

**Antrim County 911 Board
Meeting Minutes
2/8/2017**

Present: Dan Bean, Leslie Meyers, Brenda Risksgers, Burt Thompson Mike Bertram, Bill Drollinger, Lt. Derrick Carroll

Absent: Pete Vandenberg

Others Present: Val Craft, Wendy Dawson, Melissa Zelenak

Call to Order:

Chairman Bean called the meeting to order at 1:12 pm.

Approval of Agenda:

Motion by Drollinger, supported by Bertrham to approve the agenda with the addition of the Mass Notification System to new business. Motion Carried Unanimously.

Public Comment:

Janet Koch introduced herself as the Associate Planner and explained that her master thesis will address a joint 911 center. This is not endorsed nor paid for by the county and will be her own thoughts. She will share the results when complete with the Board.

Approval of Minutes:

Motion by Meyers, supported by Ricksgers to approve the minutes of the Regular January 2017 meeting. Motion Carried Unanimously.

Motion Meyers, supported by Drollinger to approve the minutes of the Special January 23, 2017 meeting. Motion Carried Unanimously.

Financial Reports:

Bean presented the fund reports for January 2017 covering the 259, 261 and 262 accounts. Overtime is still an issue as they are two down. They will post the job again next week.

Motion by

Thompson, supported by Bertram to approve the January 2017 report as presented. Motion Carried Unanimously.

New Business:

- **Election of Officers:** Motion by Drollinger supported by Bertram to re-elect the slate of Bean for Chair, Drollinger as Vice Chair and Meyers as Secretary. Motion Carried.
- **2018 Budget:** Bean presented the 911 Capital Outlay Projects Forecast from 2013. There was discussion as to how the Public Safety Committee become the oversight for the 911 Board. There was discussion that there is no other formal Board that has oversight by a committee. This is of issue as PS members do not have the training nor experience of the majority of the 911 Board. As Gank was not able to be at the meeting today, Dan has asked that he review the list and note the accomplishments. Further he would like Gank to identify what on the list is no longer important. Bean also noted that budget time will be here before we know it.
- **911 Millage Election:** County Board of Commissioners voted at a special meeting to put the millage on the May ballot as if it does not pass, they can try again in November as there will not

be enough time to go from August ballot to November. Several members expressed concern and growing apathy toward the 911 Board. Any recommendation or discussion seems to be ignored once it leaves this table.

- **911 Bylaws and Plan:** Tabled

Old Business:

- **PFN Update:** Tabled
- **Mancelona Tower Update:** Everything has been installed. There was a problem with programming and not being able to connect with simulcast. Testing continues. Dawson explained that there were problems with all communications including 800 service this morning. Tweaking continues. Bean brought up that VHF needs to be addressed. They do have to wait until the Mancelona Tower is up and running properly. Drollinger recommended that an independent engineer be brought in. Thompson agrees. If by the time this board meets again, if we are having problems with voice quality, we have a serious problem.
- **McKinney Road Tower Update:** Gank is in discussions with the American Tower. The prop study is behind schedule with TeleRad. Their engineer has had health issues. If this is not completed soon, the Board recommends finding another vendor.
- **Mass Notification:** The mass notification purchase did not make it out of PS committee. After a review of the system and its benefits re-confirmation of the project was made.
Motion by Ricksgers, supported by Drollinger to send back consideration of the Mass Notification System to the Public Safety Committee. Motion carried unanimously.

Communications:

Included in packet.

Operations Update:

Included in packet.

Board Comments: Bertram asked that MCT's be a standing agenda item under old business until final disposition has been made.

Meeting Adjourned at 2:25 pm.

Next meeting – March 8, 2017 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

**Antrim County 911 Board
Meeting Minutes
3/8/2017**

Present: Dan Bean, Leslie Meyers, Brenda Risksgers, Burt Thompson, Bill Drollinger, Lt. Derrick Carroll, Pete Vandenberg, Wendy Dawson

Absent: Mike Bertram

Others Present: Mike Gank, Ed Boettcher, Melissa Zelenak

Call to Order:

Chairman Bean called the meeting to order at 1:01 pm.

Approval of Agenda:

Motion by Drollinger, supported by Thompson to approve the agenda as presented. Motion Carried Unanimously.

Public Comment:

A stack of letters from Mancelona Fire regarding issues and pagers not tripping was presented. This will be addressed under Communications.

Approval of Minutes:

Motion by Meyers, supported by Vandenberg to approve the minutes of the Regular February 2017 meeting. Motion Carried Unanimously.

Financial Reports:

Bean presented the fund reports for February 2017 covering the 259, 261 and 262 accounts. Overtime is still an issue as they are two down.

Motion by Vandenberg, supported by Thompson to approve the February 2017 financial report as presented. Motion Carried Unanimously.

New Business:

- **2018 Budget:** The subcommittee will meet to discuss budget and review the project list. History will be discussed under Operations. **911 Millage Election:** County Board of Commissioners voted at a special meeting to put the millage on the May ballot as if it does not pass, they can try again in November as there will not be enough time to go from August ballot to November. Several members expressed concern and growing apathy toward the 911 Board. Any recommendation or discussion seems to be ignored once it leaves this table.

Old Business:

- **PFN Update:** Through a collaboration of 911 directors with a mission to find ways to save money came NextGen 911. Total cost will be \$137,000 for the Viper System. The group is working on a maintenance plan that could save 50% of the costs. Intent will use PFN as provider and not the outdated long distance lines currently utilized. We will be moving to the ESI-Net system. This will add the redundancy we need.

Motion by Dawson, supported by Drollinger to recommend approval to purchase the Viper system associated with the ESI-Net upgrades at a cost of \$137,385.24 with an additional \$13,500 in maintenance costs each year. Motion carried unanimously.

- **MCTs:** there is \$440,000 in the 2017 budget for the purchase of Mobile Computer Terminals. Gank provided a scope of the project. He took a class on project management and learned that a scope is a much needed commodity to move a project forward. This was a welcome addition as he is concerned with project creep as the months (and years) pass. Boettcher asked if the issues we already have with radios will be present with MCT's. Meyers added that while she supports MCT's, she is concerned that the VHF issues continue. Correcting them should be the priority. Drollinger stated that his concern is additional narrow banding will take place very soon and that we need to address it. Vandenberg asked if 911 would be covering the air fees or if each unit will pay their own. Gank explained that using 911 funds requires equal access to all. What will happen with protocols if some departments opt out? It was explained that they can opt out similar to 800 MHz. Protocols can be modified. Dawson expressed concern tht allowing some to opt out will then exacerbate the issues we currently have with VHF, 800, different paging systems, etc. In 5 years we could find that we are still in a state of flux. It was discussed that a standard for equipment should be determined. Gank asked that everyone review the Project Scope so that the project can move forward. Please forward any comments to him.
- **Mass Notification:** The mass notification purchase has moved through the PS Committee and Finance Committees. It will be before the County Board of Commissioners on March 9. Work has begun with staff to find ways to get the information to as many as possible. We would like to be well above the national average of 20% participation.
- **McKinney Road Tower Update:** Gank included coverage map projections for the McKinney Road Tower. American Tower (owners) will allow for a lease at \$1000 per month. We currently do not pay anything for the Aga-Ming or Shanty Creek sites. While it will not fix everything, it is a marked improvement as to what we currently have.

Motion by Vandenberg, supported by Drollinger to recommend moving forward leasing the McKinney Rd tower for the relocation of Adam West at cost not to exceed \$12,000 per year plus a cost of not to exceed \$7500 for equipment relocation and replacement as needed with funds to come from either 261 or 262 as determined by Gank. Motion Carried unanimously.
- **MCC5500 Hardware:** Gank updated all with the improvements needed. It will go before the County Board of Commissioners at their March 9 meeting.

Communications:

Vandenberg stated that he had called all chiefs the previous night to ask about communications issues. He had thought he would receive a rosy picture with the new tower up and running. He almost wishes he would not have made the phone call.

Gank stated that if pagers are not tripping, we have a big problem.

Vandenberg said that we need to hire a vendor to address this problem as it is not committee work.

Bean added that we need a consulting engineer.

Drollinger pointed out that that is a 6 month project and we need something done now.

Dawson urged that we have an independent vendor review the current system.

Motion by Drollinger, supported by Dawson to direct Gank to find a vendor at a cost not to exceed \$6000 to review the Mancelona/Star Fire Departments concerns from the letters and comments brought forth. Motion carried with Vandenberg abstaining.

Operations Update:

Gank presented a powerpoint addressing how the three funding streams for 911 came into being.

Board Comments: Everyone thanked Gank for the history he has been providing on 911.

Meeting Adjourned at 3:13 pm.

Next meeting – April 12, 2017 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

**Antrim County 911 Board
Meeting Minutes
4/12/2017**

Present: Dan Bean, Leslie Meyers, Brenda Ricksgers, Burt Thompson, Bill Drollinger, Lt. Derrick Carroll, Wendy Dawson

Absent: Mike Bertram, Pete Vandenberg

Others Present: Mike Gank, Ed Boettcher, Melissa Zelenak, Val Craft, Jim Melcher

Call to Order:

Vice Chairman Drollinger called the meeting to order at 1:06 pm.

Approval of Agenda:

Motion by Meyers, supported by Thompson to approve the agenda as presented. Motion Carried Unanimously.

Public Comment: None

Approval of Minutes:

Motion by Meyers, supported by Thompson to approve the minutes of the Regular March 2017 meeting. Motion Carried Unanimously.

Financial Reports:

Gank presented the fund reports for March 2017 covering the 259, 261 and 262 accounts. There is nothing out of the ordinary within the financials. Now that the books are closed for 2016, he can address the State requirements for reporting revenues and expenses.

Motion by Meyers, supported by Dawson to approve the March 2017 financial report as presented. Motion Carried Unanimously.

New Business:

- **Iamresponding, Active 911, Edispatch:** Wendy and staff have been playing around with these apps. Bill has also been looking into them. These may address some of the needs of fire and EMS and eliminate the need for some MCT's in the fire rigs while allowing all staff to have access at fraction of what would be required for just one unit. Torch Lake Township is currently using Iamresponding (Which TAA is currently demoing), Milton Twp and Elk Rapids are currently using Active 911. Milton pays \$190 per year for all of their members to have it. CCE uses Edispatch.

It was determined that a demo should be scheduled for all three products. If one or a combination of them can be used in lieu of MCT's, great savings could result.

Old Business:

- **PFN Update:** A couple Cell phone carriers are contributing to the hold up as not all have upgraded their systems from analog equipment. Maintenance costs are still being reviewed.
- **MCTs:** New draft of scope included. The discussion of the third party apps could change this again.

**Motion by Thompson, supported by Drollinger to change the May meeting date from May 10, to May 3 so that the Finance Committee could address MCT's, if an agreement is reached.
Motion Carried Unanimously.**

- **McKinney Road Tower Update:** TeleRad is working on acquiring the equipment necessary to make it happen. Gank is still working with American Tower to see about a potential purchase.
- **Simulcast Issues:** Since the improvements to the Mancelona Tower have been completed, the Chestonia Site has been dropping calls and not tripping pagers. TeleRad has replaced most of the components and some cable. It has been working without issue since Friday, April 7.

Communications:

A vendor has been selected to test Start and Mancelona equipment. Gank is working on an engineer to review the other issues.

Gank explained the outages to 911 via a map showing where the deficiencies happened.

A written report was included in the packet.

Operations Update:

In the event that issues are not resolved with the PFN hook-up, Texting to 911 may be available. Gank explained that last time he asked about this service, he was quoted \$695 per month for the option until it goes live. He will address this again and let us know at the next meeting.

Gank presented the radio template. It is evolving and is consistent with neighboring counties.

Board Comments: Dawson asked if any information was available for the upcoming millage such as a fact sheet. The friends of the 911 Millage will get the info to her.

Meeting Adjourned at 2:35 pm.

Next meeting – May 3, 2017 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

**Antrim County 911 Board
Meeting Minutes
5/3/2017**

Present: Dan Bean, Leslie Meyers, Brenda Ricksgers, Burt Thompson, Bill Drollinger, Lt. Derrick Carroll, Wendy Dawson, Mike Bertram, Pete Vandenberg

Absent:

Others Present: Mike Gank, Ed Boettcher, Jim Melcher

Call to Order:

Chairman Bean called the meeting to order at 1:02 pm.

Approval of Agenda:

Motion by Meyers, supported by Thompson to approve the agenda as presented. Motion Carried Unanimously.

Public Comment: Bean happily reported that the millage overwhelmingly passed and he thanked all for their support.

Approval of Minutes:

Motion by Drollinger, supported by Thompson to approve the minutes of the Regular April 2017 meeting. Motion Carried Unanimously.

Financial Reports:

Gank presented the fund reports for April 2017 covering the 259, 261 and 262 accounts. There is nothing out of the ordinary within the financials. While overtime isn't such an issue now, it will be this summer.

Motion by Drollinger, supported by Bertram to approve the April 2017 financial report as presented. Motion Carried Unanimously.

Gank passed out the 301/500 form that will be forwarded to the state. A few edits were recommended to Gank. He will submit when completed.

New Business:

Iamresponding, Active 911, Edispatch: Michelle Katt from CCE 911 presented how they used Edispatch. It has been a tremendous help to them. It grabs the message from the console, not the scanner and is very clear. It can then allow the message to be sent from the chiefs to their staff.

Gank asked if data use has been an issue. Michelle stated that she has not been made of any issues. There was discussion as to whether Edispatch had a trial opportunity.

Vandenberg added that the next logical step would be to talk to the chiefs at the next ACES meeting. Whether to choose Active911 or Iamresponding can be left as a department choice as it will not have any direct impact with dispatch.

Vandenberg will present it at the May 17 ACES meeting.

Old Business:

- **PFN Update:** Maintenance agreement is still at issue.

- **TeleRad Update:** The PCs for the consoles had been delivered and waiting programming. Waiting to hear the schedule of install work on the Console PCs. There is no update on the McKinney Road Tower.
Boettcher asked if we have any leverage over TeleRad or vice versa. Gank responded that they maintain the MC5500 console.
Permission has not yet been granted by American Tower as the formal list of equipment has not yet been provided to them via TeleRad.
Gank stated that he would be concerned with afterhours maintenance as that is something that TeleRad is very good about.
Vandenberg offered to assist Gank with the equipment list. Drollinger added that he would like to get weekly updates from Gank if we are putting pressure on TeleRad.

Communications:

While there have been significant issues since Mancelona Tower upgrade. Things have been stable since mid-April.

O TEC won the bid for radio checks for Mancelona and Star Departments.

They have had a few inquiries about a possible spam email from Smart911. They are looking into it as accounts could be canceled without a 6 mo update.

Michelle shared their promotional card regarding Smart911.

Gank also presented a written communications report. A vendor has been selected to test Start and Mancelona equipment. Gank is working on an engineer to review the other issues.

Gank explained the outages to 911 via a map showing where the deficiencies happened.

A written report was included in the packet.

Board Comments: None

Meeting Adjourned at 2:20 pm.

Next meeting – June 7, 2017 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

**Antrim County 911 Board
Meeting Minutes
6/7/2017**

Present: Dan Bean, Leslie Meyers, Brenda Risksgers, Burt Thompson, Bill Drollinger, Wendy Dawson, Mike Bertram, Pete Vandenberg

Absent: Lt. Derrick Carroll

Others Present: Melissa Zelenak, Mike Gank, Val Craft

Call to Order:

Chairman Bean called the meeting to order at 1:04 pm.

Approval of Agenda:

Motion by Thompson, supported by Bertram to approve the agenda as presented. Motion Carried Unanimously.

Public Comment: None

Approval of Minutes:

Motion by Dawson, supported by Vandenberg to approve the minutes of the Regular May 2017 meeting as presented. Motion Carried Unanimously.

Financial Reports:

Gank presented the fund reports for May 2017 covering the 259, 261 and 262 accounts. There is nothing out of the ordinary within the financials. Overtime will again become an issue with the onset of summer.

Motion by Meyers, supported by Drollinger to approve the May 2017 financial report as presented. Motion Carried Unanimously.

New Business:

- **RMS for police project:** Gank shared a handout with the board that addresses a possible option for a Records Management System (RMS) for the sheriff and police. Currently everyone maintains a different system. The project proposes to have the ACSO manage a system for all departments that offers the support, improvements in technology and is affordable. The cost will be about 15k for all and includes the software and licensing. 9k will be reimbursed by the 5 police departments. All Police Depts are on board. They have applied for a grant from the Tribe 2% monies but have been thus far, unsuccessful.

Motion by Meyers, supported by Dawson to endorse the RMS project and move forward with the purchase with reimbursement coming from the 5 police departments. Motion carried with Drollinger abstaining.

Old Business:

- **PFN Update:** The Maintenance agreement is still at issue. Gank described the work to date as an exercise in Jello. CCE is having lots of pains on their own at the moment. He is considering contracting with GTC as the host agency. There will be a meeting on June 21 which is a last ditch

effort to work things out. No resolution will lead to either going on our own or working directly with Grand Traverse County.

- **Alba/Mancelona Test:** The testing went really well. It has been determined that a few pagers and radios had issues and have been either sent for service or replaced. Of the 20+ sites tested, 16 came back with a score of good. 4 tested okay. The test map was well thought out. We have known bad spots and they will be added to the map. This way, everyone is well aware where we have issues ahead of time.
- **MCT Update:** At the previous ACES meeting, the chiefs unanimously voted to use Active911. This will reduce the overall cost of the project. **Motion by Bertram, supported by Thompson to activate Active911 for all fire departments per the ACES recommendation. Motion Carried Unanimously.** Gank will poll the Fire Departments on if they want an MCT for their main truck.
- **McKinney Tower Update:** TeleRad supplied a quote that did not address what was asked for. Gank had asked that they supply a quote for moving the existing equipment, not to replace all items and install. During discussion, it was asked if we needed to stay with TeleRad for any particular reason or if we could bid out this work. Gank replied that maintenance issues are of concern only. We need to upgrade the software on the MC5500 Console which they may be the only ones that can address that. **Motion by Vandenberg, supported by Bertram to reissue the request to TeleRad for a quote to move the equipment for the McKinney Tower project.** Discussion ensued as to what was hoped to be accomplished with the tower move. It was reiterated that mobile talk back coverage was the main goal, not portable. **Motion Carried Unanimously.**

Communications:

Gank presented a written communications report. He also shared a copy of the new feedback report. It was suggested that department heads sign off on the reports before they are submitted to dispatch.

Vandenberg shared a copy of an email with the FCC regarding whether narrowbanding was scheduled for the near future. Their response was no.

Wendy asked for permission to share FE-911 with Kalkaska EMS. Mike will work with her to assist in the template make-up.

Board Comments: None

Meeting Adjourned at 2:20 pm.

Next meeting – July 12, 2017 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

**Antrim County 911 Board
Meeting Minutes
7/12/2017**

Present: Dan Bean, Leslie Meyers, Brenda Risksgers, Burt Thompson, Mike Bertram,

Absent: Lt. Derrick Carroll, Pete Vandenberg, Bill Dollinger, Wendy Dawson

Others Present: Mike Gank, Val Craft, Ed Boettcher

Call to Order:

Chairman Bean called the meeting to order at 1:06 pm.

Approval of Agenda:

Motion by Meyers, supported by Bertram to approve the agenda as presented. Motion Carried Unanimously.

Public Comment: None

Approval of Minutes:

Motion by Meyers, supported by Bertram to approve the minutes of the Regular June 2017 meeting as presented. Motion Carried Unanimously.

Financial Reports:

Gank presented the fund reports for June 2017 covering the 259, 261 and 262 accounts. There is nothing out of the ordinary within the financials. Overtime will again become an issue with the onset of summer. Also Gank noted that the 259 account is above budget as they will have no time to attend training until the busy summer is over.

Motion by Meyers, supported by Thompson to approve the June 2017 financial report as presented. Motion Carried Unanimously.

New Business:

Old Business:

- **PFN Update:** The intergovernmental agreement is in the packet and has been sent to legal for review. The agreement with modifications came for the UP. The issue is moving forward.
- **McKinney Tower Update:** New quote from TeleRad. The quote does not include the removal of the old antennae and co-ax cable. Gank will review the current agreement and see what is required. American Tower wants \$1500 for a structural analysis and \$1000 for a site analysis, plus \$1000 per month. They are not interested in selling the tower. Options include Eminent Domain and building a new tower. It was discussed that with improvement for future technology improvements include MCT's, the 7500 console and 800 paging, there isn't money for a tower too. A three year contract was discussed, and it was asked if that was enough time? There was discussion that next year's CIP should include 800's.
- **Active911:** Gank talked with Deb Haydell regarding Active911 and as it is part of the approved MCT project, we can be ready to go and order it for the fire departments. TAA has passed on the service and instead chose E-Dispatch at their own cost. They are extremely happy with it.

Dan stated that as we move to 800's, the county should own and manage all equipment so that there will be no issues with compatibility etc.

Communications:

Gank explained FirstNet. In the 90's it was called D-Block. It would give access on a network with no interference. It was expensive and had no takers from the private sector to build. It would require backup generators etc. It is now being proposed with commercial grade (not Public Safety grade). Carriers can build and use it but priority will be given to public safety when needed. The governor is reviewing this and will decide by the end of the year whether to join in or build a standalone system for MI. AT&T says that if they get the MI contract, costs will remain the same. If MI goes alone, it will be 8 to 10 years before completion.

Problems with pagers are almost non-existent.

S. Torch Lake has picked up 4 800 portables, Mancelona has one in their new truck and Star received a grant from the Tribe and purchased some too.

Torchfest went well with mobile dispatch in the trailer. The trailer needs some work. Shortly before Torchfest the county complex suffered a lightning strike. We only lost HVAC but it could have been 911. An emergency alternative needs to be provided and the trailer would be a great option. It would also allow for exercising an alternative location on a regular basis. **Motion by Bertram, supported by Thompson to endorse the needed improvements to the EOC communication trailer. Motion carried unanimously.**

Board Comments: Thompson advised the Board that Merit fiber has been offered to the Road Commission's main building in Mancelona. He and Craft will discuss this further on what the best options for them will be.

Meeting Adjourned at 2:20 pm.

Next meeting – July 12, 2017 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

MINUTES

Antrim County 911 Board

Date | time 1415/August 9, 2017 | *Meeting called to order by* Dan Bean

In Attendance

Daniel Bean, Brenda Ricksgers, Burt Thompson, Michael Bertram, Pete Vandenberg
Also in attendance Commissioner Zelneck, Sgt Michael Gank

Absent

William Drollinger, Leslie Meyers, Lt. Mark Harris, Wendy Dawson

Approval of Agenda

Change of Meeting minutes XXX to July. Motion by Bertram seconded by Thompson. All ayes.

Public comment

Commissioner Zelenek asked if County Admin office could receive Agenda just in case something needed printing.

Approval of July 2017 Minutes

Next meeting date corrected from July 12 to July 9. Motion by Bertram seconded by Thompson. All ayes.

Financial report July 2017

Bertram requested clarification on how account 261in available balance was in brackets. Group consensus showed that brackets in in revenue line meant there was a surplus. Motion by Vandenberg seconded by Ricksgers. All ayes.

New Business

2018 Budget

- Working on budget operations due on August 11
- Tech Sub-committee did not meet as expected no capital projects determined for 2018

Old Business

PFN Update

- GTCO has signed the intergovernmental agreement. Still waiting on CCE to sign the document. The final draft has only the hosts CCE and GTCO are signatories. The intent will be a service contract with remotes for maintenance. The hosts will be providing a service to the remotes.

- To have NG911 hooked up by November the purchase order must be done as soon as possible. Motion by Vandenberg to purchase the West Viper as a remote and purchase the necessary equipment to connect with the Antrim County network not to exceed \$140,000. Seconded by Bertram. All ayes.

Mckinney Tower

- American Tower is not providing a shelter or power. Thompson stated he had an old shelter at the decommissioned road commission site. Thompson will check to see if it can be moved and is serviceable. Discussion was made about building a tower in that area. In the short term the lease with American Tower is still the best option. 911 board will pursue tower construction at a later date consensus was to focus on getting Adam West moved as soon as possible.

Mobile Computer Terminals Update

- Active911 has been rolled out to the fire Departments. Gank had received opt in from 2200, 3300, 4400, 5500, 7700, 8800 and 9900. Gank will pursue the remaining agencies for feedback.
- Superion (formerly SunGard) had refreshed its software quote. Waiting for hardware quotes from various vendors.
- Discussion about agencies receiving more than mobile unit what would be the break down for network costs. Motion by Vandenberg and second by Bertram. Any second or subsequent Cellular data costs, beyond the first Cellular data unit, will be back invoiced to the agencies at a cost of 40%. All ayes
- Vandenberg asked if MMR was interested in the MCTs. Gank reported when discussed previously with Jay Cooper that there was no interest in participating.

Round Table

No Comments

Meeting adjourned 1422

Next meeting September 12 @ 1300, room 211

Minutes

Antrim County 911 Board
September 12, 2017 / Dan Bean

DRAFT

In Attendance:

Daniel Bean, Bill Drollinger, Lesley Meyers, Brenda Ricksgers, Pete Vandenberg, Wendy Dawson

Guest:

Commissioner Zelenak and Corey Lecureux from Dispatch

Absent:

Burt Thompson, Michael Bertram, Lt. Mark Harris

Approval of Agenda:

= Motion by Vandenberg, 2nd by Ricksgers to approve agenda as presented. All say yes

Public comment:

Commissioner Zelenak asked if County Admin office could receive an agenda with the minutes.

Approval of August 2017 Minutes:

= Motion by Drollinger, 2nd by Vandenberg to approve the August 2017 minutes as presented. All say yes

Financial report August 2017:

= Motion by Drollinger, 2nd by Vandenberg to except the financial report as presented. All say yes

New Business:

*Working on budget for expenditures- ongoing

*Tech-Subcommittee – no report

* Meeting dates: Submitted to 911 board

= Motion by Drollinger, 2nd by Dawson for the 911 Board to meet every other month starting in January 2018, Correction to the September and November dates submitted.

Old Business:

*PFN update: CCE has not signed on. Dan and Mike will continue to work with Jason to move the project along.

*McKinney Tower: Need \$4,500.00 allocated for site survey and analysis. Discussion on site importance and what else needs to be done soon.

= Motion by Vandenberg, 2nd by Dawson to allocate funds from radio and maintenance fund, not to exceed \$5,500.00 for site survey, analysis and miscellaneous work for radio equipment shelter being moved. All say yes

*MCT software purchase: Need \$263,000.00 to purchase Superior software for MCT project.

= Motion by Vandenberg, 2nd by Meyers for allocation of \$263,000.00 from 261 Capital outlay fund for purchase of Superior software, this includes RMS train the trainer. With 12,00.00 being reimbursed by Pd's. All say yes

DRAFT

Antrim County 911 Board
September 12, 2017 / Dan Bean

Old Business continued:

*Extended Budget Forecast: Projections given to 911 board, discussion on trends, Tower rent increases, insurance cost, overtime, MCT hardware.

Round table:

- * No new hires
- * Corey has accepted the lead dispatcher position. Congratulations Corey

Meeting adjourned @ 14:17

Next meeting October 11th 13:00 room 211 in the county building

Respectfully Submitted by
Wendy Dawson

Antrim County 911 Board

Daniel Bean, Chairman

Leslie Meyers, Secretary

Bill Drollinger, Vice Chairman

Antrim County 911 Board

2018 Meeting Dates

Location: 203 E. Cayuga St., Antrim County Building, 2nd Floor, Room 211, Bellaire, MI.
49615

Meeting Time: 1:00 p.m. (All Meeting Dates)

911 BOARD MEETING DATES

2018

January 10, 2018 – Introductions

March 7, 2018 – Preliminary Budget

May 9, 2018 – Capitol Programs

July 11, 2018 – Final budget

September 5, 2018 - Meeting Dates

November 8, 2018 – Elections

**Antrim County 911 Board
Meeting Minutes
10/11/2017**

Present: Dan Bean, Leslie Meyers, Brenda Risksgers, Lt. Derrick Carroll, Burt Thompson, Mike Bertram, Pete Vandenberg, Bill Drollinger, Wendy Dawson

Absent: Dan Bean

Others Present: Mike Gank, Val Craft, Ed Boettcher, Undersheriff Dean Pratt, Melissa Zelenek, Corey LeCreux.

Call to Order:

Vice Chairman Drollinger called the meeting to order at 1:05 pm.

Approval of Agenda:

Motion by Meyers, supported by Risksgers to approve the agenda as presented. Motion Carried Unanimously.

Public Comment: None

Approval of Minutes:

Motion by Meyers, supported by Vandenberg to approve the minutes of the Regular September 2017 meeting as presented. Motion Carried Unanimously.

Financial Reports:

Gank presented the fund reports for September 2017 covering the 259, 261 and 262 accounts. There is nothing out of the ordinary within the financials. He noted that 259 – training has been aggressively used as it is a use it or lose it fund from the state. He is utilizing it for both new hires and longtime staff. He has made some changes to posting with the help of accounting. Maintenance will now be broken into two categories: equipment and software.

Motion by Dawson, supported by Meyers to approve the September 2017 financial report as presented. Motion Carried Unanimously.

New Business: None

Old Business: Gank noted that all issues under old business are in legal review.

- **McKinney Tower Update:** While he had planned to use himself as the general contractor for the job, Gank found out that American Tower will only allow certified contractors to perform that task. While all bids are not yet in, it will cost between 25-50 k for all facets. There is still the question of American Tower requiring that we pay the \$3800 tax bill and yearly inspections of \$1500.

Meyers gave an update on the Shanty Creek Tower. The water tower was never designed to support the antennae and it starting to show its age. Verizon is proposing a 190' monopole to be built next to the current water tower. She is the Association President for the Windcliff Condos, which is adjacent to the water tower. Discussions with Verizon have determined that there is room for public safety on the tower. Gank informed all that based on this information, he had asked TeleRad to perform a promulgation study on the site.

Motion by Dawson, supported by Vandenberg to pursue the possibility of using the proposed Shanty Creek Tower as a second option. Motion Carried Unanimously.

- **PFN:** 5 sets of documents are in legal review. It appears that we are looking at a late February, early March install.
- **MCT:** The license and software are in legal review.

Motion by Drollinger, supported by Thompson to move forward with the purchase of 17k for software and \$3300 for updates so that the project can continue to move forward. Motion Caried Unanimously.

Communications: 2 dispatchers down, testing again on Friday – with 10 applicants. A written report has been submitted.

Operations Update:

Boettcher asked about the oversight of the 911 Board. Are they a standalone board or do they require County Board of Commissioners approval? Gank explained that the status is unknown. This is usually laid out in the 911 plan. The authority of 911 Boards was allowed by the state but it has always been a gray area in Antrim County. Boettcher stated that he will work with the Board of Commissioners to have the 911 Board actions go directly to the Finance Committee to help streamline the actions of 911 and allow things to move forward in a more expeditious manner. **Motion by Meyers, supported by Bertram to table to meeting dates until after a decision has been made regarding reporting of 911 Board by the County Board of Commissioners. Motion Carried Unanimously.**

Active 911: All but Star Twp and Banks are up and running. MMR which serves Elk Rapids Village, Elk Rapids Twp. and Milton Townships has asked to be included. **Motion by Vandenberg, supported by Dawson to approve 12 licenses for MMR. Motion Carried Unanimously.**

Board Comments:

Dawson stated that we are not the only county/entity with radio issues. She could not communicate with McLaren recently.

Vandenberg asked then when it came time for the 2019 budget, he would like to see more information presented. It was determined that a work session would be scheduled to address the budget for 2019.

Meeting Adjourned at 2:03 pm.

Next meeting – November 8, 2017 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

**Antrim County 911 Board
Meeting Minutes
11/7/2017**

Present: Dan Bean, Leslie Meyers, Brenda Risksgers, Mike Bertram, Bill Drollinger, Wendy Dawson

Absent: Carroll, Thompson, Vandenberg

Others Present: Mike Gank, Corey LeCreux.

Call to Order:

Chairman Bean called the meeting to order at 1:04 pm.

Approval of Agenda:

Motion by Meyers, supported by Bertram to approve the agenda, adding Elections to new business.

Motion Carried Unanimously.

Public Comment: None

Approval of Minutes:

Motion by Meyers, supported by Drollinger to approve the minutes of the Regular October 2017 meeting as presented. Motion Carried Unanimously.

Financial Reports:

Gank presented the fund reports for October 2017 covering the 259, 261 and 262 accounts. There is nothing out of the ordinary within the financials. He noted that 259 – training has been aggressively used will be used by the end of the year. Overtime will be under budget for the year.

Motion by Drollinger, supported by Meyers to approve the October 2017 financial report as presented. Motion Carried Unanimously.

New Business:

- **ACES Grant for 800 MHZ Radio Equipment**

Bean stated that he had asked that this be put on the agenda based on discussion at the recent ACES meeting. There is frustration regarding communications.

Meyers explained that Benzie received their grant on the second try. They originally applied under the 100% volunteer departments which is the biggest pool of applicants as there are more full volunteer departments than any other type, 81%. This can only be used for radio equipment and not a new console.

Bean added that he has heard from Phyliss Hoogerhyde and she would be interested in preparing the application for a fee. Meyers added that she can get a copy of the Benzie application as well.

Further discussion reflected on the fact that a few years ago the 911 Board took a no position on 800 for fire departments based on the fire departments lack of interest and funds for the radios. As the technology becomes more common and costs are dropping, some of the departments are adding 800 radios to their radio caches. It may be time to readdress the issue. Training will also be necessary. It was also noted that 3 have been trained to provide the training: Cal Smith, Jim Melcher and Mike Gank.

Bean asked that the technology sub-committee meet to discuss this and report back to 911 and then present to ACES so that a formal plan can be prepared if this is the direction they wish to go.

Old Business: Gank noted that all issues under old business are in legal review.

- **McKinney Tower Update:** Quotes are back and will exceed the radio maintenance line item that had originally been identified for the project. The BOC will need to determine what budget line it will come from. While this will make improvements to the system, it is not a cure all. It was determined that a letter should be sent to all fire chiefs to remind them of the protocols for using Adam E & W and simulcast.
- **PFN:** Since the contract is not yet back, this project will not be able to proceed until next year. A budget amendment will be required to carry the funds over from 2017.
- **MCT:** The license and software are in legal review for the Superioron. 2 sets of hardware have been purchased. They are being piloted in two vehicles at this time. Software will be installed in 2018.
- **2018 Meeting Dates:** Bean suggested that the Board should consider going back to meeting every other month should a hot topic arise, they can always schedule a special meeting. **Motion by Dawson, supported by Meyers to adopt the following schedule:**
 - **January 10, 2018 - Introductions**
 - **March 7, 2018 – Preliminary Budget**
 - **May 9, 2018 – Capital Programs**
 - **July 11, 2018 – Final Budget**
 - **September 12, 2018 -Meeting Dates**
 - **November 7, 2018 - Elections**

Motion Carried Unanimously.

- **Election of Officers:**

Motion by Dawson, supported by Drollinger to elect Sheriff Bean as Chairman of the 911 Board. Motion Carried Unanimously.

Motion by Meyers, supported by Bertram to elect Bill Drollinger as the Vice Chair of the 911 Board. Motion Carried Unanimously.

Motion by Bean, supported by Bertram to elect Leslie Meyers as the Secretary of the 911 Board. Motion Carried Unanimously.

Communications: the written communications report was inadvertently left out of the packet and will be forwarded to all shortly. The Rapid City Transmitter was replaced on October 26 which appears to have resolved a majority of the issues. The phone line hit for 911 was an issue and resulted in 911 being down for approximately 5 hours.

11/7/17 Draft Minutes

Operations Update: Policies are being drafted for all dispatchers. Corey has taken the lead on this.

Gank stated that a motion of intent was needed to collaborate with CCE and GTC for the PFN project.

Motion by Drollinger, supported by Dawson to recommend that the Board of Commissioners enter into an agreement with CCE and Grand Traverse County with 911Connect for 911 delivery. Motion Carried Unanimously.

Active 911: All but Star Twp and Banks are up and running. MMR which serves Elk Rapids Village, Elk Rapids Twp. and Milton Townships has asked to be included. **Motion by Vandenberg, supported by Dawson to approve 12 licenses for MMR. Motion Carried Unanimously.**

Meeting Adjourned at 2:25 pm.

Next meeting – December 13 , 2017 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary