

Regular Meeting Minutes
Manistee County E911 Board
Manistee County Emergency Operations Center / Zoom
July 19th, 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. Mosholder, and Mr. Adams (arrived 09:33).

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

3). Approval of the Agenda:

A motion by Chief Glass seconded by Director Medacco to approve the amended agenda. All in Favor

4). Public Comment / Invited Guest:

None

5). Approval of Minutes:

A motion by Chief Glass seconded by Mr. Mosholder to approve the minutes from the regular meeting on May 17th, 2023. All in favor.

A motion by Mr. Adams seconded by U/S Torrey to approve the amended special meeting minutes on June 22nd, 2023. All in favor.

6). Treasurer's Report:

Mr. Adams informed the board of the financial activity of Manistee County 911 for the month of July. A motion was made by Chief Glass seconded by Director Medacco to accept the Treasurer's Report. All in Favor.

Mr. Adams made a motion seconded by Chief Glass to approve payment of the bills totaling \$34,367.80. A roll call vote was held:

U/S Torrey	Yes	Chief Glass	Yes	Mr. Adams	Yes
Mr. Mosholder	Yes	Director Medacco	Yes		

7). Committee Reports:

- a. **Executive** – Executive Committee met on June 13th, 2023. Discussion was held on possible changes to the 911 Bi-Laws. Director Machen gave an update on the status of the new credit card for Manistee County 911. Chief Glass made a motion seconded by Director Medacco to approve the June 13th, 2023, Executive Committee Minutes. All in favor.

Executive Committee met on July 11th, 2023. Discussion was held on the Director and Deputy Director's retirement language in the Work Agreements. U/S Torrey also informed the Committee on the status of the evaluations for the Director and Deputy Director. Mr. Adams made a motion seconded by Chief Glass to approve the July 11th, 2023, Executive Committee minutes. All in Favor.

- b. **Finance** – The Finance Committee met on June 21st, 2023. Discussion was held on the 2023-2024 budget for Manistee County 911. Director Medacco made a motion seconded by Mr. Mosholder to approve the June 21st, 2023, Finance Committee meeting minutes. All in Favor.

- c. **Personnel / Policy** – The Personnel Committee met on June 13th, 2023. Discussion was held on Director and Deputy Director's retirement language in the Work Agreements. Discussion was also held on the Director and Deputy Director's yearly evaluations. A motion was made by Director Medacco seconded by Mr. Adams to approve the June 13th, 2023, Personnel Committee minutes. All in favor.

- d. **Technology** –The Technology Committee met on July 17th, 2023. Discussion was held on the bi-annual equipment requests from various departments. Mr. Adams made a motion seconded by Chief Glass to approve the purchase of the equipment requests from Stronach Township Fire Department not to exceed \$11,000.00. A roll call vote was held.

Chief Glass	Yes	Mr. Adams	Yes	Mr. Mosholder	Yes
Director Medacco	Yes	U/S Torrey	Yes		

Mr. Adams made a request that moving forward all agencies submitting an equipment request submit a justification page with the request. Chief Glass made a motion seconded by Director Medacco to approve the July 17th, 2023, Technology Committee minutes. All in favor.

8). **Director’s Report:**

Mr. Machen advised the Board of 911 current staffing levels.

9). **Deputy Director Report/EM Report:**

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

Mr. Rischel advised the Board of the call reviews with the Dispatchers.

Mr. Rischel advised the Board of the various fires that have taken place in the County.

10). **Old Business:**

None

11). **New Business:**

Chief Glass made a motion seconded by Mr. Mosholder to recommend to the Manistee County Board of Commissioners that a change be made to the Manistee County 911 Bi-Laws to remove the word “Coordinator” from Section 3F. A roll call vote was held:

Mr. Adams	Yes	Mr. Mosholder	Yes	Director Medacco	Yes
U/S Torrey	Yes	Chief Glass	Yes		

12). **Good of the Order:**

Chief Glass informed the Board that the 4 way stop at Washington and Memorial Drive had been removed.

Mr. Adams advised the Board that he believed Mr. Rischel did a good job with his response and availability for the major fire incidents that had taken place in Manistee County recently.

Mr. Rischel commended all of the Manistee County 911 Dispatchers for their perseverance due to the staffing shortage, and for their excellent work during this time.

Mr. Machen advised the Board that there may be an interruption of 911 service this evening starting around midnight due to PFN cutting and resplicing the lines to make room for the upcoming construction taking place at the Medical Care.

Mrs. Roy informed the Board of issues with the 911 Zoom link that caused people to miss portions of the meeting.

13). **Adjournment:**

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

Respectfully Submitted

Mike Machen

911 Director