly not work after that date. The radio programming is moving forward. Emmendorfer asked what would happen if, when the site technician gets to the center, not all of the agencies have approved their channels to be monitored. Tremaine replied that all channels will be put into the system, but, only those who have approved them to be monitored will be activated and monitored. All others will not be monitored or recorded. Fuhr asked about the sirens. Tremaine clarified that Westshore stated the siren installs would be completed by the end of August. Fairchild asked if the sirens were currently on the old system still. Tremaine said they were, and once remediation begins, setting off a VHF siren is 'hit or miss'. Some may work, but others may not. There is no way to tell which ones will and won't work. Once they are on the new system through Westshore, all sirens will work.

- **New Radios Project Update** **Tremaine**

Tremaine stated that Fairchild covered all the necessary updates. Wojtylko from Procomm stated that they discovered that they needed to go through their companies' archives and find all the old settings from the last time the radios were programmed around 2006. They adjusted a threshold that allowed more signals to be heard by a radio, which allows the radio to work, in his words, flawlessly. The answer was found back in 2007 by an engineer from Motorola, they found an archived paper he had wrote. And found the answer that would work today in 2018.

## **C. 800 MHz Paging**

**Tremaine**

Tremaine stated that Fairchild covered all items in his advisory board report.

**D. Invoices over \$5000 (1)**

**Tremaine**

There was only one invoice for over \$5000. This invoice was to Rave, and was for a full year’s usage. Rave is approximately ½ the cost of Code Red.

**E. Entrance Gate Update**

**Tremaine**

The new entrance gate is being installed. It should be fully installed by the end of August. The gate has been delivered and all parties working on it have been notified.

**F. Rave Training & Marketing Material**

**Tremaine**

The Rave training session is complete. Tremaine stated that she doesn’t know if everyone who wanted to was able to attend. If anyone missed the training who wanted it, they need to contact the center. The center has a link to a webinar that one can watch and learn how to activate alerts. Tremaine is working with Rave to acquire marketing material.

**7. NEW BUSINESS**

**A. Proposed Budget Amendments**

**Tremaine**

The budget committee has looked at and approved the proposed budget amendments. Tremaine stated that we are on track to meet our budget. Some line items had surpluses, others had deficits. These line items were rebalanced to reflect the center’s actual expenditures. Barrett stated that the bylaws don’t address budget amendments. Fuhr stated that the budgeted amendments need to be recommended to be adopted by the membership board. Lattie stated that they did this in the December meeting. Gehringer asked why line item 957 changed. Tremaine stated that training line item 957 was originally for all training. After our previous audit, the center was told to keep track of funds spent on State 9-1-1 Committee approved training. Because of this, the funds in line item 957 were split with a line item that was added mid-year, SNC training 958.

**Action Taken:** Motion by Barrett, support by Zelenak to recommend the budget amendments to the general membership board for approval.

|                  |     |
|------------------|-----|
| Gehringer        | Aye |
| Davison’s Miller | Aye |
| Flint Twp Miller | Aye |

Fuhr Aye  
Emmendorfer Aye  
Green Aye  
Barrett Aye  
Zelenak Aye  
Sidge Aye  
Ellenburg Aye  
Courts Aye  
Brantley Aye

**ALL AYES MOTION PASSES**

**B. Emergency Sirens**

**Tremaine**

Tremaine stated that the FCC is putting monitoring equipment out to try and pick up the radio traffic that is causing the false activations. Tremaine needs to know what agencies are in on the center's siren upgrades. Many agencies have not said if they will upgrade or not. Tremaine has heard from ½ the agencies. A list of agencies was passed out. Barrett asked about bills. Bills to agencies choosing to upgrade will be issued after the project is done.

**C. Presentation of Contracts**

**Atty. Lattie**

Emmendorfer stated that the budget committee had asked about changing the attorney's contract. Lattie brought 2 contracts: a contract for \$100/hour, and a contract for \$36,000 (\$3,000/ month). Emmendorfer brought up the employee contracts. His recommendation is that they go back to the contract committee before being sent out to the executive board. Flint Township's Miller stated that she felt the benefits should be similar in the union and non-union contracts. Lattie said there is a discussion on how time off is accrued. Currently, an employee's bank is loaded with time off on January 1 of each year. This has caused a problem in the past, due to employees waiting until after January 1 to quit or retire, allowing them to cash out their time off banks. Emmendorfer asked how contracts are done at Flushing. Barrett stated that percentages of time off can be carried over. Emmendorfer suggested the time off be front loaded and then prorated based on months worked versus left in the contract.

**Action Taken:** Motion by Barrett, support by Gerhinger to send the employee contracts back to the contract committee for review.

Gehringer Aye  
Davison's Miller Aye

|                  |     |
|------------------|-----|
| Flint Twp Miller | Aye |
| Fuhr             | Aye |
| Emmendorfer      | Aye |
| Green            | Aye |
| Barrett          | Aye |
| Zelenak          | Aye |
| Sidge            | Aye |
| Ellenburg        | Aye |
| Courts           | Aye |
| Brantley         | Aye |

**ALL AYES MOTION PASSES**

Lattie stated that the executive board has the power to set terms with the attorney. The membership board chooses the attorney. Lattie asked to step out of the room while the discussion over his contract ensued. Currently, his basic rate is a minimum of \$3,000 for a maximum of 30 hours per month, and then \$100/hour for any time over 30 hours. Gehringer recommended we pay him \$36,000. The contract was looked at further. The contract was for 30 hours per month for \$3,000. There is no language in his contract about what happens if he exceeds the 30 hours per month. Miller asked how many hours per week the attorney works. No one knew. The prior year, the attorney billed around \$36,000. In Lattie’s invoices, he states what he was working on, but does not give exact hours. Furh stated that that wasn’t a bad price for a lawyer.

**Action Taken:** Motion by Barrett, support by Gerhinger to send Lattie’s 360-hour (\$36,000) contract back to the contract committee.

|                  |     |
|------------------|-----|
| Gehringer        | Aye |
| Davison’s Miller | Aye |
| Flint Twp Miller | Aye |
| Fuhr             | Aye |
| Emmendorfer      | Aye |
| Green            | Aye |
| Barrett          | Aye |
| Zelenak          | Aye |
| Sidge            | Aye |
| Ellenburg        | Aye |
| Courts           | Aye |
| Brantley         | Aye |

**ALL AYES MOTION PASSES**

Barrett asked about the term of the agreement. This is a one-year contract.

#### **D. Fenton Surcharge**

#### **Tremaine**

Tremaine included past minutes dealing with Fenton's surcharge in her email to the executive board. There were 3 occasions in 2017 where this was discussed. This surcharge was in the 911 plan. It was discussed that the 911 plan is outdated and needs to be updated to reflect Flint and Fenton if agreed. Lattie stated that Flint abandoned its PSAP in favor of the county taking over its operation. It was not necessary to change the plan for that instance. However, if the 911 plan was opened, it would be something to add. Barrett asked that about the chart the executive board received dealing with Fenton's surcharge income. The first column is the money Fenton receives. The middle column is 25% of the left column. Markland stated that he isn't sure what Fenton is getting for that 20% they give the consortium. Lattie stated that the county board of commissioners wanted all of the county to be under the central dispatch. Fenton and Grand Blanc initially stayed out of the contract, but Grand Blanc decided to join later. Lattie's opinion was that the board of commissioners wanted to convince the other jurisdictions to be under one authority. Markland stated that there was essentially a penalty imposed on those that decided not joining the consortium. Markland stated that they didn't have a problem with getting rid of the penalty and neither did the board of commissioners. Miller from Flint Township asked for clarification on Fenton's surcharge distribution. Fenton stated that 5% goes to the county controller, and 20% goes to the Genesee County Dispatch Center. Lattie said Flint was charged 10%. Lattie said that when the county board of commissioners turned over their rights to run the consortium, the consortium initially didn't trust the board of commissioners. Because of this, the consortium insisted a contract be adopted by around 30 agencies. This means that if the contract were to be changed, each municipality would need to amend and adopt the contract. It requires a 75% approval from the agencies. Courts stated that the goal of bringing this agenda item up at this meeting was to see how the executive board felt about the situation. Lattie said that when the City of Flint was allowed in, the contract was amended by the membership representatives at the membership board meeting. The City of Flint council has not appointed members to attend the membership meetings. Markland said their concern was that they never agreed to the 20% penalty, but it was still levied on them. Lattie stated that this was allowed by the 911 enabling act. The act does not say that all municipalities must join the consortium. Gerhinger asked about the City of Flint being given 25.1% of the population, and thus 25.1% of

the general membership vote. That was based on numbers from a 2010 census. The executive board can't amend the contract, but can amend the population percentage appropriated to the agencies represented by the members on the General Membership Board. Zelenak asked if Fenton had requested a vote. Courts stated they had not, but asked that the Genesee County Board of Commissioners check into the matter. Markland said that they don't believe that the county had the authority to give away 20% of their money. Emmendorfer stated no one disagrees but the executive board needs to figure out how to fix it. Markland is looking for a recommendation to the board of commissioners. Green stated that the executive board has received no notice from the county commissioners wanting us to review it. Barrett said that Fenton would be trying to get 75% vote from 78% of the membership, due to the fact that the City of Flint still has not appointed representatives to the General Membership Board. Lattie said that it was because of the way the contract was written. Barrett said that based on exhibit A, Fenton needs to get 66% of the membership vote. Lattie said that to fix it, the board of commissioners would need to make a motion. Miller asked about Fenton's bottom line. Fenton stated they are looking for a about \$42,000. Fenton wants the 20% of the revenue returned to them from 2018 second quarter forward.

**Action Taken:** Motion by Flint Township Miller, support by Brantley, to recommend to the Genesee County Board of Commissioners that they eliminate the 20% of Fenton surcharge revenue that currently goes to the Genesee County Dispatch Authority, and give it back to Fenton, effective from the 2nd quarter of 2018 calendar year forward.

|                  |         |
|------------------|---------|
| Gehringer        | Aye     |
| Davison's Miller | Aye     |
| Flint Twp Miller | Aye     |
| Fuhr             | Aye     |
| Emmendorfer      | Aye     |
| Green            | Nay     |
| Barrett          | Aye     |
| Zelenak          | Aye     |
| Sidge            | Aye     |
| Ellenburg        | Abstain |
| Courts           | Abstain |
| Brantley         | Aye     |

**9 AYES, 2 ABSTAINING, 1 NAY, MOTION PASSES**

Zelenak asked that a strong message be sent to the City of Flint to demand that they appoint someone to attend the general membership meetings.

**8. OTHER BUSINESS**

None

**9. DIRECTORS REPORT**

**Tremaine**

Flint Miller asked if Tremaine was looking to combine the administrative assistant and operations manager positions. Tremaine is suggesting that the two positions be combined in the future, but that this will need to go to the contract committee for review.

**10. COMMITTEE REPORTS**

None

**11. ATTORNEY REPORT**

**Atty. Lattie**

**12. PUBLIC COMMENTS**

Zelenak asked about the siren investigation. Emmendorfer stated that we are still in contact with the FCC and FBI. Zelenak recommended this be discussed at the membership meeting.

**13. ADJOURNMENT**

Meeting adjourned at 3:46pm by chairman Mark Emmendorfer