

**MASON-OCEANA 911 BOARD
MEETING MINUTES
APRIL 19, 2017**

PRESENT: Mark Barnett Greg Frick Wally Taranko
Matt Bryant Laude Hartrum Bob Walker
Kim Cole Craig Mast Matt Kanitz for Jeff White
Lance Corey via telecom

ABSENT: Kevin Walk

STAFF: Ray Hasil
Todd Myers
Connie Blaauw

GUEST: Jim Duram

MEETING CALLED TO ORDER: Meeting called to order by Chairman Barnett at 10:00 a.m.

CITIZEN PARTICIPATION: None

APPROVAL OF AGENDA:

Motion by Taranko and supported by Frick to approve the Agenda as presented. Voice Vote. Motion Carried.

MINUTES OF THE PREVIOUS MEETING: Minutes of the previous Board Meeting were presented. Walker asked if it would be appropriate to have his question, from our March meeting, regarding the expenditure of mileage paid, added to the minutes. Chairman Barnett stated that we will amend the March minutes as requested.

Motion Walker and supported by Mast to accept the March 15, 2017 Board Meeting Minutes with the amendment mentioned above. Voice Vote. Motion Carried.

TREASURER'S REPORT: Treasurer's Report for the Month of March 2017, presented by Walker.

Total Revenues: \$146,593.86

Total Expenditures: \$140,900.01

Fund Balance February 28, 2017: \$575,256.65

Motion by Hartrum and supported by Frick to accept the Treasurer's report and to approve the payment of claims for April in the amount of \$317.86. Voice Vote. Motion Carried.

COMMITTEE REPORTS: None

DIRECTOR'S REPORT:

Director Hasil issued Todd Myers an Agency Commendation for his work completing the final leg of a three-year Competitive Grant Assistance Program (CGAP) project with Newaygo County Central Dispatch. Hasil stated Todd was instrumental in the overall project success and he was able to complete the project while performing his daily responsibilities as 911 Operations Manager.

Hasil also issued Connie Blaauw an Agency Commendation for improvement to our payroll, accounts receivable and healthcare plan processes. In addition to the regular duties she also assumed primary responsibilities with our State of Michigan training compliance requirements, all quality assurance evaluations and is our FOIA Coordinator.

Personnel

- National Telecommunicator Week was April 9-15 this year. One of the ways we celebrated was with Agency Commendations for Mason-Oceana 911 staff that worked the Butterfield Murder, Tanner Swamp helicopter crash and more recently, the Parkview Manor fire in Hart. Other staff were recognized for contributions to 'side projects' that are critically important to our operation. The awards lay the foundation to recognize staff on a regular basis.
- All three part-time employees are progressing as expected in their training. The staff here has done an amazing job working through the logistics of simultaneously training 3 new employees.
- Todd Myers is now certified in a mandatory 40-hour course that new telecommunicators must take. There are 5 of our employees that were required to take the training and we are saving approximately \$5,000 by having Todd teach the class in-house.
- Our critically low part-time staffing will cause an overage on overtime this year.
- Ray and Connie attended training that focused on progressive discipline and evaluation design.
- Ray and Eaton Co 911 Radio & Data Engineer John Imeson recently taught Michigan's first state-sponsored Communications Unit Leader (COML) course for the Department of Homeland Security's Office of Emergency Communications. The class went very well and a second class is already scheduled for June.

Collaboration Projects

- Conference calls with Meceola, Newaygo, Mason-Oceana and Peninsula Fiber Network (PFN) weekly as we move toward NG911 capable E911 delivery via SIP. Mason-Oceana is the first PSAP to begin conversions on Monday, May 15.
- Once SIP integration is done for all 3 PSAPs we begin joining the Mason-Oceana and Meceola hosts.
- Ray and Todd will attend a Cyber Crime Victim Services partner meeting on May 15. The program will more effectively address cybercrimes for 911, law enforcement, and victims. It will also promote education and awareness for citizens.
- Ray is working with Oceana Co EM Jim Duram on an inexpensive project that would automate transmission of dam water levels in the Silver Lake area via amateur radio and the internet.

Other Updates

- We are in regular communication with Oceana EMS on how to adjust map layers and policy for the departure of Pro-Med from southeastern Oceana Co.
- We're working with Mason Co Search and Rescue on a notification process utilizing PageGate.
- Auditors were onsite for pre-work on April 3&4. They spoke with 911 staff and 911 Board Treasurer Bob Walker.

Director's Report (continued)

- Texting to 911 (TXT2911)- requests to wireless carriers to receive 911 texts in both counties have been initiated.
- Building Access- cleanup work is complete and the new system has been very well received by staff.
- EMD v13.0- we are working through training staff and will go live with v13.0 by the end of April.
- Communications Training Officer (CTO) Group- the CTO group met March 20 and worked on rating continuity from trainer to trainer.
- Policy Group- the policy group last met March 2nd and completed the first pass of changes to the Personnel Policy. The next meeting is pending Ray applying all of the recommended changes to a new draft. A second draft will logically reorganize the policies so they are easier to find. Once completion of a second draft is complete it will go to the 911 Personnel Committee for consideration.
- A meeting with wrecker service 'no-preference rotation' owners has been scheduled for Monday, May 1 at 1PM.
- There is a statewide tornado drill at 1PM today.
- Our annual MMRMA redistribution will be just over \$2,000 this year. This is a sharp decrease from years past because one-third of the re-distribution (10 million dollars) pool was reallocated to establish monies to write insurance for workman's comp related coverage.

Regarding the wrecker Policy change Barnett questioned if we should have two representatives from the wrecker services meet with the TAC Committee before meeting with the whole group on May 1st. This could allow them to express their concerns. Further discussion was held, Myers stated we should invite the Wrecker Association to the meeting. Walker stated the Association could pick an owner from both Counties to be at the meeting.

Motion by Walker and supported by Corey to contact the Wrecker Association and set up a meeting with the TAC Committee.

Motion by Bryant and supported by Mast to accept the Director's Report. Voice Vote. Motion Carried.

OLD BUSINESS: None.

NEW BUSINESS:

Walker informed the Board that Double JJ Ranch has all calls to 911 routed through their front desk, individuals are not able to call 911 directly. Most of the employees are from outside of the country and have strong accents making it difficult to understand.

Frick stated that as of April 27, there is a possibility Walkerville Fire Department and Walkerville Rescue may no longer exist. This is due to issues over a budget that has not been approved. Conversation was held.

Motion by Walker and supported by Harturm that as of April 27 if Walkerville Fire/Rescue Department no longer exist, Walkerville Fire/Rescue Department will continue to be toned in addition to toning out the mutual aid department.

Harturm stated that a letter should be sent to Walkerville Township and Village along with the Departments that provide mutual aid. Barnett stated Newaygo County and Newaygo Central Dispatch should also receive a copy of this change.

Hartrum changed the above motion to state: after Walkerville Fire/Rescue Department is toned, the mutual aid department will be dispatched in accordance to the Structure Fire protocol. Walker supported this motion. Voice Vote. Motion Carried.

There being no further business the meeting was adjourned at 11:35 a.m.

NEXT SCHEDULED meeting will be May 17, 2017 at 10:00 a.m. at the Mason-Oceana 911 Conference Room, located at 9160 N. Oceana Drive, Pentwater.

Respectfully Submitted,

Connie Blaauw, Secretary