

GENESEE COUNTY COMMUNICATIONS CONSORTIUM
Executive Board Meeting
July 9, 2019
Genesee County 9-1-1
2:00 p.m.

Minutes

1. CALL MEETING TO ORDER

Meeting called to order at 2:03 pm by Chairman Emmendorfer.

2. PLEDGE OF ALLEGIANCE

3. ATTENDANCE ROLL CALL

Members Present: Fred Thorsby, Flushing Township; Paul Fortino, Gaines Township; Steve Fuhr, Genesee Township; Mark Emmendorfer, Montrose Township; Brad Barrett, Flushing City; Sam Stiff, Gaines Village; Kim Courts, Genesee County; Charles Barker, Michigan State Police; Christopher Swanson, Undersheriff -attending for Sheriff Robert Pickell.

Members Absent: Chris Gehringer, Clayton Township; Karyn Miller, Flint Township; Wendy Jean-Buhrer, Grand Blanc City; Ellen Ellenburg, Genesee County, Robert Pickell, Sheriff.

Others Present: Brian Fairchild, Lyndon Lattie, Tim Jones, Scott Bennett, Rebecca Dawson, Janine Ferguson, Jodie Guigear, Sheila Mushkin, Lakie Varner, Michael Varner, Todd Dawson, Spring Tremaine, Valerie Moore – recorder

4. APPROVAL OF AGENDA, MINUTES & ACCOUNTS

**Chairman
Emmendorfer**

- **Current Agenda – July**
- **June 11, 2019 Executive Board Meeting Minutes**
- **Accounts – June 2019**
- **Treasurers Report – June 2019**

Action Taken: Motion by Courts, support by Barrett to approve current agenda, June meeting minutes, June accounts and Treasurers report.

Roll Call Vote:

Thorsby	Aye
Fortino	Aye
Fuhr	Aye
Emmendorfer	Aye
Barrett	Aye
Stiff	Aye
Courts	Aye
Barker	Aye
Swanson	Aye

All Ayes, Motion Passes

5. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

Service Award Presentations

Tremaine / Jones

Tremaine and Jones presented 3 employees with Service Awards for over 20 years of service to Genesee County 9-1-1. One employee was not able to be in attendance. Supervisor Becky Dawson, 22 years, Janine Ferguson with 21 years, and Jodie Guigear with 21 years. Not present at the meeting, Lisa Marmuziewicz with 21 years of service.

6. OLD BUSINESS

A. Advisory Board Report

Chief Fairchild

Fairchild reported the Advisory Board discussed the re-programming concerns of the 800 MHz radios and the issues that have been documented. All known and documented issues have been turned over to Tremaine to resolve or address with the State. Tremaine will have further update in her report.

Advisory Board has agreed to allow the Fire Liaison position that Tremaine has requested for training Dispatchers on Fire Dispatching. Kirk Wilkinson has been selected to fill this position of Fire Liaison.

Pager agreements have all been delivered to the Fire Chiefs. Agreements need to be signed and returned to Jones as soon as possible.

Fairchild reported that Grand Blanc City FD has received all of the radios that were authorized. He is not aware of any additional update or issues from Grand Blanc City at this time.

Fairchild will be retiring as of July 31, 2019. Members offered 'Congratulations' and 'Thank-you' for his years of service and dedication to Genesee County and the Boards that he served on during his career.

B. Radio Reprogramming

Tremaine

Tremaine presented the list of issues that have been documented and presented to the State to be included in the reprogramming. If anyone has had an issue that is not on this list, they need to advise immediately so it can be included before the State is given final approval to make the changes.

Tremaine stated there will be a final reprogramming meeting on Thursday, July 11, 2019 at 10 am at the Grand Blanc Township PD. They will discuss what has been documented and what may need to be added to the list before the final submission and approval is given to the State.

C. Radio Inventory

Jones

Jones reported that the old radio inventory collection and the final report is complete. Jones is requesting that the Board consider one of the 3 options he detailed in his letter and offer a recommendation for the repurposing of the grant purchased equipment that is now on hand.

Options presented for the reusable equipment disposal are:

- 1) Offering the radios to local EMS companies (private companies) and/or Mass Transit Authority (MTA) or local colleges, not sure if this is legally allowed.
- 2) Offer to Law Enforcement agencies outside of Genesee County, neighboring counties.
- 3) Offer to Law Enforcement agencies within Region 3- Michigan which covers from the thumb area up to Oscoda.

Discussion took place regarding the legal concerns or restrictions in completing this donation of equipment to agencies, municipalities & non-profits verses for-profit agencies. Option 3 was voted on.

Action Taken: Motion made by Swanson, support by Courts to give notification and distribute a message to Region 3 area Police, Fire and Municipal EMS Services letting them know they will have first choice on this equipment.

Roll Call Vote:

Thorsby	Aye
Fortino	Aye
Fuhr	Aye
Emmendorfer	Aye
Barrett	Aye
Stiff	Aye
Courts	Aye
Barker	Aye
Swanson	Aye

All Ayes, Motion Passes.

D. 457b Accounts

Tremaine

Tremaine provided an update regarding the motion that was made and approved during the May meeting for the 457b plan. She stated after more research was done; this action item cannot be adhered to due to IRS regulations on 457b plans. No loans will be allowed at all. The addition or change to “approved qualifying events” for a “hardship withdraw” are not allowable within the 457b plan.

7. NEW BUSINESS

A. Legal Services RFP Draft

Tremaine

Tremaine presented Legal Services RFP draft that was recently updated by the Personnel / Professional Contracts Committee. Tremaine stated that if anyone has additional recommendations or changes that they would like made to this RFP please make them known so they can move forward with the process.

Latties letter to the Board still needs to be approved when there is a quorum in attendance. The letter will be re-addressed at the General Membership meeting in September.

At this time the process of searching for new Legal representation will continue to move forward. All recommendations will be reviewed by the Personnel / Professional Contract Committee and brought to the Board for consideration and approval.

B. Flint MDC Purchase

Tremaine

Tremaine stated Flint has made the purchase of new MDC's with our pricing discount. Flint is still working out how they plan to handle the programming, maintenance and servicing of the new MDC's. Once they come up with a plan they will be asked to present to the Board for consideration and approval.

Barrett requested clarification on the plan for 9-1-1 budget or a timeline for the purchase of new MDCs so that municipalities can be informed. Tremaine stated that she had previously advised municipalities should begin to plan & budget for their own purchase of new MDCs. She said the MDC do not require a battery to operate, and the batteries can be replaced if they choose to, but 9-1-1 will not purchase consumable items. Tremaine does not recommend going out and buying new equipment that isn't broken or out of warranty. There are still many warranty items being sent in and fixed at this time. These MDC's can still last many years beyond the end of warranty.

Sheriff Robert Pickell arrived to meeting at 2:30 pm, Christopher Swanson left the meeting after Pickell's arrival.

C. Parking Lot Repair Costs

Tremaine

Tremaine presented two proposals for work to be done on the employee parking lot, which includes adding 2 handicap parking spots, new striping, sealing cracks and clean-up. Originally 4 proposals were presented to the Building & Grounds Committee from Curbco Inc., only these two proposals were recommended and approved by the committee to move forward with at this time.

Action Taken: Motion by Emmendorfer, support by Barrett to proceed with the two proposals presented by Curbco Inc. for work on the 9-1-1 parking lot.

Roll Call Vote:

Thorsby	Aye
Fortino	Aye
Fuhr	Aye
Emmendorfer	Aye
Barrett	Aye
Stiff	Aye
Courts	Aye
Barker	Aye
Pickell	Aye

All Ayes, Motion Passes

D. Staffing Study Results

Tremaine

Tremaine presented a brief summary of the staffing study that she recently had completed. The results of the study show that the required FTE for Dispatcher / Call-taker positions is less than what had previously been recorded and planned for. The new study shows that the required number of FTE Dispatcher / Call-takers should be forty-nine (49), and number of FT Supervisors should be six (6).

Tremaine stated part of the intent of this study was to determine the number of required FTE's among other things available to Mgmt. and the Board. This information is necessary to plan & maintain proper staffing levels at 9-1-1 going forward as well as for budget purposes. Discussion continued related to details covered in the Staffing Study report, and implications or changes that should be made based on the results.

Emmendorfer suggested a motion be made to set the level of Dispatchers and Supervisors based on the new study results. No action taken. Study results were requested to be presented by Tremaine at the next meeting.

Action Taken: Motion made by Pickell, support by Courts to have Tremaine present the complete Staffing Study to the Board at the next meeting.

All Ayes, Motion Passes.

8. **OTHER BUSINESS** None

9. **DIRECTORS REPORT**

Tremaine

Tremaine presented a draft of a policy regarding Consensual Relationships and Nepotism policy that is being considered for addition into the Employee Handbook. She is asking for members thoughts and/or suggestions on this prior to including it in the Employee Handbook.

Attorney Lattie suggested this item be tabled until he can review and offer feedback.

10. **COMMITTEE REPORTS**

A. **CAD Committee**

Tremaine

1. CLEMIS Demo – July 8, 2019 @ 9 am – Noon
2. Tyler/ New World – August 1, 2019 @ 9 am - 4 pm

11. **ATTORNEY REPORT**

Atty. Lattie

Nothing additional to add.

12. **PUBLIC COMMENTS**

13. **ADJOURNMENT**

Meeting adjourned at 3:18 pm by Chairman Emmendorfer.

Next Meeting:

Executive Board

August 13, 2019 @ 2 pm