

**Antrim County 911 Board
Meeting Minutes
1/9/2019**

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

Absent: Sheriff Bean, Lt. Harris

Others Present: Mike Gank, Corey Lecureux

Call to Order:

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

Approval of Agenda:

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

Public Comment: None

Approval of Minutes:

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

Financial Reports:

Gank presented Accounts 259, 261 and 262 for Sept and October. He noted that training funds are spent, overtime is about \$10,000 dollars over (but wages are down) and that due to the surcharge changes, an additional \$60,000 in revenues was received.

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

New Business:

- **Policy update for 2019** – It was mutually decided that the subcommittee would address each policy and make recommendation back to the board. A standing date of the 1st Wednesday of the opposite months of the 911 Board Meeting would be the Subcommittee meeting.

Old Business:

- **PFN/Viper/Furniture Update**
As the server crashed and failed about 4 weeks ago, this project is not yet complete. If all goes as now planed, the project will begin January 22. They will be able to complete 4 connections per week and there are 16 total. When complete, furniture can happen.
- **MCT Update**
There are two fire agencies that have verbally agreed to the terms but have yet to sign the master document. The two left are Banks Township and Elmira/Warner. The MCT Police/EMS project just missed being complete in 2018. 911 will be requesting the carryover of funds at the first Board of Commissioners meeting in February.
- **Adam West Update**

The RFP is in the Administration Office for the next steps.

- **Rescue Paging Update**

911 created a policy that meets the needs and requests of Mancelona and Bellaire Fire. The policy was discussed.

Motion by Vandenberg, supported by Bertram to adopt the policy presented with the addition of the Section II adding the wording “unless exempted by Section III.” Motion carried unanimously.

- **MPSCS Update:** Discussion of four plans ranging from full MPSCS to fixing VHF. Discussion centered on the increasing costs to maintain VHF in simulcast form. The 9-1-1 board felt it was too early to make any decision on purchasing equipment. All equipment purchase to be held until the requested pager test be done before any serious proposal be made. Vandenberg requested a fifth plan be added to the choices, which would be dismantling the simulcast into multi tower paging.

Bertram left the meeting at 2:00 PM

Communications and Operations:

Report included in the packet. 911 outage on November 5. Viper should correct these issues. There have also been some CAD issues and are working with the vendor to correct them.

The Department is down two employees with one in training.

Meeting Adjourned at 2:20 pm

Next meeting – March 6, 2019 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

Mancelona Fire District

Edward Sayre, Fire Chief

P.O. Box 548
stoping@651BS-M-66 Hwy.
Mancelona, MI 49659
Antrim

Phone: 231-587-5311
Fax: 231-587-5484
Cell: 231-886-0186
ed.sayre@651BS-M-66.com

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.

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Absent: Sheriff Bean, Lt. Harris

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Public Comment: None

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- **Adam West Update**

The RFP is in the Administration Office for the next steps.

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Communications and Operations:

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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

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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)

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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.

**Antrim County 911 Board
Meeting Minutes
3/7/19**

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

Absent: Lt. Harris

Others Present: Mike Gank, Corey Lecureux, Dr. Smith – Med Control, Ed Sayre, Chuck Shumaker, Judy Sayre, Chad Woodbury, Dr. Fales, Megan Bean, Jessica Spindler

Call to Order:

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

Approval of Agenda:

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

Public Comment:

- Ed Sayre asked if fire departments could be pinged latitude and longitude points for ATV and snowmobile incidents. Gank stated that he would work on a better way to provide location data.
- Chad Woodbury from Banks Township Fire paging and radio traffic has been of issue for their department. Sheriff Bean responded that we are aware of this and it will be discussed further in the agenda.

Approval of Minutes:

Motion by Bertram, supported by Dawson to approve the minutes of the Regular January 2019 meeting as presented. Motion Carried Unanimously.

Financial Reports:

Gank presented Accounts 259, 261 and 262 for January and February. He noted that there is nothing out of the ordinary and that all line items are below or at budget.

Motion by Drollinger, supported by Meyers to approve the January and February Financials for all three accounts as presented. Motion Carried Unanimously.

New Business:

- **County Number Ordinance** – The subcommittee discussed the ordinance at their previous meeting and offered a recommendation for change to Section V: Regulation. Vacant parcels may be assigned a number based on a clearly defined access point from a County or Private Rd. Access points must be a driveway or parking area with signage posted as defined in Section C paragraph 2 for driveways.

Motion by Meyers, supported by Vandenberg to recommend approval of the proposed change to the County Board of Commissioners as presented. Motion carried unanimously.

Old Business:

- **Rescue Paging**

Dr. Smith reiterated his position from the fall. He brought Dr. Bill Fales, State EMS medical Director with him. Dr. Fales explained that some medical directors do allow for a tiered approach, but not all. In order for this to happen, the med control director would request approval from the state for such a decision. Dr. Smith expressed his dismay over the fact that Antrim did not participate in their Professional Peer Review Organization. Bertram explained that he had indeed participated twice but that the peers included in these discussion were above the level of MFR's and Fire Departments which is the point of this discussion. Discussion continued.

Motion by Vandenberg, supported by Bean that the discussions needed were not appropriate for the 911 Board agenda and that we move on.

Discussion:

Sayre stated that this is a Fire Department/Township Board/Med Control issue.

Dr.'s Smith and Fales agreed to meet with the appropriate parties after the conclusion of the 911 Meeting.

Motion Carried Unanimously.

- **PFN/Viper/Furniture Update**

New system is installed. It will take 4 -6 months for the final carrier conversion and for removal of all old equipment. Carpet and Furniture should be in place by late April.

- **MCT Update**

All Police and EMS equipment has been ordered. Fire Departments are still a work in progress – could be up to 2 more months to complete Fire.

- **Adam West Update**

The RFP is ready to go. Quotes will go to the County Board of Commissioners for final consideration.

- **MPSCS Update:**

75% of fund balance should go to radio communications.

3 options

1 – Stay as is

2 – Remove simulcast – which is better for Voice quality but pager trip coverage would suffer

3 – MPSCS communication and paging or mixture of VHF paging with 800 talking

Motion by Drollinger, supported by Meyers to begin the purchase process for 800 MHz radios for all fire and rescue trucks plus 8 EMS vehicles within Antrim County.

Vandenberg asked for further explanation of 2x radio channels

Pager discussion – not yet supported so there are issues.

Motion Carried Unanimously.

Motion by Meyers, supported by Drollinger to address the Central Lake Village 800 service issues with repeaters at an approximate cost of \$45,000.

Motion Carried Unanimously.

The 911 Board asked that Gank provide the tech committee with more detail on pagers for their next meeting and that the tech committee bring back a formal recommendation at the next 911 Board Meeting.

Vandenberg asked if Gank needed assistance from an engineer. He stated that yes, but first he would need to pick a path which is now developing. Lecureux has begun discussions with engineers.

Spindler added that the costs for the repeaters are only placeholders. Costs could be higher or lower once the project begins.

Motion by Bertram to reimburse fire departments that purchase G5 pagers in the amount of \$150. Motion died for lack of second.

Communications and Operations:

2 in training. Having serious issues with the CAD vendor. The company sold again last fall. It is not supported as needed and there are 4 to 5 crashes per shift. They are working on resolving the issues. Report included in the packet. 911 outage on November 5. Viper should correct these issues. There have also been some CAD issues and are working with the vendor to correct them.

Lecureux expressed his thanks to the firefighters and road commission personnel for their tireless work on the Feb 24 storm.

Ricksgers asked if anyone had looked into using the blue silos for repeaters and/or towers?

Thompson also thanked everyone that worked hard during the recent storm.

Meeting Adjourned at 2:15 pm

Next meeting – May 8, 2019 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

Mancelona Fire District

Edward Sayre, Fire Chief

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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.

**Antrim County 911 Board
Meeting Minutes
5/15/2019 – Rescheduled from 5/8/19**

Present: Dan Bean, Leslie Meyers, Brenda Ricksgers, Mike Bertram (arrived at 1:19), Bill Drollinger, Pete Vandenberg, Burt Thompson

Absent: Lt. Harris, Wendy Dawson, Pete Vandenberg

Others Present: Mike Gank, Ed Boettcher, Mark Haynes,

Call to Order:

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

Approval of Agenda:

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

Public Comment: Sheriff Bean apologies for the need to reschedule the meeting and thanked everyone for their attendance today.

Approval of Minutes: The minutes for the March meeting will be considered at the next meeting.

Financial Reports:

Gank presented Accounts 259, 261 and 262 for March and April 2019. He noted that training funds are being used and overtime is up. 24 hours of training are required for all dispatchers over a 2 year period.

Motion by Meyers, supported by Drollinger to approve the March and April 2019 Financials for all three accounts as presented. Motion Carried Unanimously.

New Business:

- **Administrative Assistant for 911** – With the difficulties in keeping Dispatch at full staff, Mike Gank is requesting a part-time temporary employee to assist with the administrative duties required for the department. He envisions a 2 year temporary part-time assignment. This will allow the department to become fully staffed. Currently Mike spends a large share of his time working the dispatch console. Discussions took place of possible sources for the position and included consideration of a criminal justice student.

Motion by Meyers, supported by Drollinger to direct Mike Gank to meet with HR to create a job description for discussion at the July meeting. Motion Carried Unanimously.

- **Double Paging – Banks Township** – Banks Township has requested that Dispatch double page them due to clarity issues. The Board chose to table the issue and direct it to the standing Technology Committee.

Old Business:

- **Rescue Paging Update**

The final draft policy is in the works. This will allow the County to continue with their status quo and it appears it will help out several other counties as well. As the County currently uses the EMD – Emergency Medical Dispatch protocol, Mancelona and Bellaire fire were able to positively address the concerns of MedControl.

- **PFN/Viper/Furniture Update**

The cut-over from the phone companies is almost complete with the exception of ATT. They appear to be dragging their feet as they are receiving technical surcharge funds each month that they have calls on that line.

- **Carpet/Furniture Update**

Electrical is complete. Carpet is being installed today and the furniture arrived a week ahead of time. Due to space limitations it is being stored in a county trailer.

- **MCT Update**

Police departments have received their hardware. Elk Rapids is complete. We have been using East Jordan Mobile for the installs but they are backed up by 6-8 weeks. Grand Traverse mobile is also backed up if work is to be performed at their location. If space is provided, they can get right on it. They are, however, about twice the price as EJ (\$300 verses \$637).

Motion by Meyers, supported by Thompson to split to commit to split the cost with the remaining 4 Police installs for a total of \$637 from 911 to expedite the installation. Motion Carried with Drollinger abstaining.

- **Adam West Update**

The Board of Commissioners declined to sign the lease for the McKinney Tower. The Sheriff recommends no longer negotiating with American Tower. It is estimated that an engineering/propagation study will cost approximately 30 – 40 k.

Motion by Drollinger, supported by Bertram to prepare an RFP for a propagation and engineering study for the 73 acre Densmore property off Park Road in Echo Township - 05-05-028-006-00). Motion Carried unanimously.

- **MPSCS Update:** 800 paging is working. It does tell you when you don't have a signal. Per Drollinger, this isn't the golden egg as the battery life is only about 12 hours. Elmira/Warner is using 800 paging for their Otsego side of response. We will hook them up for the Antrim side of response as soon as 911 is fully put back together again. Banks Township is extremely interested in joining as the clarity is so much better. The study currently being performed by Antrim County is almost complete – Central Lake still needs study. TAA has asked to be wants in next.

Communications and Operations:

2 dispatchers down with one in training. Will begin a recruitment push within the next few weeks. Thompson stated that they have been waiting a year for Frontier to finish their fiber update on the Bellaire Hwy – they are almost complete.

Full Scale Active Assailant Exercise on June 19 at Central Lake High School.

Meeting Adjourned at 1:58 pm

Next meeting – July 10, 2019 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

**Antrim County 911 Board
Meeting Minutes
7/10/19**

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

Absent: None

Others Present: Mike Gank, Corey LeCureux

Call to Order:

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

Approval of Agenda:

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

Public Comment: None

Approval of Minutes: The minutes for the May were approved as presented.

Financial Reports:

Gank presented Accounts 259, 261 and 262 for May and June 2019. While overtime is up, wages are down as they are not at full staffing levels. This will balance it out. They have a new candidate that is in the background check phase. One almost finished with training.

Motion by Meyers, supported by Drollinger to approve the May and June 2019 Financials for all three accounts as presented. Motion Carried Unanimously.

New Business:

- **Fire Protocol Cards** – Gank explained that we currently use EMD Protocol cards. He would like to also purchase The Fire protocol too. Using them could help all departments with ISO ratings. It would help with department consistency and also with potential liability. It was recommended that this be sent to ACES for review. It was decided that the chiefs would all be consulted, but that it could be done prior to the late August ACES meeting.
Motion by Dawson, supported by Drollinger to budget \$23,105 for the 2020 budget cycle for the Fire Protocol Cards. Motion Carried Unanimously.
- **BDA in Large Structures:** After the exercise in Central Lake, Meadowbrook has requested information on how they can work toward communications throughout their building with all public safety. BDA is a type of amplification system for 800 radios. Gank explained that the jail was installing one now. Vandenberg stated that the antennae system is more important than the box. Dawson suggested that maybe someone talk to Grand Traverse. They have just fixed it up at Munson.
- **2020 Budget:** The new tower will be added to the 2020 budget in case emergency funding is not approved.

Old Business:

- **Next Gen 911 Update**

Will be complete once ATT Business and Frontier flip the switch. Hopefully will be complete within 6-8 weeks. For the most part it is working well – just a few hiccups. Getting to using one system will be a blessing for 911. Test to 911 will be available within the next 45 days.

- **MCT Update**

The process is taking longer than expected. EMS is almost complete. All equipment has been received and install for remaining vehicles will take place next week. They are working on an automatic dog locator for the k-9.

- **Paging Update**

Engineering study RFP is ready to go. Gank would like to set a special meeting of the 911 Board for August 7 at 1 pm to address the responses and the 800 mobiles at that meeting so that it can go before the Board of Commissioners at their Sept 5 meeting.

800 paging: Staff went out and recorded tripping of pagers. Survey shows it exceeds portable 800's and VHF paging. There are a handful of sites throughout the county where it doesn't work. Inside buildings is still an issue. LeCrueux can provide more specific data to anyone interested. The biggest surprise was that it exceeded 800 portables.

Communications and Operations:

There is a candidate in the final phase of hiring.

Two UPS units in Rapid City need to be replaced. T be installed within the next week by Tele-Rad.

Exercise in Central Lake – Active Shooter was a great training for dispatch. The issues with communications in Central Lake were highlighted during the exercise. Central Lake needs to be included in the RFP. Gank explained that it is included in the details for the RFP. Thompson stated that we will never solve all the problems, but we can fix some. Meyers added that the AAR (After Action Report) will be completed at the August LEPC meeting,

Call for July 3 to July 5 were up 35% over the past 5 years.

Communications trailer was utilized and in order to continue its usefulness, updates will be required. Updates and the existing trailer do not make much sense. Meyers will attend the next CIP meeting to get an update on moving the Trailer project up in the CIP Que. It was the consensus that Incident Command was important for emergency of operations, continuity of operations was way more important. Without a backup 911 center, the trailer becomes even more important.

It was determined that CCOP and COG plus policy for radios, usage, bidding, training, equipment and accessories will be added to the special meeting agenda on August 7.

7/10/19 Draft Minutes

Meeting Adjourned at 2:12 pm

Next meeting – Special Meeting August 7, 2019 at 1:00 pm.

Respectfully Submitted,

Leslie Meyers, 911 Secretary

**Antrim County 911 Board
Meeting Minutes
11/7/2019**

Present: Dan Bean, Leslie Meyers, Brenda Ricksgers, Pete Vandenberg, Burt Thompson, Lt. Jason Nemecek, Wendy Dawson

Absent: Bertram, Drollinger

Others Present: Mike Gank, Ed Boettcher, Chris Orman

Call to Order:

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

Approval of Agenda:

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

Public Comment: None

Approval of Minutes:

Motion by Meyers, supported by Vandenberg to approve the Special minutes of October 3, 2019 and the regular minutes of September 4, 2019 minutes as presented. Motion Carried Unanimously.

Financial Reports:

Gank presented Accounts 259, 261 and 262 for September and October 2019. Overtime is still an issue. 262 funds will now be less than what was originally budgeted for as the 24 million in the state fund will be readjusted so that our allocation will be now equal to 2017. This will leave us with a \$20,000 shortfall.

Motion by Meyers, supported by Vandenberg to approve the September and October 2019 Financials for all three accounts as presented. Motion Carried Unanimously.

New Business:

- **MCDA Membership Increase:** The Michigan Communication Directors Association- MCDA is increasing their membership fees. They have been very instrumental in lobbying efforts that helped pass the present 911 legislation. Previous membership costs were \$125 for a primary member (Mike) and \$75 for a secondary member (Corey). Dues are now primary - \$500 and \$200 – Secondary.

Motion by Dawson, supported by Vandenberg to recommend that the budget for memberships be increased by \$500 to reflect the increase in MCDA's dues. Motion Carried Unanimously.

- **2020 Election of Officers: Motion by Dawson, supported by Vandenberg to re-elect the current slate of officers: Dan Bean-Chair; Bill Drollinger-Vice-Chair; Leslie Meyers-Secretary. Motion Carried Unanimously**

Old Business:

- **PFN Update:** The CML system is still in place. ATT is taking their sweet old time. Benzie is next in the cue then Antrim. Test to 911 is live and goes public in the next few weeks. Promotions will begin momentarily.

- **MLTS Michigan Rules:** The Multi-Line Telephone System garnered much discussion. The County is affected, as is Shanty Creek Resorts, schools, etc. Questions arose about what others in the region were doing. It was determined that Mike would prepare a policy to address this with the County taking a pro-active approach.
- **Paging/Engineer Study Update:** The engineering bid was set to be reviewed by the County Board of Commissioners on November 8, 2019.
- **MPSCS Fire Mobil Radios:** It was determined that the number of mobile radios for fire/ems departments would be based on road licensed and regularly used fire trucks and would include a speaker system for every station. Mike will return with an RFP and MOU.

Communications and Operations:

Mike noted that the dates for 2020 meeting included in the packet are for 2020, not 2019.

Pete asked about the finish date for the engineer study. Mike stated that the date would be included in the contract that ultimately is signed by the County Board of Commissioners.

Mike added that both new recruits are doing well.

The sub-committee will meet on November 22 at 10 am at the Bellaire Fire Station.

Burt informed all that the Road Commission had added a 4th winter night employee.

Meeting Adjourned at 2:07 pm

Next meeting – January 8, 2020.

Respectfully Submitted,

Leslie Meyers, 911 Secretary