

**Regular Meeting Minutes**  
**Manistee County E911 Board**  
**Manistee County Emergency Operations Center / Zoom**  
**September 20<sup>th</sup>, 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, 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 (via zoom), Manistee County 911 Dispatchers Deb Roy, Jessica Witkowski, Lindsay Francisco (all 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 Chief Glass seconded by Director Medacco to approve the minutes from the regular meeting on August 16<sup>th</sup>, 2023. All in favor.

A motion by Mr. Dontz seconded by Chief Glass to approve both the closed session and special board meeting minutes on August 29<sup>th</sup>, 2023. All in favor.

6). Treasurer's Report:

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

Chief Glass made a motion seconded by Director Medacco to approve payment of the bills totaling \$82,535.27. A roll call vote was held:

|             |     |               |     |                  |     |
|-------------|-----|---------------|-----|------------------|-----|
| Chief Glass | Yes | Mr. Dontz     | Yes | Director Medacco | Yes |
| Trp. Skorka | Yes | Mr. Mosholder | 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 16<sup>th</sup>, and September 13<sup>th</sup>, 2023. Discussion was held on the Director and Deputy Director retirement language in their current Work Agreements. Discussion was also held on the Retention and Recruitment payout for the Dispatcher Union Employee's (GELC)

A motion was made by Mr. Mosholder seconded by Director Medacco to accept the Personnel/Policy Committee meeting minutes from August 16<sup>th</sup>, 2023.. All in favor.

A motion was made by Mr. Mosholder seconded by Mr. Dontz to accept the Personnel/Policy Committee meeting minutes from September 13<sup>th</sup>, 2023.. 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 updates on the UPS System.

Mr. Machen advised the Board that he would be speaking at the Portage Lake Association on September 28<sup>th</sup>, 2023.

9). Deputy Director Report/EM Report:

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

Mr. Rischel advised the Board of progress from the School Drills.

Mr. Rischel advised the Board he would be attending a debrief on September 21<sup>st</sup>, 2023 for the 4-Corners fire in Buckley.

10). Old Business:

None

11). New Business:

Mr. Machen presented the 2023-2024 Manistee County 911 Budget to the Board. Chief Glass made a motion seconded by Director Medacco to approve the Manistee County 911 2023-2024 Budget pending the Manistee County Board of Commissioners' milage approval. A roll call vote was taken:

|               |     |                  |     |             |     |
|---------------|-----|------------------|-----|-------------|-----|
| Mr. Dontz     | Yes | Director Medacco | Yes | Trp. Skorka | Yes |
| Mr. Mosholder | Yes | U/S Torrey       | Yes | Chief Glass | Yes |

At 09:56am U/S Torrey made a motion seconded by Director Medacco go into closed session to review and consider material exempt from disclosure by the state statute pursuant to MCL 15.268(h) of the Open Meetings Act, specifically, a written legal opinion dated June 19<sup>th</sup>, 2023, and authored by Cohl, Stoker, & Toskey, P.C., subject to the attorney-client privilege which is exempt from disclosure under the Freedom of Information Act at MCL 15.243(1). U/S Torrey requested Mrs. Griffis remain in the closed session. A roll call vote was held:

|                  |     |             |     |               |     |
|------------------|-----|-------------|-----|---------------|-----|
| Director Medacco | Yes | Trp. Skorka | Yes | Mr. Mosholder | Yes |
| U/S Torrey       | Yes | Chief Glass | Yes | Mr. Dontz     | Yes |

At 11:05am Mr. Dontz made a motion seconded by Trp. Skorka to come out of closed session. All in favor. A five minute recess was held.

At 11:10 am the meeting resumed.

U/S Torrey made a motion to clarify the motion made by Chief Glass at the August 29<sup>th</sup>, 2023 meeting as follows: Quarterly lump sum payments in the amount of \$750.00 to be payable on the first payroll of each quarter starting October 1<sup>st</sup>, 2023, through September 30<sup>th</sup>, 2024, to all full-time Dispatchers who are members of the bargaining unit and who are actively employed on the first day of each quarter. A roll call vote was held.

|             |     |               |     |                  |     |
|-------------|-----|---------------|-----|------------------|-----|
| Trp. Skorka | Yes | Mr. Mosholder | Yes | U/S Torrey       | Yes |
| Chief Glass | Yes | Mr. Dontz     | Yes | Director Medacco | Yes |

U/S Torrey made a motion seconded by Chief Glass to pay the Director and Deputy Director \$4,000.00 per year, prorated for the first year, and paid monthly for the final year of the current Work Agreements into a 457b through Manistee County pending attorney approval. A roll call vote was held:

|               |     |                  |     |             |     |
|---------------|-----|------------------|-----|-------------|-----|
| Mr. Mosholder | Yes | U/S Torrey       | Yes | Chief Glass | Yes |
| Mr. Dontz     | Yes | Director Medacco | Yes | Trp. Skorka | Yes |

12). Good of the Order:

Chife Glass thanked Mr. Rischel for all the work and progress he has made with the schools and the drills.

13). Adjournment:

U/S Torrey adjourned the meeting at 11:13am.

Respectfully Submitted  
Mike Machen  
911 Director