

Regular Meeting Minutes
Manistee County E911 Board
Manistee County Emergency Operations Center / Zoom
September 21st, 2022

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, Director Medacco, and Mr. Dontz,

Members Absent: Mr. Devereaux

Also, present: Interim 911 Director Mike Machen Julie Griffis, and Fred Craigin.

3). Approval of the Agenda:

A motion by U/S Torrey seconded by Mr. Dontz to approve the meeting agenda, All in favor

4). Public Comment / Invited Guest:

Mr. Craigin advised the Board of update on ER construction project. Project is expected to be completed November 15th, 2022. Also, advised the board that work would need to be done to the roof on the Marilla Tower.

5). Approval of Minutes:

A motion by U/S Torrey seconded by Mr. Adams to approve the amended Minutes from the regular meeting of August 17th, 2022. All in favor

6). Treasurer's Report:

Mr. Adams gave the Treasurer's report. Mr. Adams made a motion seconded by Chief Glass to move \$33,500.00 from the Capitol Improvement line and place \$12,000.00 in the Repair and Maintenance line, \$5,000.00 into the Miscellaneous line, and \$16,500.00 into the Equipment Purchases line. Then to take \$1,000.00 from the Office Supplies line and place all of it in the Insurance Line. Then to take \$3,000.00 from the Utilities Line and place \$1,500.00 in Professional Fees line and \$1,500.00 in the Maintenance Agreements line. Followed by Taking \$60,000.00 from the Fringe Benefits line and \$45,000.00 from the Contingency line and placing both of these amounts, totaling \$105,000.00 into the Wages line. A roll call vote was taken:

Trp. Skorka	Yes	Director Medacco	Yes	Mr. Dontz	Yes
U/S Torrey	Yes	Chief Glass	Yes	Mr. Adams	Yes

Mr. Adams made a motion seconded by Trp. Skorka to approve payment of the bills totaling \$189,937.64. A roll call vote was taken

Director Medacco	Yes	Mr. Dontz	Yes	U/S Torrey	Yes
Chief Glass	Yes	Mr. Adams	Yes	Trp. Skorka	Yes

7). Committee Reports:

a. Executive – Did not meet

b. Finance – Met on September 13th, 2022, to discuss the budget for the 2022-2023 fiscal year. U/S Torrey made a motion seconded by Mr. Dontz to accept the Finance Committee Meeting Minutes. All in favor.

c. Personnel / Policy – Did not meet

d. Technology – Did not meet.

8). Interim Director’s Report:

Mr. Machen advised the Board of the dispatching stats for the previous 3 years for the month of August.
Mr. Machen advised the Board of Director’s training coming up in November, and 3 current dispatchers needing to take Dispatcher 1 and 2 courses.
Mr. Machen advised the Board of the progress made on Console project. 1 Console installed currently; project will be completed September 22nd, 2022.
Mr. Machen advised the Board of the progress of the Server Room project. Waiting on 3 more packages, should be in by the end of October.

9). Deputy Director Report/EM Report:

10). Old Business:

911 Director Position: Mr. Dontz made a motion seconded by Mr. Adams to make Mike Machen the 911 Director. A roll call vote was taken.

Mr. Dontz	Yes	U/S Torrey	Yes	Chief Glass	Yes
Mr. Adams	Yes	Trp. Skorka	Yes	Director Medacco	Yes

11). New Business:

2022-2023 Budget: Mr. Adams made a motion seconded by Chief Glass to approve the 2022-2023 Manistee County 911 Budget as presented. A roll call vote was taken:

U/S Torrey	Yes	Chief Glass	Yes	Mr. Adams	Yes
Trp. Skorka	Yes	Director Medacco	Yes	Mr. Dontz	Yes

Director Machen presented the Zetron Radio Project to the Board and discussion was held. Mr. Dontz made a motion seconded by Trp. Skorka to purchase the Zetron Radio Equipment on October 1st, 2022, not to exceed \$183,000.00. A roll call vote was taken:

Chief Glass	Yes	Mr. Adams	Yes	Trp. Skorka	Yes
Director Medacco	Yes	Mr. Dontz	Yes	U/S Torrey	Yes

12). Good of the Order:

Mr. Dontz requested the open Deputy Director position, that will continue to hold the Emergency Management Coordinator position, have a panel of interviewers including Mr. Machen, U/S Torrey, Sherriff Gutowski, and Mr. Dontz.

Chief Glass requested Mr. Machen send out forms, dates, and guidelines for equipment requests for all agencies

13). Adjournment:

U/S Torrey adjourned the meeting at 10:20am.

Respectfully Submitted
Mike Machen
911 Director