

Regular Meeting Minutes  
Manistee County E911 Board  
Manistee County Emergency Operations Center / Zoom  
July 20th, 2022

1). Call to Order:

The Meeting was called to order by Undersheriff Torrey at 9:30 am.

2). Roll Call:

Members Present: Chief Glass, Mr. Adams, Director Medacco, Trp. Skorka, Mr. Dontz, Undersheriff Torrey, and Mr. Devereaux (via zoom).

Also, present: 911 Director Jim Espvik, 911 Deputy Director/Emergency Management Coordinator Mike Machen, Julie Griffis, Sheriff Gutowski, Chief Cameron, Alvin Rischel, and Fred Craigin.

3). Approval of the Agenda:

A motion by Mr. Adams second by Director Medacco to approve the meeting agenda, All in favor

4). Public Comment / Invited Guest:

Mr. Craigin gave the Board an update on the construction taking place at the Hospital. Mr. Craigin also advised the Board of Personnel changes in Hospital Management (New CEO and CNO). Mr. Craigin explained the Hospitals new capability to send security alerts to the Dispatch Center, as well as providing Security Cards for the Officers. Mr. Craigin will be hosting an Amateur Radio class August 2<sup>nd</sup>. Mr. Craigin also provided information on a BDA for the Hospital in an attempt to provide better communication inside the Hospital.

5). Approval of Minutes:

A motion by Mr. Dontz second by Trp. Skorka to approve the amended Minutes from the regular meeting of June 15<sup>th</sup>, 2022. All in favor (Undersheriff Torrey Abstained).

6). Treasurer's Report:

Mr. Adams gave the Treasurer's report. A motion by Mr. Dontz second by Chief Glass 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 \$93,337.81. A roll call vote was taken

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

7). Committee Reports:

a. Executive – Met on July 12<sup>th</sup>, 2022 met to discuss the Evaluation process/timeline for both the Director and Deputy Director.

Mr. Adams made a motion second by Chief Glass to accept the Evaluation process for the Director and Deputy Director. All in favor.

The Committee also discussed the multiple Technology Meetings that had taken place, and also requested updates from the Director on his 1- and 5-year plans for the 911 Center.

Chief Glass made a motion second by Mr. Adams to accept the Executive Committee Minutes. All in Favor.

b. Finance – Met on July 11<sup>th</sup>, 2022, to discuss the budget for the 2022-2023 fiscal year.

Mr. Dontz advised the Board that the Manistee County Board of Commissioners would be holding a Budget Study Session July 29<sup>th</sup>, 2022.

Mr. Dontz 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 July 11<sup>th</sup>, 2022 to discuss the Console project for the Dispatch Center. Chief Glass made a motion second by Trp. Skorka to accept the Technology Committee Meeting Minutes. All in Favor.

8). Director’s Report:

The Director advised the Board of the projects the Center would like to complete (New Consoles if approved, and new CAD System with JMS and RMS combination), New Virtual Servers for the Equipment Room, New Computers for the Center, and a Radio System upgrade for the Center.

The Director advised the Board the Center he had been working with Gabridge & Company to correct Journal Entries in the QuickBooks systems.

The Director advised the Board of a 911 Director School taking place in November.

9). Deputy Director Report:

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

The Dep. Director gave an update on the open dispatching positions. 2 offers had been made, one accepted, and one turned down.

Chief Glass requested to know why Dispatch has had such a high turnover rate as of late. The Director advised the Board the pay rate was a factor.

The Dep. Director advised the Board on upcoming trainings being hosted (LASER Active Shooting Training September 6<sup>th</sup>-9<sup>th</sup>, and ICS-400 September 29<sup>th</sup>-30<sup>th</sup>).

10). Old Business:

Questionnaire: Undersheriff Torrey advised the Director that the County had found some discrepancies in the answers provided by the Director for the questionnaire that Mr. Espvik had been requested to complete. Mr. Espvik disagreed with the County’s findings. Discussion was held on Mr. Espvik’s answers compared to the answers provided by the County.

Undersheriff Torrey made a motion second by Director Medacco to sever the work agreement of 911 Director Jim Espvik effective immediately. A roll call vote was held:

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

Mr. Dontz made a motion second Trp. Skorka by to appoint Deputy Director Mike Machen as the Interim 911 Director. A roll call vote was taken:

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

Mr. Adams made a motion second by Trp. Skorka to pay Jim Espvik \$11,595.70 with benefits according to the language in Mr. Espvik’s Work Agreement. A roll call vote was taken:

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

11). New Business:

Mr. Machen presented the proposed payout for Kayla Linke for vacation time accrued for the year 2022.

A motion by Director Medacco second by Mr. Adams to pay out Kayla Linke \$681.12 for vacation time earned for 2022. A roll call vote was taken:

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

Mr. Machen presented information on the Xybix Consoles to the Board, and requested these consoles be purchased for the 911 Center.

Mr. Adams made a motion second by Director Medacco to purchase 3 Xybix consoles for the 911 Center for a total of \$65,686.50. A roll call vote was taken:

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

Mr. Adams requested Mr. Machen request a Pro-Forma Invoice for the purchase of the consoles.

12). Good of the Order:

Mr. Dontz: The board takes no pleasure in the events that transpired during the meeting. Looking forward to moving forward in a positive manner with 911.

Chief Glass: Request the 911 Chair and Mr. Machen work close together and begin to put together a process to hire a new 911 Director.

Mr. Rischel: As the Union President for the Dispatchers, Commended the Board on making a difficult decision.

13). Adjournment:

Undersheriff Torrey adjourned the meeting at 11:00am.

Respectfully Submitted  
Mike Machen  
911 Director