



911 Board / Central Dispatch

Admin Office 231-723-2843

Emergency 231-723-6241

1527 E Parkdale Ave Manistee, Michigan 49660

Regular Meeting Minutes  
Manistee County E911 Board  
Manistee County Emergency Operations Center / Zoom  
January 20<sup>th</sup>, 2021

1). Call to Order:

The Meeting was called to order by Sheriff Gutowski at 9:30 am. Via zoom

2). Roll Call:

Members Present: Sheriff Gutowski, Under Sheriff Torrey, Mr. Sopha, Mr. Dontz, Chief Glass, Mr. Adams, Trp. Skorka

Members Absent: None

Also, present: Chief Cameron from City Fire via zoom, Alvin Rischel Dispatcher in EOC, F/Lt. Keck via zoom

3). Approval of the Agenda:

A motion by U/S Torrey second by Mr. Adams to approve the meeting agenda. Roll call vote was taken:

Sheriff Gutowski	Yes	Chief Glass	Yes	U/S. Torrey	Yes	Mr. Sopha	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Trp. Skorka	Yes		

4). Public Comment / Invited Guest:

None at this time

5). Approval of Minutes:

A motion by Mr. Adams second by Chief Glass to approve the Regular Meeting Minutes from December 16<sup>th</sup>, 2020.  
A roll call vote was taken.

Sheriff Gutowski	Yes	Chief Glass	Yes	U/S. Torrey	Yes	Mr. Sopha	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Trp. Skorka	Abstain		

6). Treasurer's Report:

Mr. Adams gave the Treasurer's report, explaining the 4 reports that were sent to everyone. A motion by U/S Torrey second by Mr. Sopha to approve the Treasure's report. A roll call vote was taken.

Sheriff Gutowski	Yes	Chief Glass	Yes	U/S. Torrey	Yes	Mr. Sopha	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Trp. Skorka	Yes		

Mr. Adams made a motion second by Chief Glass to approve payment of the bills for the month of January with the total to be approved at \$84,164.72. A roll call vote was taken.

Sheriff Gutowski	Yes	Chief Glass	Yes	U/S. Torrey	Yes	Mr. Sopha	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Trp. Skorka	Yes		

7). Committee Reports:

- a. Executive – Did not meet
- b. Finance – Did not meet
- c. Personnel / Policy – Did not meet
- d. Technology – Met on January 14<sup>th</sup> 2021 to discuss the equipment request received. After some discussion a motion by Mr. Adams second by U/S Torrey to recommend to purchase the equipment listed in the report not to exceed \$26,700.00. A roll call vote was taken.

Sheriff Gutowski	Yes	Chief Glass	Yes	U/S. Torrey	Yes	Mr. Sopha	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Trp. Skorka	Yes		

A motion by Chief Glass second by Mr. Sopha to approve the minutes from the technology Committee. A roll call vote was taken.

Sheriff Gutowski	Yes	Chief Glass	Yes	U/S. Torrey	Yes	Mr. Sopha	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Trp. Skorka	Yes		

8). Director’s Report:

Jim advised the Board that the new offices were almost done still waiting on some material. upgrade of the equipment in the equipment room delayed due to State Templates on back log.

9). Deputy Director’ Report

Mike advised the Board on the progress of the new employees and how their training was progressing and that we would be at full staff this month

10). Old Business:

None

11). New Business:

A schedule of the 2021 meeting dates was presented and a motion by Sheriff Gutowski second by U/S Torrey to approve the date as presented. A roll call vote was taken.

Sheriff Gutowski	Yes	Chief Glass	Yes	U/S. Torrey	Yes	Mr. Sopha	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Trp. Skorka	Yes		

Election of officers:

**Chair**--- A motion by Mr. Dontz second by Chief Glass to nominate U/S Torrey as Chair. No other nominations were offered. Roll call Vote.

Sheriff Gutowski	Yes	Chief Glass	Yes	U/S. Torrey	Yes	Mr. Sopha	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Trp. Skorka	Yes		

Meeting was turned over to U/S Torrey.

**Vice Chair**--- a motion by Mr. Sopha second by Mr. Dontz to nominate Chief Glass as Vice Chair. No other nominations were offered. Roll Call vote taken.

Sheriff Gutowski	Yes	Chief Glass	Yes	U/S. Torrey	Yes	Mr. Sopha	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Trp. Skorka	Yes		

**Secretary/Treasurer**--- A Motion by Mr. Dontz second by Sheriff Gutowski to nominate Mr. Adams as Secretary/Treasurer. No other nominations offered. A roll Call vote was taken.

Sheriff Gutowski	Yes	Chief Glass	Yes	U/S. Torrey	Yes	Mr. Sopha	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Trp. Skorka	Yes		

**Authorized signer on the checking:** Discussion was held as to how many signers were needed; Mr. Adams recommended 3 with Sheriff Gutowski agreeing. A motion by Mr. Adams second by Mr. Sopha to have Chief Glass, Mr. Adams, and U/S Torrey as authorized to sign the checks. A roll call vote was taken.

Sheriff Gutowski	Yes	Chief Glass	Yes	U/S. Torrey	Yes	Mr. Sopha	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Trp. Skorka	Yes		

**Emergency Management Coordinator** Discussion was held on the EMC position and what was to happen to it now that U/S Torrey has become the Under Sheriff. Mr. Dontz would like to look at moving that position into the 911 Deputy Director's position. Many questions were asked and Mr. Dontz would like to set up a meeting to discuss this further.

12). Good of the Order:

Thanked Ms. Batzer for her service on the 911 Board and welcomed mr. Dontz as the County representative on the Board.

13). Adjournment:

A motion by Sheriff Gutowski second by Chief Glass to adjourn. All votes in favor. Meeting adjourned at 10:34 am.

Respectfully Submitted  
Jim Espvik  
911 Director