

GENESEE COUNTY COMMUNICATIONS CONSORTIUM
General Membership Meeting
Genesee County 9-1-1
September 12, 2023
2:00 pm

Location: Charter Township of Mundy
3478 Mundy Ave, Swartz Creek, MI 48473

MINUTES

1. CALL MEETING TO ORDER

Meeting called to order by Vice Chair Vicki Corlew at 2:03 pm.

2. PLEDGE OF ALLEGIANCE

3. ATTENDANCE ROLL CALL

Members Present: Katie Vick, Atlas Township; Thomas Spillane, Clayton Township; Jim Slezak, Davison Township; Vince Lorraine, Fenton Township; Karyn Miller, Flint Township; Mary Ann Price, Forest Township; Paul Fortino, Gaines Township; Dan Eashoo, Genesee Township; Scott Bennett, Grand Blanc Township; Coetta Adams, Montrose Township; Chad Young, Mundy Township; Brian Arnes, Richfield Township; Sheryllynn Russo, Vienna Township; Greg Fenner, Burton City; Andrea Schroeder, Davison City; David Lewicki, Flushing City; Wendy Jean-Buhrer, Grand Blanc City; Ellen Glass, Linden City; Todd Pangle, Montrose City; Vicki Corlew, Mt. Morris City; Sherry Moore, Goodrich Village

Members Absent: Brian Saad, Argentine Township; Fred Thorsby, Flushing Township; Jolena Sanders-Sims, Mt Morris Township; Rachel Stanke, Thetford Township; Doug Vance, Clio City; Clyde Edwards, Flint City; Adam Zettel, Swartz Creek City; Connie Greene, Gaines Village; John Ray, Otisville Village; Michelle Davis, Genesee County

Others Present: Bruce Trevithick, Jim Busch, Robert Leonard, Trent Lowe, Yvonne Brantley, Richard Cronkright, Anthony Chubb, Tim Jones, Dave Plumb, Corissa Hull, Valerie Moore-recorder

4. AGENDA APPROVAL

**Vice Chair
Corlew**

Corlew requested that an amendment be made to the agenda, under New Business, item 8. F. will be the Hexagon contract.

Action Taken: Motion by Bennett, support by Slezak to accept the agenda as amended.
All Ayes, Motion Passed

4. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

None

6. APPROVAL OF MINUTES

- **March 14, 2023**
- **April 11, 2023 – Special Meeting**
- **June 13, 2023 – No Quorum**

Action Taken: Motion by Miller, support by Slezak to approve the meeting minutes from March 14, 2023, meeting, April 11, 2023, Special meeting and the June 13, 2023, meeting as noted with no quorum.

All Ayes, Motion Passed.

7. OLD BUSINESS

A. Advisory Committee Report

Chief

Wilkinson

Chief Wilkinson reported that during the August 22, 2023, Advisory Committee meeting Deputy Director Plumb gave an update on the EMD Sub-committee, and a CAD update. Wilkinson relayed an update provided by Chief Tony Craig on the current Driver's License reader systems. The current swipe readers are being phased out and will not be supported so the police departments will need new Driver's License scanners that will be needed when the new QR codes are used. They reached out to the courts to request help with funding to purchase the new equipment and had been told they may only receive about ten percent of the cost for the scanners. Wilkinson noted that the Police departments will be looking for extra funding to upgrade the scanners for the new drivers' licenses when they start coming out later this year.

8. NEW BUSINESS

A. FY22-23 Budget Amendment

Jones

1. Capital Project, Technology Fund

Jones requested Shawna Farrell to present the budget amendment for FY22-23. Farrell outlined the requested amendment that will re-align certain budget categories that were under budget along with several that were over budget based on projections for the end of September. The projected income is slightly higher than previously budgeted for with Operational Charges we are projecting an increase of around \$340,000, an increase of LEIN income by \$16,326, along with a small local grant that was received for \$16,880 which was not in the original budget.

The expenses that were over budget by the largest amount were Overtime at \$176,672 and Facility expense at \$25,920. A few other items that were over budget included Contracted services by \$9,248; Accounting fees by \$3,200; Building Maintenance by

\$6,100; Insurance by \$1,790; and Telephones by \$1,100. Several areas of reduction of expense items due to projects that were put on hold and moved to 2024 budget or part of the CAD project and not completed this year. Additional savings over several expense categories ultimately increased the available fund balance, and the decision was made to move some of these additional funds to the Capital Project Fund and Technology Fund. The transfer out for Capital Project Fund was increased by \$406,280 making the total transfer amount of \$500,000 to the Capital Project Fund. The transfer out for Technology Fund was increased by \$150,000 making the total transfer amount of \$300,000 to the Technology Fund.

With all budget amendment changes, we will be adding an additional \$449,890 to our General Fund balance.

Miller asked if we are now fully staffed, or once we are fully staffed will we start to see the overtime go down?

Jones noted that once we are fully staffed it will start to go down, but it will most likely be into next year when we see the decrease. In order for this to go down we have to get all of the new hires through training and that takes a minimum of 6 months per group.

Action Taken: Motion by Slezak, support by Bennett to accept the FY 2023-24 budget amendment including the fund transfers as presented.

Roll Call Vote:

Vick	Aye
Spillane	Aye
Slezak	Aye
Lorraine	Aye
Miller	Aye
Price	Aye
Fortino	Aye
Eashoo	Aye
Bennett	Aye
Adams	Aye
Young	Aye
Arnes	Aye
Russo	Aye
Fenner	Aye
Schroeder	Aye
Lewicki	Aye
Jean-Buhrer	Aye
Glass	Aye
Pangle	Aye
Corlew	Aye
Moore	Aye

All Ayes, Motion Passed

Farrell presented the proposed FY23-24 Budget to the Board members. Farrell covered a variety of changes made in comparison to the FY22-23 amended budget that was just reviewed. Key areas for increases again next year will be under salary and wages, with the increase of wages earlier this year and plans to continue to increase staffing over the next year. The current inflation is causing us to see an overall increased cost in everything from equipment, maintenance, and services but our income, operational charge has not increased to match these inflation changes. The total proposed budget expenditures total \$9,488,034, this results in a budget deficit of \$635,759 expected for FY23-24.

You have not seen a budget deficit since 2018, and we are now in a similar position since we are at the end of the current surcharge rate.

Jones stated based on this year's budget we can all see the need for us to focus on an increase in our surcharge fee next year. We are currently working with Farrell and the Budget Committee on a five-year forecast to help us determine what we need to move forward with in terms of the increase in the surcharge to continue to cover our operational costs over the next few years. We are working to line up our proposal with the elections dates in early 2024 and based on timing of an election and submitting the results to the State after it's approved in 2024, we will see the increased funding by fall quarter 2025.

Schroeder noted that the elections dates have not been set yet, but the primary would be either in February or March, and the next ones would be August or November of 2024. Further discussion on 2024 election dates and the addition of our surcharge proposal on the ballot for the specific election dates.

Farrell summed up her review of the proposed General Fund budget and stated that we can expect to see a very similar deficit again in next year's budget until we get a surcharge increase.

Farrell presented the Capital Project fund budget and Technology Fund. Due to the General Fund budget deficit for FY23-24 there will not be any budgeted transfers from the General Fund into either Capital Project, or Technology Fund next year, the only income will be the interest income from the CD accounts. The Technology Fund expenditures planned for \$798,000, which will reduce the fund balance to \$1,791,705. The Capital Project fund budget is expecting expenses of \$80,000 for the year, decreasing the fund balance by year end to \$5,303,594.

Action Taken: Motion by Bennett, support by Slezak to approve the budgets for FY23-24 as presented.

Roll Call Vote:

Vick	Aye
Spillane	Aye
Slezak	Aye

Lorraine Aye
Miller Aye
Price Aye
Fortino Aye
Eashoo Aye
Bennett Aye
Adams Aye
Young Aye
Arnes Aye
Russo Aye
Fenner Aye
Schroeder Aye
Lewicki Aye
Jean-Buhrer Aye
Glass Aye
Pangle Aye
Corlew Aye
Moore Aye

All Ayes, Motion Passed

C. 5-Year Forecast

Jones

Jones referred to the surcharge increase that he just spoke on. He stated that we have been talking with the Budget committee and have been working on several things that need to be considered in the five-year forecast. We have Gazall Architects working with us to provide analysis to help plan for a move to a new center, we also had a recent staffing study conducted and will need to increase our staffing size from 50 up to 66. If anyone has any questions on this, or if you would like to join the meetings, please feel free to call us, we want to have everyone on the same page as we move forward in planning for the surcharge renewal.

D. Personal Service Contracts – in Review

Jones/Chubb

Chubb stated that the Personal Service Contract committee met, the employees under these contracts have provided counter proposals, so we will meet again later this week. We will bring the contract back next month to the Executive Board; however, an extension is needed on the current contract for Shook, Moore and Wambold since they are all ending on September 30, with no automatic continuation or renewal. Plumb and Jones contracts don't expire until December so there is no extension needed for theirs.

Action Taken: Motion by Bennett, support by Slezak to extend the Personal Service Contracts for Shook, Wambold and Moore through the October 10, 2023, Executive Board meeting.

All Ayes, Motion Passed.

E. New I.T System Specialist

Jones

Jones introduced Jared Adams, he is our new IT System Specialist. Adams is a graduate of the University of Michigan with a master's degree in computer science and information.

F. Hexagon Contract

Jones

Jones introduced Hexagon Director of Sales, Trent Lowe. Jones stated that Hexagon has presented us with a proposed contract for the upgrade of our CAD system, for the cost of \$747,048.51.

Jones is requesting the Membership approve this Hexagon contract to move forward with the upgrade of our CAD system. This cost is included in the 23-24 Technology Fund budget that was just approved in the \$798,000 expense for the year. This upgrade will include a new mobile feature as well. With this upgrade will have a new maintenance contract cost after the first year of this new upgrade the annual maintenance will be \$92,000, in 2025 it will be \$97,000 and then in 2026 it will be \$189,000.

This contract has been reviewed by Attorney Chubb, as well as Plumb and Shook to help ensure we don't end up on the same path we've been on the past few years. They have helped ensure we have what we truly need included in this upgrade, and none of the extras.

Adams asked when this would take effect and how long with this upgrade take?

Jones stated this is budgeted for October 1, which is when they will sign and enter into the contract, the execution would be 30-45 days.

Lowe of Hexagon stated they will move as fast as possible, and they will get the project kicked off in around 30 days. The team will get the project kicked off knowing the timing of this is heading right into November and December with Holidays and vacations.

Following the project kick off they will have a total implementation time of around six months.

Adams asked how much training would be required.

Jones replied that since this is an upgrade of a system we currently use, there will be minimal training for our staff as well as mobile users. There will be new/additional features or some changes to the layout of what we use now so training will not be as intensive for the current users.

Glass asked if the annual maintenance being paid will include updates to keep up with the latest version of the software or if we will be back in this same position a few years from now and will have to pay for another upgrade?

Jones replied that we paid for annual maintenance which provided system support and maintenance for our current system. Upgrades that were pushed were now all taken over the years due to how our system was built and what may have been included in those upgrades which would affect how our municipalities are dispatched. For our

response plans, the version we have was best, otherwise we would have had major changes to how our Police, Fire and EMS would be dispatched on the system.

Lowe stated that they are always building new products and versions, and they have many customers that may choose to not take an upgrade for their own reasons, including technology requirements. We continue to support our products with maintenance and support to keep your version in place and updated if you take the upgrades or not.

Continued discussion on future requirements and possible upgrades of the CAD product, technology needed for the upgrades for agencies as well as 911.

Action Taken: Motion by Bennett, support by Slezak to approve the Hexagon contract with the purchase price of \$766,329.17 to upgrade the CAD system including the ICAD Cell edition.

Fortino asked if there are performance milestones that are parallel to the payments that 911 will have to make under this contract?

Jones confirmed there is a listing of the milestones and payments due based on completion of those milestones.

Lowe added that the payments due line up with project milestone completion dates and both parties need to agree on these.

Miller asked if this upgrade would put us back in LEIN compliance.

Jones stated yes, this will bring us all back into LEIN compliance once this upgrade is completed.

Roll Call Vote:

Vick	Aye
Spillane	Aye
Slezak	Aye
Lorraine	Aye
Miller	Aye
Price	Aye
Fortino	Aye
Eashoo	Aye
Bennett	Aye
Adams	Aye
Young	Aye
Arnes	Aye
Russo	Aye
Fenner	Aye
Schroeder	Aye
Lewicki	Aye
Jean-Buhrer	Aye
Glass	Aye
Pangle	Aye
Corlew	Aye

Moore Aye
All Ayes, Motion Passed

9. OTHER BUSINESS

A. Directors Letter to General Members Jones

Jones requested that General Members appoint an alternate representative to attend in your absence so we can continue to have a quorum at our meetings and conduct business. He thanked everyone that was present, and also thanked the Members that have already provided us with documentation appointing their alternates.

Fortino asked if the alternate chosen could be on the Fire Department or Police Department?

Jones and Chubb both confirmed the By-Laws only state they cannot be a Police Chief or Fire Chief.

10. ATTORNEY REPORT Attorney Chubb

Chubb provided an update on the Tyler lawsuit. Tyler has requested to start negotiations and the first meeting is set for the morning of October 10, and this will be in front of a mediator.

I hope to have an answer to our request following that meeting and we can bring the outcome back to the board meeting that afternoon for approval.

11. PUBLIC COMMENTS

None

12. ADJOURNMENT

Action Taken: Motion by Bennett, support by Eashoo to adjourn the meeting.

All Ayes, Motion Passed

Meeting adjourned by Vice Chair Corlew at 3:12pm.

**Next Meeting: Executive Board Meeting
October 10, 2023 @ 2:00 pm
Location: Charter Township of Mundy
3478 Mundy Ave, Swartz Creek, MI 48473**