

Regular Meeting Minutes  
Manistee County E911 Board  
Manistee County Emergency Operations Center / Zoom  
June 15th, 2022

1). Call to Order:

The Meeting was called to order by Chief Glass at 9:35 am.

2). Roll Call:

Members Present: Mr. Dontz, Trp. Skorka, Chief Glass, Director Medacco, Mr. Adams (Arrived at 09:40).

Members Absent: U/S Torrey, Mr. Devereaux

Also, present: Julie Griffis, Sheriff Gutowski, and Fred Craigin.

3). Approval of the Agenda:

A motion by Chief Glass second by Trp. Skorka to approve the meeting agenda, All in favor

4). Public Comment / Invited Guest:

Sheriff Gutowski: Acknowledged the good work by Dispatcher Sonja Ratliff on the Shooting Incident that took place over the weekend. Dispatcher Ratliff was able to talk with the suspect and get the suspect to surrender peacefully.

Chief Glass: Acknowledged the Critical Incident that took place in the City during the weekend. 100% of staff involved attended the Critical Stress Debriefing.

5). Approval of Minutes:

A motion by Mr. Dontz second by Chief Glass to approve the amended Minutes from the regular meeting of May 18<sup>th</sup>, 2022. All in favor

6). Treasurer's Report:

Mr. Adams gave the Treasurer's report. A motion by Mr. Dontz second by Trp. Skorka to approve the Treasurer's report. All in favor

Mr. Adams made a motion second by Mr. Dontz to approve payment of the bills totaling \$3,844.01. A roll call vote was taken

Mr. Dontz	Yes	Director Medacco	Yes	Trp. Skorka	Yes	Mr. Adams	Yes
Chief Glass	Yes						

7). Committee Reports:

a. Executive – Did not meet

b. Finance – Met on June 14<sup>th</sup>, 2022, to discuss the budget for the 2022-2023 fiscal year. Mr. Adams made a motion second by Director Medacco to accept the Finance Committee Meeting Minutes. All in favor.

c. Personnel / Policy – Did not meet

d. Technology – Met on May 18<sup>th</sup> to discuss the Console project for the Dispatch Center. Trp. Skorka made a motion seconded by Mr. Dontz to accept the Technology Committee Meeting Minutes. All in Favor.

8). Director's Report:

The Director advised the Board of the status of the console project.

The Director advised the Board the Center had been randomly selected to receive a Compliance Review Audit by the State 911 Committee.

Chief Glass requested at the next meeting the Director present an update on the equipment purchases that took place following the May 911 Board Meeting.

9). Deputy Director Report:

The Dep. Director advised the Board of the dispatching stats for the previous 3 years for the month of May.

The Dep. Director advised the Board of 2 open positions at 911. Mrs. Zylema resigned from her position as a Dispatcher and Ms. Linke has put in her notice of resignation.

The Dep. Director updated the Board on the progress of the tower relocation project for the HAM radio group.

10). Old Business:

Evaluation: Chief Glass made a motion seconded by Director Medacco to approve the new evaluation form for the Director and Deputy Director. All In Favor.

Questionnaire: Mr. Dontz request this item be pushed back until next month.

11). New Business:

None

12). Good of the Order:

Mr. Craigin updated the board on the construction projects taking place in the hospital, as well as training opportunities in the summer. A brief discussion was held by all regarding the purchase of a BDA for the Munson Manistee Hospital.

Dep. Director Machen advised the Board of an Active Shooter Train the Trainer class that is being put together and scheduled for the week of September 5<sup>th</sup>, 2022. Location should be at the old Wellston Elementary School, but contacts with KND School will have to be made.

13). Adjournment:

Chief Glass adjourned the meeting at 10:16am.

Respectfully Submitted  
Jim Espvik  
911 Director