

Regular Meeting Minutes
 Manistee County E911 Board
 Manistee County Emergency Operations Center / Zoom
 October 18th, 2023

1). Call to Order:

The Meeting was called to order by Undersheriff Torrey at 09:31.

2). Roll Call:

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

Also, present: 911 Director Mike Machen, 911 Deputy Director Alvin Rischel, Generalist Julie Griffis, Chief Tom Hernden, Sheriff Brian Gutowski (via zoom).

3). Approval of the Agenda:

A motion by Mr. Dontz seconded by Chief Glass 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. Dontz to approve the closed session minutes from the regular meeting on September 20th, 2023. A roll call vote was held:

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

A motion by Chief Glass seconded by Mr. Dontz to approve the amended regular meeting minutes on September 20th, 2023. All in favor.

6). Treasurer’s Report:

Mr. Machen informed the Board of the financial activity of Manistee County 911 for the last two weeks of September. Mr. Machen informed the Board that \$7,341.21 needed to be moved from one line item into other areas of the budget . A motion was made by Chief Glass seconded by Mr. Dontz to move \$7,341.21 from the wages line and placed in the line items as needed. A roll call vote was held:

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

Mr. Machen informed the Board of the financial activity of Manistee County 911 for the month of October. U/S Torrey made a motion seconded by Chief Glass to approve the Treasurer’s Report. All in favor.

Chief Glass made a motion seconded by Director Medacco to approve payment of the September bills totaling \$107,731.15. A roll call vote was held:

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

Mr. Mosholder made a motion seconded by Director Medacco to pay the October bills totaling \$73,767.64. A roll call vote was held:

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

7). Committee Reports:

a. Executive – Met on October 10th. 2023. Met to discuss new updates on the Director and Deputy Director’s Retirement language in the current work agreements. Chief Glass made a motion seconded by Director Medacco to rescind the

motion from the September meeting stating: 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:

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

Director Medacco made a motion seconded by Chief Glass to approve the Executive Committee meeting minutes. All in favor.

b. Finance – Did not meet.

c. Personnel / Policy – Did not meet.

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 his participation in an event held by the Portage Lake Association.

Mr. Machen advised the Board of the Director and Deputy Director’s attendance at the annual PFN Conference.

9). Deputy Director Report/EM Report:

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

10). Old Business:

None

11). New Business:

Ken Williams final payout: Mr. Dontz made a motion seconded by Mr. Mosholder to pay out Ken Williams \$2,661.20 for unused time off/time off earned prior to the ending of his employment. A roll call vote was held.

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

Mr. Machen presented the Board with a quote from Grand Traverse Mobile, with a request to purchase 800 mHz radios for all of the Fire Departments in Manistee County. Chief Glass made a motion seconded by Mr. Mosholder to purchase 800 mHz radios for all of the Fire Departments in Manistee County not to exceed a cost of \$330,000.00. A roll call vote was held:

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

12). Good of the Order:

None

13). Adjournment:

U/S Torrey adjourned the meeting at 10:26am.

Respectfully Submitted
Mike Machen
911 Director