

**GENESEE COUNTY COMMUNICATIONS CONSORTIUM**  
**Executive Board Meeting**  
**February 12, 2019**  
**Genesee County 9-1-1**  
**2:00 p.m.**

**Minutes**

**1. CALL MEETING TO ORDER**

Meeting called to order at 2:00 p.m. by Chairman Emmendorfer

**2. PLEDGE OF ALLEGIANCE**

**3. ATTENDANCE ROLL CALL**

**Members Present:** Chris Gehringer, Clayton Township; Fred Thorsby, Flushing Township; Paul Fortino, Gaines Township; Steve Fuhr, Genesee Township; Mark Emmendorfer, Montrose Township; Brad Barrett, Flushing City; Wendy Jean-Buhrer, Grand Blanc City; Sam Stiff, Gaines Village; Kim Courts, Genesee County; Ellen Ellenburg, Genesee County; Todd Mapes, Michigan State Police

**Members Absent:** Karyn Miller, Flint Township; Robert Pickell, Sheriff

**Others Present:** Joe Oskey, Kirk Wilkinson, Ryan Volz, Tim Jones, Kevin Salter, Lyndon Lattie, Spring Tremain, Valerie Moore - recorder

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

**Chairman  
Emmendorfer**

- **Current Agenda - February**
- **January 8, 2019 Executive Board Meeting Minutes**
- **Accounts – January 2019**
- **Treasurers Report – January 2019**

**Action Taken:** Motion by Ellenburg, support by Fuhr to approve February Agenda, January Minutes, January Accounts and Treasurers report.

**Roll Call Vote:**

Gehringer	Aye
Thorsby	Aye
Fortino	Aye
Fuhr	Aye
Emmendorfer	Aye
Barrett	Aye
Jean-Buhrer	Aye
Stiff	Aye
Courts	Aye
Ellenburg	Aye
Mapes	Aye

**All Ayes, Motion Passes**

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

None

## **6. OLD BUSINESS**

### **A. Advisory Board Report**

**Chief Fairchild**

Fairchild was not able to attend; Wilkinson provided the Advisory board report. The radio reprogramming that is supposed to happen after the go live date will be discussed at the Fire Chiefs meeting on February 20<sup>th</sup>. The Advisory board is requesting that any vote by the Executive Board regarding the reprogramming and future purchases be delayed until the March. This will allow the Fire Chiefs time to discuss and bring back their recommendations to the Executive Board in March.

### **B. 800 MHz Radios Installation**

**Tremaine**

#### **1. POV Installs**

Decision needed by the Board regarding the install of radio in POV's. Some of the radio installs are on hold at this time due to questions raised by ProComm during the installation process into POV's. Jones stated the concern is that if someone other than ProComm is completing the install in their POV, the warranty on the radio could be voided.

Fortino stated that each municipality should have their own policy regarding any POV radios assigned due to the way their department responds to calls; any radios installed in a POV would require the Fire Chiefs approval.

Discussion continued regarding necessity of the radios' identified for POV installs, liability and replacement of radios if anything should happen while installed in the POV, installation/transfer of the radio into another vehicle in the future.

All further installs need to be completed by ProComm in order to guarantee Warranty is still valid. Any installs completed by anyone other than ProComm need to be inspected and approved by ProComm. Request that a letter from ProComm be provided when any specific department is found to have a radio in a POV that was not installed by them, as documentation and notice that they cannot guarantee any warranty issues will be covered.

Board to give Tim authorization to sort out remaining POV installs to meet Boards requests.

**Action Taken:** Motion made by Thorsby, support by Gehringer to authorize Jones to move forward with complete coordination of installs with the assistance of ProComm to jointly work with each Fire Chief to come up with a final inventory count for all radios are being installed.

**All Ayes, Motion Passes**

## **2. Tower Remediation**

Tremaine reported that remediation is scheduled for February 20<sup>th</sup> 2 a.m. – 6 a.m. Communication issues are hard to predict during the remediation. Tremaine is requesting that everyone push this notice out to all Agencies so they are aware of this scheduled upgrade and be prepared with the suggestions to assist communications during that time. Notice has already been sent to all Chiefs, with detailed information on what to expect during the upgrade.

### **C. Licensing Agreement Letter**

**Tremaine**

Tremaine presented the Licensing agreement letter regarding consumable products to be sent to all agencies. Once this draft is approved, the letter will be sent out to all agencies.

**Action Taken:** Motion made by Thorsby, support by Courts to approve the letter presented.

**All Ayes, Motion Passes**

## **7. NEW BUSINESS**

### **A. Future Purchases - radio/MDC/pager counts**

**Tremaine / Jones**

Tremaine discussed the matter of new equipment purchase requests that have been coming in for MDC's and pagers. Tremaine is asking for a final decision to be made on the purchase of new equipment.

**Action Taken:** Motion by Thorsby, support by Courts that Genesee County 911 will not be responsible for furnishing new equipment. They could replace what is currently in the field, but will not add any new equipment (radio's, MDC's or pagers) to the inventory when departments increase numbers.

**Roll Call Vote:**

Gehring           Aye  
Thorsby           Aye  
Fortino            Aye  
Fuhr               Aye  
Emmendorfer     Aye  
Barrett            Aye  
Jean-Buhrer      Aye  
Stiff               Aye  
Courts            Aye  
Ellenburg         Aye  
Mapes             Aye

**All Ayes, Motion Passes**

**Action Taken:** Motion made by Barrett, support by Thorsby to move the question/discussion, of future funding of purchasing new MDC's, to the budget committee.

**All Ayes, Motion Passes**

**B. Personnel Changes**

**Tremaine**

Operations Manager, Dave Plumb has turned in his letter of resignation. Tremaine stated she has chosen to not hire a replacement for that position at this time.

Tremaine would like to take some time to make a determination on the necessity of that specific role going forward. Tremaine proposed that the Accounts Manager position will go from part time to full time to ensure the payroll responsibilities are handled as needed.

Contract committee will review a contract for Accounts Manager and bring to board in March for a vote.

**Action Taken:** Motion made by Courts, support by Barrett to accept the letter of resignation from Dave Plumb, Operations Manager at 911.

**All Ayes, Motion Passes**

**C. Antivirus Software Quote**

**Tremaine**

Tremaine stated the Center was forced to change Antivirus software based on government requirements. New provider for Antivirus software will now be Net Source One. Cost for monthly services by Net Source was presented to members.

**Action Taken:** Motion by Thorsby, support by Fuhr to approve the purchase and change of antivirus software.

**Roll Call Vote:**

Gehring           Aye  
Thorsby           Aye  
Fortino            Aye  
Fuhr                Aye  
Emmendorfer     Aye  
Barrett            Aye  
Jean-Buhrer      Aye  
Stiff               Aye  
Courts            Aye  
Ellenburg         Aye  
Mapes             Aye

**All Ayes, Motion Passes**

**D. Invoices over \$5000 (3)**

**Tremaine**

Tremaine presented copies of the Invoices for expenses over \$5000.00 paid during the month of January. Included was Stevens Fence for the final gate repair, Goyette for the new AC units and CDW Government for server software.

**E. Emergency Siren Integration**

**Tremaine**

Tremaine stated that the final step in the Emergency Siren Integration is for all Agencies to provide agreement and complete the full integration of the county wide warning system. Once integration is complete all sirens in Genesee County would be under primary control from 911 Center, as well as the ability of one or more of the community control points to activate the county wide alert if necessary.

Cost of this final integration process is included in the total amount paid for the complete upgrade.

**Action Taken:** Motion made by Gehring, support by Thorsby to go along with Tremaines recommendation to move forward and complete this Integration, move away from the stand alone system to the county wide integrated system.

**All Ayes, Motion Passes**

**F. Committee Directory**

**Chairman Emmendorfer**

Emmendorfer presented the new 911 Committee directory for members.

**8. OTHER BUSINESS**

**A. Uniform Purchase**

**Tremaine / Moore**

Consortium Board members are able to purchase a Genesee County 911 Logo uniform shirt at their own cost if interested. Orders are being collected now.

**9. DIRECTORS REPORT**

**Tremaine**

Nothing additional to add.

**10. COMMITTEE REPORTS**

None

**11. ATTORNEY REPORT**

**Atty. Lattie**

Lattie presented new lease agreement in writing for Board’s approval. This agreement was already voted on by the General Membership in December when terms of lease agreement were originally presented. Lattie recommends the Board move forward to approve the wording of this written lease agreement so the final agreement can be signed by Genesee County 911. Genesee County Road Commission has signed the lease as of February 5, 2019 and is currently operating under the lease agreement.

**Action Taken:** Motion by Fortino, support by Ellenburg to approve the language of the lease agreement (contract).

**Roll Call Vote:**

Gehring	Aye
Thorsby	Aye
Fortino	Aye
Fuhr	Aye
Emmendorfer	Aye
Barrett	Aye
Jean-Buhrer	Aye
Stiff	Aye
Courts	Aye
Ellenburg	Aye
Mapes	Aye

**All Ayes, Motion Passes**

**12. PUBLIC COMMENTS**

**13. ADJOURNMENT**

Meeting adjourned at 3:36 p.m. by Chairman Emmendorfer.

**Next Board Meeting:  
Tuesday March 12, 2019**