

Regular Meeting Minutes
Manistee County E911 Board
Manistee County Emergency Operations Center / Zoom
May 17th, 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, Chief Glass, Director Medacco, Mr. Dontz, Mrs. Fairchild, Trp. Skorka., and Mr. Adams.

Also, present: 911 Director Mike Machen, 911 Deputy Director Alvin Rischel, Generalist Julie Griffis, MMR Operations Manager Daniel Mosholder, Mr. Craigin, Lt. House, Sheriff Gutowski (via zoom), Mrs. Witkowski (via zoom), Mrs. Francisco (via zoom).

3). Approval of the Agenda:

A motion by Mr. Dontz seconded by Mrs. Fairchild to approve the agenda. All in Favor

4). Public Comment / Invited Guest:

Mr. Craigin informed the Board that the Covid Restrictions at the hospital had been somewhat lifted, pending special circumstances. Mr. Craigin advised the Board the ER project had been completed, and the hospital had installed a new panic alarm system. Mr. Craigin also advised the Board the hospital would be conducting an Active Assailant drill on June 12th.

5). Approval of Minutes:

A motion by Mr. Adams seconded by Mrs. Fairchild to approve the Minutes from the regular meeting on April 19th, 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 May. A motion was made by Mr. Dontz seconded by Chief Glass to accept the Treasurer's Report. All in Favor.

Mr. Adams made a motion seconded by Mr. Dontz to approve payment of the bills totaling \$111,686.18. A roll call vote was held:

Chief Glass	Yes	Mr. Adams	Yes	Trp. Skorka	Yes	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 of 911 current staffing levels.

Mr. Machen advised the Board of the progress on the 2023-2024 911 Budget.

Mr. Machen advised the Board on the status of the ES Chat programming.

9). Deputy Director Report/EM Report:

Mr. Rischel advised the Board of the dispatching stats for the previous 3 years for the month of April.

Mr. Rischel advised the Board of the trainings that had taken place in the past month.

10). Old Business:

Discussion was held on last months 911 Credit Card request. Mr. Dontz made a motion seconded by Mr. Adams to rescind last months' motion for the 911 credit card due to improper verbiage of the motion. A roll call vote was held:

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

Mr. Dontz made a motion seconded by U/S Torrey to approve 911 Director Mike Machen to receive a Credit Card from Manistee County not to exceed the credit limit of \$13,500 as in line with other Manistee County Credit Cards. A roll call vote was held:

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

U/S Torrey advised the Board he had received the Self Evaluation forms from the Director and Deputy Director. U/S Torrey requested the Evaluation Forms be completed by the full Board and returned to him.

11). New Business:

Mrs. Fairchild advised the Board that MMR Operations Manager Danny Mosholder would be in charge of overseeing MMR in Manistee and Wexford County. Mrs. Fairchild made a motion seconded by U/S Torrey for Mr. Mosholder to take her place on the Manistee County 911 Board as a representative of MMR. A roll call vote was held:

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

Chief Glass informed the Board of funds in an escrow account that had been set aside for the Lakeshore Silent Observer. Discussion was held on what to do with those funds due to that program no longer being active. The Board would be attempting to gather more information on where these funds came from, and further discussion would be held at the June 21st 911 Board meeting.

Mr. Machen advised the Board of the need to replace the UPS system inside the 911 Center due to the age of the equipment. Mr. Machen is planning on replacing this equipment possibly at the end of the current fiscal year or the beginning of the 2023-2024 fiscal year.

Mrs. Griffis advised the 911 Board of an issue with the retirement plan listed in both the Director and Deputy Director's current Work Agreements. Discussion was held on how to proceed with this. Chief Glass made a motion seconded by Mrs. Fairchild to approve a payment of \$600.00 to MERS to research the current language in the 911 Director and Deputy Director's Work Agreements. A roll call vote was held:

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

12). Good of the Order:

Sheriff Gutowski advised the Board of his appreciation for the Emergency Manager for his help with the recent incident at Tippy Dam as well as the efforts by the Dispatchers on duty on those days. Sheriff Gutowski also advised they Board the Department had been approved to purchase an air boat.

13). Adjournment:

U/S Torrey adjourned the meeting at 10:19am.

Respectfully Submitted
Mike Machen
911 Director