

Regular Meeting Minutes
Manistee County E911 Board
Manistee County Emergency Operations Center / Zoom
March 15th, 2023

1). Call to Order:

The Meeting was called to order by Undersheriff Torrey at 09:30.

2). Roll Call:

Members Present: U/S Torrey, Director Medacco, Mrs. Fairchild, Mr. Dontz and Mr. Adams (via zoom).

Members Not Present: Chief Glass and Trp. Skorka.

Also, present: 911 Director Mike Machen, 911 Deputy Director Alvin Rischel, Generalist Julie Griffis, Lt. House, Sheriff Gutowski (via zoom) and Mr. Craigin (via zoom).

3). Approval of the Agenda:

A motion by Director Medacco seconded by Mrs. Fairchild to approve the amended agenda. All in Favor

4). Public Comment / Invited Guest:

Mr. Craigin informed the Board of the progress of the Hospital Construction project.

5). Approval of Minutes:

A motion by Mr. Dontz seconded by Mrs. Fairchild to approve the Minutes from the regular meeting on February 15th, 2023. All in favor.

6). Treasurer's Report:

Mr. Adams informed the board of the financial activity of Manistee County 911 for the months of February and March. A motion was made by Mr. Dontz seconded by Director Medacco to accept the Treasurer's Report. All in Favor.

Mrs. Fairchild made a motion seconded by Mr. Dontz to approve payment of the bills totaling \$138,233.53. A roll call vote was held:

Mrs. Fairchild	Yes	Director Medacco	Yes	Mr. Dontz	Yes
U/S Torrey	Yes				

7). Committee Reports:

a. Executive – Did not meet.

b. Finance – Did not meet.

c. Personnel / Policy – Did not meet.

d. Technology –Did not meet.

8). Director's Report:

Mr. Machen advised the Board the Console Computer Project, the Zetron Radio Project are complete, and the Backroom Server project would be complete the following day.

Mr. Machen advised the Board of the Annual 911 Financial Audit.
Mr. Machen advised the Board of an audit being conducted by the State 911 Committee.

9). Deputy Director Report/EM Report:

Mr. Rischel advised the Board of the dispatching stats for the previous 3 years for the month of February.
Mr. Rischel advised the Board of the progress of the 2 New Hires.
Mr. Rischel advised the Board he will be attending this year's Homeland Security Conference.
Mr. Rischel advised the Board he will be hosting a Weather Spotter Class in May in the EOC.

10). Old Business:

None

11). New Business:

Director Machen presented a bids for purchasing new chairs for the Dispatch Center. Mr. Machen recommended the purchase of the Iron Horse chairs from SeatWorks LLC.

Director Medacco made a motion seconded by Ms. Fairchild to approve the purchase of the Iron Horse Chairs from SeatWorks LLC for \$12,917.70. A roll call vote was held:

Director Medacco	Yes	Mr. Dontz	Yes	U/S Torrey	Yes
Mrs. Fairchild	Yes				

12). Good of the Order:

Lt. House thanked Mrs. Fairchild for her agency's help with a Mental Transport on a previous date.
Mrs. Griffis informed the Board that the Administration Office at the Courthouse is pleased with how things are going at 911 and how successful the transition has been. Mr. Dontz, U/S Torrey, Sheriff Gutowski, and Mr. Craigin agreed with these comments.
Mr. Adams informed the Board that next month begins the start of the Evaluation Process for the Director and Deputy Director.

13). Adjournment:

U/S Torrey adjourned the meeting at 10:25am.

Respectfully Submitted
Mike Machen
911 Director