



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  
 April 21<sup>st</sup>, 2021

1). Call to Order:

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

2). Roll Call:

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

Members Absent: None

Also, present: F/Lt. Keck via zoom, Ms. Lisa Sagala, Chief Cameron, Ms. Julie Griffis

3). Approval of the Agenda:

A motion by Mr. Adams second by Mr. Dontz to approve the meeting agenda. With the addition of approved Board Member List from County Board to Old Business. All Votes in favor

4). Public Comment / Invited Guest:

None at this time

5). Approval of Minutes:

A motion by Mr. Sopha second by Mr. Dontz to approve the Regular Meeting Minutes from March 17<sup>th</sup>, 2021. All Votes in favor.

6). Treasurer's Report:

Mr. Adams gave the Treasurer's report, explaining the 4 reports that were sent to everyone. A motion by Mr. Dontz second by Chief Glass to approve the Treasure's report. A roll call vote was taken.

U/S. Torrey	Yes	Mr. Sopha	Yes	Chief Glass	Yes	Trp. Skorka	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Director Medacco	Yes		

Mr. Adams made a motion second by Mr. Dontz to approve payment of the bills for the month of April with the total to be approved at \$192,252.47. A roll call vote was taken.

U/S. Torrey	Yes	Mr. Sopha	Yes	Chief Glass	Yes	Trp. Skorka	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Director Medacco	Yes		

7). Committee Reports:

- a. Executive – Did not meet.
- b. Finance – Did not meet.
- c. Personnel / Policy – Met on April 6<sup>th</sup> and 16<sup>th</sup> to discuss the Deputy Director / Emergency Management Coordinator Position Minutes attached

A motion by Mr. Adams second by Chief Glass to approve the minutes from both meetings. Discussion was held as to the headings on the minutes were Finance Committee not Personnel Committee. The Director will make the corrections. All votes in favor

- d. Technology – Did not meet.

8). Director’s Report:

The annual Audit has been completed with no issues.  
 Jim advised still working with PFN and A T& T to have the phone lines changed over.

9). Deputy Director’ Report

Mike advised the Board on the progress of the new employees and how their training was progressing. All 3 Trainers have gone thru the CTO classes. We have completed 1 of 2 CPR classes for the EMD classes scheduled for the first part of May. We are working through some issues with 2 of our trainees.

10). Old Business:

Deputy Director / Emergency Management Coordinator Position was discussed and amotion by Mr. Dontz second by Mr. Adams to have Mr. Mike Machen fill this position. Some discussion was held and the motion was amended to be effective today April 21<sup>st</sup> 2021. A roll call vote was taken.

U/S. Torrey	Yes	Mr. Sopha	Yes	Chief Glass	Yes	Trp. Skorka	Yes
Mr. Dontz	Yes	Mr. Adams	Yes	Director Medacco	Yes		

Ms. Sagala will be working on an addendum to Mikes Work Agreement. The Director will set up a Personnel Committee meeting.

Under Sheriff Torrey advised that the committee assignments have been changed replacing Sheriff Gutowski with Director Medacco on the Personnel Committee.

11). New Business:

None.

12). Good of the Order:

Under Sheriff Torrey acknowledged the Dispatchers for Telecommunicator week.  
 Mr. Dontz Thanked under Sheriff Torrey for his past work as the Emergency Management Coordinator.  
 Director Medacco thanked the board for the opportunity to serve on the 911 Board.  
 Ms. Sagala advised that the County Board approved the 911 Board Authority membership as listed.  
 Mike thanked the responders for their help with the new employees and asked if there is anything we can do please let us know.

13). Adjournment:

The Chair adjourned the meeting at 10:05 am.

Respectfully Submitted  
 Jim Espvik  
 911 Director