

GENESEE COUNTY COMMUNICATIONS CONSORTIUM

Executive Board Meeting

September 11, 2018

Genesee County 9-1-1

2:30 p.m.

MINUTES

1. CALL MEETING TO ORDER

Meeting called to order at 3:30pm by Chairman Mark Emmendorfer.

2. PLEDGE OF ALLEGIANCE

3. ATTENDANCE ROLL CALL

Members Present:

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

Members Absent:

Karen Miller, Davison Township

Others Present: Spring Tremaine, Lyndon Lattie, Brian Fairchild, Fred Thorsby, Paul Fortino, Sam Stiff, Vicki Fishell, Wendy Jean Buhner, Valerie Moore-Recorder.

4. APPROVAL OF AGENDA, MINUTES & ACCOUNTS

**Chairman
Emmendorfer**

- **Current Agenda – September**

Emmendorfer requested amended Agenda be approved.

Addition of item 5 A to appoint a new member for the open Township position to the Executive board as well as Secretary/ Treasurer position.

Amending agenda item 7 A, to cover approval of three purchases over \$10,000 instead of two.

Action Taken: Motion by Flint Township's Miller, support by Barrett to approve the amended agenda.

ALL AYES MOTION CARRIED

- **August 14, 2018 Executive Board Meeting Minutes**
- **Accounts – August**
- **Treasurers Report – August 2018**

Action Taken: Motion by Emmendorfer, support by Barrett to approve August Executive Board meeting minutes, accounts and Treasurers report for August 2018.

Gehring	Aye
Flint Twp Miller	Aye
Fuhr	Aye
Emmendorfer	Aye
Green	Aye
Barrett	Aye
Zelenak	Aye
Sidge	Aye
Brantley	Aye
Pickell	Aye

ALL AYES MOTION CARRIED

5. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

None

A. Appointment of Township Position

**Chairman
Emmendorfer**

During General Board Membership meeting nominations were made for Paul Fortino and Fred Thorsby as candidates to be appointed for the open Township position on the Executive Board.

Members Ellen Ellenberg and Kim Courts arrived.

Action Taken: Motion by Flint Townships Miller, support by Green to appoint Paul Fortino for the Executive Board position for the remainder of the term year to fill Karen Miller's (Davison) place.

Gehring	Aye
Flint Twp Miller	Aye
Fuhr	Aye
Emmendorfer	Nay
Green	Aye
Barrett	Aye
Zelenak	Aye
Sidge	Aye
Ellenburg	Aye
Courts	Aye
Brantley	Aye
Pickell	Aye

11 AYES, 1 NAY, MOTION CARRIED. Paul Fortino appointed as Township member on Executive Board until December.

Emmendorfer asked who would be open to taking the Secretary/Treasurer role that is now open. Barrett stated he would be willing to take the position.

Action Taken: Motion by Gerhinger, support by Green to appoint Brad Barrett to replace Karen Miller as Secretary/Treasurer for the Executive Board.

ALL AYES MOTION CARRIED. Brad Barrett appointed as Secretary/ Treasurer for Executive Board.

6. OLD BUSINESS

A. Advisory Board Report (Covered at Membership) Chief Fairchild

Chief Fairchild stated the 800 MHz radio updates have been going well. Procomm has provided weekly updates and estimates that by the end of this week they will have the entire East side done, with the exception of Burton. (Richfield Township, Davison City, Davison Township, Gaines Township, Grand Blanc City and Grand Blanc Township will have installs and upgrades done by end of this week.) Procomm is slowly working their way across the county to each agency however they will hold off on the Sherriff's Department and The City of Flint, because they will need to bring all of their people in at once for these agencies due to their size. The fix on the radios seems to be working; no one has had any complaints. Issues brought up by Flint City regarding mics and batteries was addressed by Procomm and corrected last week. Fairchild reported the 800 Pager system is still having issues with inconsistency of pagers going off. Going back to all Fire Chiefs and asked them to start documenting all specifics with pager issues as they arise so they can continue to report back to the company. Tremaine stated she received a call from Unication and they plan to personally make a visit to the top 4 agencies that have had the most complaints and will work with them to find answers. Unication feels a software upgrade is a fix, however they are waiting on approval from the State before it can be pushed out. Fairchild stated Sirens are now all up and running and being controlled by 911.

B. 800 MHz Radios / Remediation Tremaine

Tremaine stated remediation is scheduled to be completed by September 13th and so far, everything is progressing well. No complaints from anyone at this time, radios are all coming back on line as soon as they have finished remediation. If there are any complaints please let her know.

C. Emergency Sirens Update (Covered at Membership) Tremaine

Tremaine stated all Emergency sirens have been updated by Westshore. Invoices have been sent out to all Townships, Villages or Agencies. A screen in the 911 dispatch center can now view each of the sirens. Last test conducted was successful. Barrett asked Tremaine if The City of Flint had their updates completed, Tremaine stated yes, they did.

D. Invoices over \$5000 (3) Tremaine

Tremaine provided receipts detailing the three purchases over \$5,000. First item was the Boiler that was replaced, second was the annual maintenance on the phone system, and last was the annual maintenance on the 9 towers charged by MPSCS.

E. Entrance Gate Update

Tremaine

Tremaine reported in the Directors Report, that the gate has one final task to be completed to connect the gate to the motors on each side of the drive. The company is working to finish this. Tremaine stated the Michigan Fence gave a recommendation to keep the gates open through the day and closed at night to help reduce the excessive wear and tear on the motors that occurs due to the length of the gates. Discussion took place regarding security concerns of having the gates open during the day. Gehringer stated that the security of the area most likely outweighs the cost of a few motors being replaced. Final decision will be up to the Director on daily use of the gates.

F. Rave Smart 911 Marketing Material

Tremaine

Tremaine provided a sample of marketing material for final approval. Tremaine will have roughly 4,000 printed and given to agencies so they can distribute the information to the community.

Tremaine requested a vote to approve design and cost of ordering 4,000 Rave Smart 911 marketing cards as presented.

- Gehringer Aye
- Flint Twp Miller Aye
- Fortino Aye
- Fuhr Aye
- Emmendorfer Aye
- Green Aye
- Barrett Aye
- Zelenak Aye
- Sidge Aye
- Ellenburg Aye
- Courts Aye
- Brantley Aye
- Pickell Aye

ALL AYES, REQUEST APPROVED.

7. NEW BUSINESS

A. Approve 3 Purchases over \$10,000

Tremaine

Tremaine presented an estimate to have all of the light bulbs replaced with LED bulbs in the dispatch center. Some bulbs have been replaced already due to necessity, and they need to consider the energy credit that would be available if they need to replace the light bulbs in the entire center. Zelenak suggested that advertisement be done to receive additional bids on this job before a decision is made to approve this estimate. Tremaine is looking for recommendations from the Board to have this entire job done at once for the dispatch center or if she should just handle replacing bulbs as needed.

Discussion took place to encourage looking for other companies in the area to do this work before a final decision is made. Comments were also made to carefully consider new LED lights in the dispatch center, positive and negative feedback had been noted in other facilities regarding the LED lighting installed.

Action Taken: Motion by Barrett, support by Gerhinger to support this project of gathering additional bids and have further purchasing quotes brought forward for final approval.

ALL AYES MOTION CARRIED

Tremaine presented second item which is the air conditioning unit on the dispatch center roof. The AC unit is very near the end of its life and is requiring weekly or biweekly maintenance to run optimally right now. The estimated lifespan for the current unit is 25 years, it has lasted 24 years. Quotes provided by Dee Cramer and Goyette gave pricing for a Trane unit and Carrier, which are the only two available to match the size of what is currently in place. Tremaine had looked into getting a price break by replacing both the MSP and Dispatch center's units at the same time. Savings by doing both would be around \$10,000. Overall estimate would be \$110,000 for two units to be purchased and installed.

Discussions continued covering additional details on pricing, companies available to complete the work as well as concerns causing this to be addressed at this time. Tremaine stated that the center's computer equipment builds up a lot of heat within the center so the air conditioning is run all year long so it is important to have it running optimally. Barrett asked that Tremaine be sure to check into any rebates available on purchase and installation of the new units.

Action Taken: Motion by Barrett, support by Zelenak to waive the purchasing policy and authorize the Director to purchase two air conditioning units. Approved total purchase price up to \$110,000 for two units, one for Michigan State Police Post and one for Dispatch Center.

Gehringer	Aye
Flint Twp Miller	Aye
Fortino	Aye
Fuhr	Aye
Emmendorfer	Aye
Green	Aye
Barrett	Aye
Zelenak	Aye
Sidge	Aye
Ellenburg	Aye
Courts	Aye
Brantley	Aye

ALL AYES MOTION CARRIED

Tremaine presented the InTime software purchase at an initial set up price of \$9,100 and an annual cost of \$4,990 after the first year. This new software will replace the ePro scheduling program they recently tested and found it does not work well for the dispatch centers 24/7 operation needs. InTime has been used and recommended by numerous other police agencies around the country.

Action Taken: Motion by Zelenak, support by Brantley to approve purchase of InTime software.

Gehring	Aye
Flint Twp Miller	Aye
Fortino	Aye
Fuhr	Aye
Emmendorfer	Aye
Green	Aye
Barrett	Aye
Zelenak	Aye
Sidge	Aye
Ellenburg	Aye
Courts	Aye
Brantley	Aye

ALL AYES, MOTION CARRIED

B. Employee Contracts

Atty. Lattie

Emmendorfer references employee contracts to be reviewed and approved. Lattie stated all contracts discussed show 10% into retirement, 80% paid medical, 12 paid holidays, 256 hours paid time off. If paid time off is not used they get paid out at 50% of base pay, it does not carry over. Jones will receive \$90,000 down from \$94,000; auto allowance of \$300 a month is removed. Jones will need to submit mileage to the Director for reimbursement based on current IRS rates. Plumb will receive \$77,000, up from \$76,751; auto allowance of \$100 a month is removed. Shook will receive \$80,000, from \$79,814. They will all retain dental and vision plans along with short and long term disability.

Wambold will go from \$57,116, to 58,000. He currently gets over 300 hours of paid time off, because he’s previously signed under dispatch contract.

All are one year contracts at this time, consider them holding contracts before the center decides on offering multi-year contracts for certain positions. Tremaine asked to clarify if the contracts have a clause about outside employment, to which the board replied that it does. Clause states the employee must gain approval from the Director to seek or begin any outside employment.

Action Taken: Motion by Barrett, support by Flint Township’s Miller to approve contracts as written for Scott Shook, David Plumb and Tim Jones.

Gehring	Aye
Flint Twp Miller	Aye
Fortino	Aye
Emmendorfer	Aye
Green	Aye
Barrett	Aye
Zelenak	Aye
Sidge	Aye
Ellenburg	Aye
Courts	Aye
Brantley	Aye

ALL AYES MOTION CARRIED

Action Taken: Motion by Barrett, support by Gehringer to revise and approve Joseph Wambold's contract at \$58,829.48, which equates to a 3% pay raise.

Gehringer	Aye
Flint Twp Miller	Aye
Fortino	Aye
Emmendorfer	Aye
Green	Aye
Barrett	Aye
Zelenak	Nay
Sidge	Aye
Ellenburg	Nay
Courts	Nay
Brantley	Aye

8 AYES, 3 NAYS MOTION CARRIED

C. Status of CMU Tower, 12321 Kipp Rd, Goodrich Atty. Lattie

Lattie explained that a company has presented the Consortium with an option to purchase the CMU tower, located at 12321 Kipp Rd for a cash price of \$422,000. Offer was for \$450,000 purchase price of \$422,000 and includes credit of rent that has already been paid and needs to be accepted in the next 3 weeks. Lattie provided further details comparing cost of maintaining the lease, building a new tower or buying another tower at another site. Lattie sated the annual rental income of approximately \$38,000 a year from the companies currently on the tower would remain and cover the annual tower maintenance. Discussions and agreements will need to take place between the Consortium and the Road Commission as well as the State of Michigan if this purchase takes place. Lattie stated this is being brought up here instead of the General Membership Board because it is personal property, under \$500,000. They will be relying on the five year condition report on of the tower that was on hand from the company selling, they have not hired anyone yet to complete an inspection of the tower.

Action Taken: Motion by Green, support by Zelenak to approve the purchase the CMU Kipp Road tower for \$422,000 provided the conditions of the offer are met and recommendations on the condition are satisfactory.

Gehringer	Aye
Flint Twp Miller	Aye
Fortino	Aye
Emmendorfer	Aye
Green	Aye
Barrett	Aye
Zelenak	Aye
Sidge	Aye
Ellenburg	Aye

Courts Aye
Brantley Aye

ALL AYES, MOTION CARRIED

Barrett asked Director Tremaine what the ramifications would be if this purchase was not approved and the tower was shut down. Tremaine said if they lost use of this tower now it would be critical and detrimental to the county’s Emergency communications system. The communication system would not work as it does now without that tower.

D. Plante Moran Budget Contract

Tremaine

Tremaine stated an update to the professional service contract for Plante Moran in FY19 budget will be going from \$10,000 down to \$5,000. No additional Board approval is required for this amount.

8. OTHER BUSINESS

None

9. DIRECTORS REPORT

Tremaine

Director’s Report has been covered in above discussions.

10. COMMITTEE REPORTS

None

11. ATTORNEY REPORT

Atty. Lattie

Lattie has nothing additional to add.

12. PUBLIC COMMENTS

Thank you to Paul Zelenak.

13. ADJOURNMENT

Meeting adjourned at 4:50 pm by Chairman Mark Emmendorfer