

Regular Meeting Minutes
Manistee County E911 Board
Manistee County Emergency Operations Center / Zoom
August 16th, 2023

1). Call to Order:

The Meeting was called to order by Undersheriff Torrey at 09:33.

2). Roll Call:

Members Present: U/S Torrey, Chief Glass, Mr. Adams, Trp. Skorka, Mr. Mosholder, Director Medacco, and Mr. Dontz.

Also, present: 911 Director Mike Machen, 911 Deputy Director Alvin Rischel, Generalist Julie Griffis, Fred Craigin, Manistee County 911 Dispatchers Deb Roy, Jessica Witkowski, Sonja Ratliff, Justine Chmielewski (via zoom), Lindsay Francisco (via zoom) Lt. House (via zoom), GELC Labor Representative John Stidham (via zoom).

3). Approval of the Agenda:

A motion by Chief Glass seconded by Mr. Dontz to approve the amended agenda. All in Favor

4). Public Comment / Invited Guest:

None

5). Approval of Minutes:

A motion by Mr. Dontz seconded by Chief Glass to approve the minutes from the regular meeting on July 19th, 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 August. A motion was made by Director Medacco seconded by Mr. Mosholder to accept the Treasurer's Report. All in Favor.

Mr. Adams made a motion seconded by Director Medacco to approve payment of the bills totaling \$134,410.27. A roll call vote was held:

Chief Glass	Yes	Mr. Adams	Yes	Trp. Skorka	Yes	Mr. Mosholder	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 – The Personnel Committee met on August 10th, 2023. Discussion was held on the Director and Deputy Director's Evaluations. All ratings for both evaluations were average or better. The Director and Deputy Director presented proposals to the Committee on the retirement language in their current Work Agreements. Discussion was held, and determined to discuss the matter further. Discussion was also held on a Letter of Understanding presented to the Director from the Dispatcher Union (GELC) reference a wage increase. The Committee agreed to meet again to discuss this matter further.

A motion was made by Mr. Mosholder seconded by Mr. Adams to accept the Personnel/Policy Committee meeting minutes. All in favor.

d. Technology –Did not meet.

8). Director's Report:

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

Mr. Machen advised the Board of planned projects for the 2023-2024 Fiscal Year.

9). Deputy Director Report/EM Report:

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

Mr. Rischel advised the Board of Manitowoc Incident

Mr. Rischel advised the Board he has begun receiving school drill lists from the schools in the county.

10). Old Business:

None

11). New Business:

None

12). Good of the Order:

Mr. Dontz informed the board of the Manistee County Board meeting on August 24th, 2023 at 09:30am for the allocations of millages.

13). Adjournment:

U/S Torrey adjourned the meeting at 09:50am.

Respectfully Submitted

Mike Machen

911 Director

DRAFT