

**Antrim County 911 Board
Meeting Minutes
1/10/2018**

Present: Dan Bean, Brenda Ricksgers, Mike Bertram, Bill Drollinger, Wendy Dawson, Lt Harris, Burt Thompson, Pete Vandenberg

Absent: Leslie Meyers

Others Present: Mike Gank, Ed Boetcher, Val Craft, Melissa Zelenak

Call to Order:

Chairman Bean called the meeting to order at 12:59 pm.

Approval of Agenda:

Motion by Drollinger, supported by Dawson to approve the agenda. Motion Carried Unanimously.

Public Comment: None

Approval of Minutes:

Minutes from December 2017 corrected from Vandenberg to Drollinger for the Active911 licenses.

Motion by Bertam, supported by Ricksgers to approve the minutes of the Regular November 2017 meeting with correction. 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. 259 training account has been spent down and all accounted for. Paper work to be submitted by end of January.

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

New Business:

- **No New Business**

Old Business:

- **McKinney Tower Update:** Still having to review contract issues with County administrator
- **PFN:** Still having to review contract issues with County administrator. West contract will be priority over Mckinney tower but both should be resolved in the next two months.
- **MCT:** Verizon wireless coverage with the mobile access router has been better than expected. Three pilot MCTs have been deployed. Expected by end of January that a final determination will be made on exact hardware specs.

Communications: Minor radio issues. 911 line failure was quickly repaired.

Operations Update: Discussed the failure of the UPS at the Elk Rapids site. Discussion of the history of a UPS at that site and how a generator is a more appropriate solution. A consensus was made to have Gank reach out to Elk Rapids Village to check on doing a shared generator project.

1/10/18 Draft Minutes

Meeting Adjourned at 1:43 pm.

Next meeting – March 7, 2018 at 1:00 pm.

Respectfully Submitted,

Sgt Mike Gank, 911 Operations

DRAFT

**Antrim County 911 Board
Meeting Minutes
3/7/2018**

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

Absent:

Others Present: Mike Gank, Val Craft, Debra Haydel

Call to Order:

Chairman Bean called the meeting to order at 1:03 pm.

Approval of Agenda:

Motion by Meyers, supported by Drollinger to approve the agenda, adding Accountant Deb Haydell to the agenda under Financial Report. Motion Carried Unanimously.

Public Comment: None

Approval of Minutes:

Motion by Meyers, supported by Vandenberg to approve the minutes of the Regular January 2018 meeting as presented. Motion Carried Unanimously.

Financial Reports:

Deb Haydell presented information regarding how governmental accounting is organized. Account 259 covers only state funded training. 261 is for the millage and 262 covers the surcharge. These funds cannot be combined. When 261 was created, the County Board of Commissioners restricted them for use only by 911. She provided a complete overview via paper to each member for reference.

Gank presented the fund reports for January 2018 covering the 259, 261 and 262 accounts. There is nothing out of the ordinary within the financials

Motion by Bertram. Supported by Drollinger to approve the January 2018 financial report as presented. Motion Carried Unanimously.

New Business:

- **Preliminary Budget for 2019.**

Gank presented preliminary information regarding the 2019 budget. Major goal will be to finish projects that have been lingering for the past several years. New projects will need to be identified by the next meeting to get CIP scheduled. Legislation was passed that raised pre-paid cell phone chargers from 2% to 5% and raises the technical surcharge from .19 to .25 per line. More info will be forthcoming.

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

- **PFN/West Update:** CCE has signed off on the final final final draft. GT is expected to sign today. July is the tentative month for the hook up. Both 9-1-1 answering systems will run simultaneously for 4 to 5 months.

- **McKinney Tower Update:** Contract still under review. There was discussion regarding the proposed Shanty Creek tower. Meyers will work with Kearny Township regarding a motion that conditions approval on County usage.
- **MCT:** Several units are in testing. One of the hiccups now is the data portion. Police were to reimburse for their data/recordkeeping portion and per Deb Haydell, reimbursement had to be clarified with the County Auditor. Haydell was waiting for a return call to discuss it with the auditor. Drollinger has contacted the fire departments regarding their reporting and it has been determined that they are not interested and are satisfied with their current systems.
Motion by Thompson, supported by Dawson to start the process for recordkeeping in police departments for up to \$20,000. Motion Carried with Drollinger abstaining.

Communications: There have been some skip issues in am hours. Card issues with the MC5500 as well as power supply issues. They are working through them.

Operations Update: 2 in training.

Meeting Adjourned at 2:15 pm.

Next meeting – May 9, 2018 at 1:00 pm. Meyers will not be in attendance and Dawson offered to take minutes.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

**Antrim County 911 Board
Meeting Minutes
7/11/2018**

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

Absent:

Others Present: Mike Gank, Corey LeCureux, Jim Bixby, Chuck Shumaker, Ed Sayre

Call to Order:

Chairman Bean called the meeting to order at 1:00 pm.

Approval of Agenda:

Motion by Meyers, supported by Drollinger to approve the agenda, moving Rescue Paging to New Business. Motion Carried Unanimously.

Public Comment: None

Approval of Minutes:

Motion by Meyers, supported by Bertram to approve the minutes of the Regular May 2018 as corrected correcting Nam to name. Motion Carried Unanimously.

Financial Reports:

Gank presented Accounts 259, 261 and 262 for May and June. He noted that overtime is below budget.

Motion by Dawson supported by Drollinger to approve the May and June 2018 financial reports as presented. Motion Carried Unanimously.

New Business:

- **Rescue Paging**

Based on the direction provided to Dispatch regarding dispatching of all MFR departments to medical calls from Med Control, an email was sent to MFR licensed fire departments from dispatch stating "Starting on 6/20/18, Central dispatch will dispatch all MFR licensed departments to all medical calls. This adjustment is an effort to comply with Med Control policy and state law. This will apply to all medical calls at all locations and all priority levels. MFR departments will dispatch regardless of the location of the primary EMS unit....."

Bertram wanted to be put on the record that he was representing himself and not TAA for this discussion.

Discussion was held and included: the high cost to fire departments to send unlimited personal to a medical call, Med Control establishing this policy for more rural based systems, the lack of ability for MFR's in responding: i.e. they are non-transport, EMS already on scene, etc.; law is vague. The ruling by med control requires call outs for all priority 1-3 calls.

The next Medical Control Authority meeting will take place on August 13th at 9 AM in the old Osteopathic Hospital building. Drollinger offered to meet with reps from Med Control and stated that agencies around the State are using a tiered system to address the issue.

Dawson is concerned that the County will be accepting liability if dispatch doesn't tone out the MFR licensed departments and asked if our Risk Manager had been consulted.

Motion by Vandenberg, supported by Meyers to revert back to the past practice of not dispatching MFR licensed departments for a period not to exceed 90 days while awaiting comment from the County Attorney, Risk Manager and Med Control. Motion Carried.

Shumaker asked how long it would take for this directive to take effect. Gank replied that it would take about 24 hours for all dispatchers to be briefed.

- **10 Year Budget projections:** Subcommittee met with the sole purpose of determining where we need to be in 10 years. Addressing a new console is necessary in the next few years, 800 radios purchased for Fire Departments and assisting the fire depats with purchasing dual band pagers.

Vandenberg expressed concern that while 800's are great, if he really wanted them, he would find the money, but he cannot buy the console.

Carroll will arrange for the Communications Division to assist the group with technology discussions.

Gank stated that it would be great to hire a communications engineer via an RFP to address our future needs.

- **2019 Budget:** 800 Radios for the Fire Departments are in the draft budget.

Old Business:

- **PFN/West Update:** Viper system was delivered last week. Install date is in September and immediately following will be the replacement carpeting and the new furniture.
- **MCT:** Training is almost complete. There are three pilot vehicles (all sheriff) so far. The next step includes testing on the advanced functions. EMS will begin piloting shortly. AVL is having some issues that are being worked out.

FirstNet has approached Gank about extreme savings - \$35 with unlimited data plus an additional savings of \$10 if we provide the modem. He is waiting for this quote to be put in writing.

- **McKinney Tower Update:** Total costs include \$1200 per month rent plus \$1500 per month for inspections so about \$18,000 per year for the three year contract plus the cost of equipment install. This would buy us three years to begin working on the construction of a new tower. It was also noted that an RFP would be required for the new tower.

Motion by Vandenberg, supported by Bertram to begin work on constructing a new tower in Murphy Park while also entering into a 3 year contract with American Tower for the McKinney Road site, with the understanding that there will costs of approximately \$75,000 for the 3 year

contract, including \$1200 per month rent, \$1500 yearly inspections plus installation charges, but that the contract will allow us the three years necessary to construct our own tower.

Communications: The full report was provided in the meeting packet. Gank also explained that as the system is upgraded from analog to digital, odd stuff, such as ghost calls are happening.

James Bixby, Assistant Director of TAA introduced himself as the new liaison to the 911 Board. He also announced that Chris Thompson has been named the new Director.

Operations Update: Tech Committee will work on an RFP.

Meeting Adjourned at 2:40 pm.

Next meeting – September 12, 2018 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

**Antrim County 911 Board
Meeting Minutes
9/11/2018**

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

Absent: Lt. Harris, Burt Thompson

Others Present: Mike Gank, Chuck Shumaker, Ed Sayre, Dr. Smith, Laura Criddle, Judy Sayre, Ed Niepoth, Meagan Bean, Chris Thompson, Tim Hannert, Val Craft, Doug Middleton, Jason Torrey, Bud Johnson

Call to Order:

Chairman Bean called the meeting to order at 2:03 pm.

Approval of Agenda:

Motion by Drollinger, supported by Dawson to approve the agenda with the change of moving Rescue paging/Med Control to the first item of business. Motion Carried Unanimously.

Public Comment: None

Approval of Minutes:

Motion by Meyers, supported by Drollinger to approve the minutes of the Regular July 2018 as presented. Motion Carried Unanimously.

Financial Reports:

Gank presented Accounts 259, 261 and 262 for May and June. He noted that they are down an employee due to a resignation. Overtime should be okay until the end of the year. MCT's look like they will be under budget.

Motion by Meyers, supported by Vandenberg to approve the July and August 2018 financial reports as presented. Motion Carried Unanimously.

Old Business to be discussed first:

- **Rescue Paging**

Dr. Smith and Laura Criddle introduced themselves from Med Control. Dr. Smith passed out handouts and stated that a Fire MFR agency shall be dispatched to all calls for service. It has been brought to his attention that our agencies want to only be paged when needed. If this is the case, that is fine but they shall be dispatched as Fire Agencies, not MFR's or above. They will then have to remove certain equipment from their trucks.

Drollinger spoke with the state and would prefer that they work toward a tiered response. Dr. Smith does not agree with Drollinger on what defines tiered response. Criddle added that they cannot write policy for one area and not all. They have researched tiered response and are not interested.

Dr. Smith stated that his rationale is that in our area, any call can change to something else and with our limited resources, hospitals and ER's the MFR's can become a valuable resource.

The Board discussed specific issues, i.e. transports, Meadowbrook runs, etc. Dr. Smith stated that the issue may be those agencies policies.

Vandenberg asked if the code provided by Dr. Smith speaks to 911 centers. The answer was no. Vandenberg was worried about confusion. He doesn't think that the issue is something that the 911 Board should be involved in. The issue is with the departments, not 911.

Sayre said that if paged, they respond.

Drollinger added that that is how they have operated for the past 25 years. Their argument is responding to doctors' offices and Meadowbrook as they are none transporting agencies. He stressed again the need for a tiered response similar to Genesee County. This is not only for economic reasons, but also to relieve burnout.

Dr. Smith again stated that the issue was with Meadowbrook and the Dr. Office policies.

Gank added that they have followed Pro QA since 2001.

Bertram asked if they decide to continue current policy (no call out for 90 days for priority 3 calls) how this will affect the fire departments.

Dr. Smith responded that he will not extend privileges to the Departments.

Discussion took place throughout the table and audience.

Sayre added that under the current orders his payroll will double.

New Business:

- **MPSCS Radios (Jason Torrey):** Gank explained that ACES has asked for mobile 800 radios for Fire Dept. trucks.

Jason Torrey (Grand Traverse County 911) updated the Board on their transition to 800. Most are very happy with the transition but there were some bugs as with any new equipment. GTC committed to replacing all radios, mobile and portable, on a one to one match. Cost was approximately 3.6 million. This included 6 consoles (7500's), 500 portables, 300 mobiles and 233 pagers. They used the 911 surcharge. They reviewed 4 types of radios and chose Motorola. He further explained that it appears another narrow banding is in the works that will reduce band width to 6 ¼ from 12 1/2 within the next 10 years. Gank added that the timeline could be accelerated or prolonged, but that it will happen. Maintenance costs were also discussed. They have a one year bumper to bumper warranty and years 2-5 require a box return for service. GTC controls the entire system and they are responsible for repair, maintenance and ownership.

They also have a backup cache. Gank asked if they required additional staff to run the program. Torrey stated that they modified a current employee to take on the responsibility. He also added that local government is moving toward the 800 system. While they did have issues with “bunks” in the beginning due to the addition of more users, but the state has added additional channels and this is no longer an issue.

- **2019 Meeting Dates:** Meeting dates for 2019 are as follows:
Jan 9, 2019
March 6, 2019
May 8, 2019
July 10, 2019
September 4, 2019
November 6, 2019

Old Business:

- **PFN:** Install is scheduled for the last week in October. The recitals for NG911 and call handling have been addressed. Bean hopes that the resolution will be addressed by the County Board of Commissioners will be approved at their next meeting.

Motion by Drollinger, supported by Bertram to recommend that the County Board of Commissioners move forward with the resolution for PFN/NG911. Motion carried unanimously.

Gank added that the bids for furniture came in over budget and they are back taking bids. This needs to take place prior to the NG911 install.

- **MCT Project:** Sherriff Department is complete. Working on agreement for fire, ems and police depts.
- **McKinney Tower Update:** Working on RFP as costs have exceeded purchase policy. Drollinger offered to help as he wants this project completed before winter.

Communications: The report was provided in the meeting packet. Gank also explained Elmira/Warner has requested 800 paging. This can be done with used equipment from Roscommon. What we need is an antennae, cabling, coax which allows a radio to talk to the console.

Motion by Drollinger, supported by Dawson to authorize \$4614.70 for 2 consulates for paging from the 911 maintenance fund for 800 paging. Motion carried unanimously.

Operations Update: Drollinger asked if we have gotten an update from Risk Management or the Attorney on the Rescue Paging issue. Bean stated that we had not yet heard anything. Sayre stated that Mancelona had just received their license renewal. It was mentioned that Dr. Smith can revoke a license at any time. Bertram added that pg 47 of the code provided by Dr. Smith encourages Med Control and 911 to work together.

Motion by Drollinger, supported by Bertram to extend the moratorium for an additional 90 days to allow the Board to receive a determination on what the formal action from Med Control will be.

There was much discussion on the motion. Gank added that there is no agreement with 911 and the CVT's about how 911 and CVT's cooperate. This agreement is identified in the 911 plan but it cannot be found. Meyers stated that while she understands the frustrations of the fire departments with this issue, she will have to abstain as without opinion from Risk Management or the Attorney; she is uncomfortable defying Med Control as we do not know the ramifications.

Motion Carried with Meyers abstaining.

Gank asked for permission to contact a 911 attorney to discuss this issue. The Board was in agreement for him to gather information.

Meeting Adjourned at 3:50 pm.

Next meeting – November 7, 2018 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

**Antrim County 911 Board
Meeting Minutes
11/7/2018**

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

Absent: Lt. Harris, Wendy Dawson

Others Present: Mike Gank, Ed Boettcher, Val Craft

Call to Order:

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

Approval of Agenda:

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

Public Comment: None

Approval of Minutes:

Motion by Meyers, supported by Drollinger to approve the minutes of the Regular September 2018 as presented. Motion Carried Unanimously.

Financial Reports:

Gank presented Accounts 259, 261 and 262 for Sept and October. He noted that they are down an employee due to a resignation. Overtime will be up because of this. 2 people are in training at this time. The TeleRad service agreement was also discussed. Pete V stated that he has some information to share with Mike regarding services that may not be available any longer. They will have this discussion off line. The training budget is being utilized and will be zeroed out by years' end.

Motion by Meyers, supported by Vandenberg to approve the September and October Financials for all three accounts as presented. Motion Carried Unanimously.

New Business:

- **911 Board Member Elections**

Motion by Drollinger, supported by Meyers to elect Dan Bean as the Chairman. Motion carried unanimously.

Motion by Meyers, supported by Ricksgers to elect Bill Drollinger as the Vice-Chair. Motion carried unanimously.

Motion by Ricksgers, supported by Bean to elect Leslie Meyers as the Secretary. Motion carried unanimously.

- **911 Numbering Ordinance**

Gank explained that they had been contacted by a family that camps on their property in the County and are requesting an address. Section V (A) of the Antrim County Street and Road Numbering Ordinance #1 of 1991 states that "Vacant parcels will not be assigned an address."

There was discussion as to whether it should be allowed and if it was important.

Motion by Meyers, supported by Vandenberg that Equalization and 911 work together to review the ordinance and recommend changes to address changes that allow numbering vacant parcels. Additionally, the group is asked to review the ordinance in its entirety and bring back a recommendation. Motion Carried Unanimously.

- **911 Plan**

The PFN improvements will require changes and updates to the Plan per the State 911 Committee. Mike will begin researching other municipal plans and this issue will be readdressed in early 2019.

Old Business:

- **McKinney Update**

Pete V and Bill prepared an update for the VHF Tower. Dan will work with Pete Garwood to fast-track this to post.

- **PFN/Viper Update**

The install began last week. There was an issue with Frontier equipment. The leased copper connection from Frontier caused an outage of over 60 hours for our 911. This has led to a 3-4 week delay. There has been a communication breakdown with CCE. They have new management and this has created some miscommunication with their Board. Some equipment has been downgraded to address the Frontier issues and will be upgraded next summer.

- **MCT Update**

Sheriff Department is all rolled out. 1 TAA ambulance and 1 Elk Rapids Fire Truck are in their pilot program at this time. The project is under budget. INDEMNIFICATION CLAUSE????? If not signed by CCE, this will move the project into 2019.

- **Rescue Paging**

There has been no new information from Med Control to either Bellaire or Mancelona Fire, so there is nothing to appeal. Gank explained that based on the letter sent by Mancelona Fire District, (letter attached to these minutes), he has concerns. The letter puts dispatch in a bad light.

Bill stated that 911 follows ProQA so 911 is not in jeopardy.

Pete added that he feels that the extension can go on another 60-90 days.

Motion by Vandenberg, supported by Bertram to continue the current practice with dispatch with the understanding that a policy will be addressed at the next 911 Board meeting. Motion Carried with Meyers abstaining.

- **Furniture/Carpet Update**

Update is on hold due to PFN holdup. Will have to wait until next year.

Old Business:

- **PFN:** Install is scheduled for the last week in October. The recitals for NG911 and call handling have been addressed. Bean hopes that the resolution will be addressed by the County Board of Commissioners will be approved at their next meeting.

Communications:

VHF issues, UPS – Battery issues. Ed asked if there was scheduled maintenance for the batteries.

Leslie stated that with the October exercise and the two large events the past few weeks, there is definitely a communications problem throughout the County. While there was discussion that there were other issues besides communications, it was agreed that a committee would be assigned to address communications for all first responders. Bill, Mike B, Pete and Burt will sit on the committee which will meet December 5, at 1:30 pm at the Mancelona Road Commission.

Operations Update:

No report

Meeting Adjourned at 2:36 pm

Next meeting – January 9, 2019 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

Mancelona Fire District

Edward Sayre, Fire Chief

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Antrim

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10/25/2018
Northwest Regional Medical Authority
C/O Munson Medical Center
1105 6th Street
Traverse City MI 49684
Attn: Dr Robert L Smith, MD NWRMCA Medical Director

Dear Laura:

First and foremost we have responded to every dispatch call that we have been dispatched. We have been in compliance because we have responded to every call.

To rescind or suspend our license is inappropriate at this time.

We do not control the dispatch center.

If you would like to change the current practice, then we would assume that you should approach the 911 Board.

You have been aware of the proper process when you approached the Dispatch Director and asked them to dispatch us on all calls. The 911 board informed of this in July and currently is in process of reviewing this change in the protocol. As recognized you did approach the 911 Board and presented the statute as well as the Medical Control Authority Handbook. The 911 board received and determined that they needed more time to review this dramatic change in dispatch processes.

This change in protocol was also brought to the attention (by Darly Case former NWRMCA former administrator) to the 911 board three years past and the 911 Board chose not to act on this request. Perhaps there was no review as to the economic, health safety and welfare of the residents as stated in the statute, (333.20919 sec 5 by the medical control authority or department)

Furthermore we are not a dispatcher center, (911 center). We have no control or authority as to how and what the dispatch center chooses to dispatch.

Due to the fact that this notice was dated Sept 20th 2018 and not mailed until October 11 is the reason as to why we did not respond within 15 days as stated in the letter. It is difficult to respond to a letter that was mailed 3 weeks later.

In summary we respond to all DISPATCHED calls. At this time we feel this proposed suspension is inappropriate.

Sincerely

Ed Sayre Mancelona Fire District Chief

CC: Kathy Wahl Director, division of EMS & Trauma, Emily Bergquist MCA Coordinator, Al Pyton CEO Munson Medical Center, Dan Bean Antrim County E-911 Board Chairman Antrim County Sheriff.