

**MASON-OCEANA 911 BOARD**  
**MEETING MINUTES**  
**January 18, 2017**

**PRESENT:** Mark Barnett                      Laude Hartrum                      Kevin Walk  
                 Matt Bryant                      Craig Mast                      Bob Walker  
                 Kim Cole                      Wally Taranko                      Jeff White

**STAFF:** Ray Hasil  
                 Todd Myers  
                 Connie Blaauw

**ABSENT:** Lance Corey and Greg Frick

**MEETING CALLED TO ORDER:** Meeting called to order by Vice Chairman Cole at 10:03 a.m.

**CITIZEN PARTICIPATION:** None

**APPROVAL OF AGENDA:** Director Hasil requested to move the Executive Board appointments to immediately follow the approval of the agenda. Also, adding to the agenda: Muskegon Heights request, Eagle Towing, Compensation Contract, Recognition for Critical Incidents and Audit.

**Motion by Taranko and supported by Walk to approve the amendments to the Agenda as noted above. Voice Vote. Motion Carried.**

Executive Board Appointments: Taranko nominated Barnett to the Chairman position, no other nominations were made. Future examination to determine which Committee(s) Mast should sit on will be discussed.

**Motion by Hartrum and supported by Mast to approve Barnett as the Chairman of the Board, with no other changes to the current Executive Board. Voice Vote. Motion Carried.**

**MINUTES OF THE PREVIOUS MEETING:** Minutes of the previous Board Meeting were presented.

**Motion Walk and supported by Bryant to accept the December 21, 2016 Board Meeting Minutes. Voice Vote. Motion Carried.**

**TREASURER'S REPORT:** Treasurer's Report for the Month of December 2016, presented by Walker. Director Hasil presented Budget Amendments to balance the 2016 budget.

Total Revenues: \$20,343.84

Total Expenditures: \$193,456.03

Fund Balance December 31, 2016: \$346,682.26

**Motion by Cole and supported by Hartrum to accept the Treasurer's report and to approve the payment of claims for January in the amount of \$560.49. Voice Vote. Motion Carried.**

**Motion by Walker and supported by Mast to approve the Budget Amendments as presented by Director Hasil. Voice Vote. Motion Carried.**

**COMMITTEE REPORTS:** None  
Approved 2/15/17

## **DIRECTOR'S REPORT:**

### Personnel

- Full-time employee Carla Inglis-Greiner retired after 15 years of service and we wish her the best in her retirement.
- Part-time employees Amy Grondsma and Jonathan Hughart accepted full-time position vacancies. We are advertising for and hiring 2 new part-time employees.

### Collaboration Projects

- Mason-Oceana met with Muskegon Co to discuss their status on replacing their old 911 call answering system. We spoke about the possibility of collaborating with them by having them join our five-county system. They are in the early stages of their selection process.

### Other Updates

- Texting to 911 (TXT2911)- requests to wireless carriers to receive 911 texts in both counties have been initiated. Carriers have up to 6 months to implement but some implement in as little as 3 weeks.
- Building Access- phase I is proceeding and will replace our 3 building intercoms and tie into the Viper, allowing us to completely disconnect our old Nortel phone system.
- Merit Fiber/Network Security Upgrade- our connection went live on January 12. Optimal Solutions was here the next day to install the new firewall appliance and establish remote access. We are working to cut all connections to the new appliance as soon as possible so there is limited overlap on paying for two fiber connections.
- MDR-8000 Microwave Sale- \$1,000 was negotiated from the sale of 8 transmitters. The remainder of the equipment will be picked up for use by MPSCS for spare parts.
- EMD v13.0- Ray meets with Oceana EMS and Life EMS this afternoon to compare v12.2 to v13.0 for recommendation to Mason & Oceana Co medical control boards.
- Ray is meeting with two different staff groups to update and improve documentation. The policy group includes a representative from each shift and will begin the process of identifying updates to the 911 personnel policy and other policies. Policy updates will be presented to the 911 Personnel Committee at a later date to begin the 911 Board approval process. The training group includes our CTO's and will meet to update and improve our training program.
- The parking lot has its first LED light. Pending how this one fairs we will replace all of them in the fall.

### Community Outreach

- We are gearing up to begin promoting Smart911.

**OLD BUSINESS:** None

### **NEW BUSINESS:**

New vehicle purchase: Hasil presented three proposals and made a recommendation to purchase a 2017 Ford Expedition in the amount of \$32,485.00 from Gorno Ford. Discussion was held.

**Motion by Hartrum and supported by Bryant to purchase the 2017 Ford Expedition recommended by Hasil. Voice Vote. Walker opposed. Motion Carried.**

Walker stated there should be a policy in place regarding the use of the vehicle prior to placing the vehicle in service.

**Motion by Walker and supported by Taranko to write a vehicle use policy prior to placing the vehicle in service. Voice Vote. Motion Carried.**

**Motion by Walker to add a new line item to the budget for vehicle purchase, with the funds moved from capital improvement to cover the cost.**

Further discussion was held. Walker amended his motion.

**Motion by Walker and supported by Cole to approved the cost of the vehicle purchase with the funds from the capital improvement line item; and in future budgets having items to be purchased that exceeding \$5,000.00, each item will be listed under Capital Improvement. Voice Vote. Motion Carried.**

Oceana County Advance Pay Off: Director Hasil recommended the early pay off the Advance from Oceana County in the amount of \$58,894.63, the money would come from Capital Improvement. Discussion was held.

**Motion by Taranko and supported by White to pay off the Advance from Oceana County in the amount of \$58,894.63. Voice Vote. Motion Carried.**

Muskegon Heights request: Hasil stated that we received a request from Muskegon Heights PD to add the 64P911 talkgroup to their radios. Discussion was held. Hasil stated that a memorandum of understanding (MOU) between both agencies would need to be signed to allow the change.

**Motion by White and supported by Hartrum to approve the request to add 64P911 from all Law Enforcement agencies in Muskegon County as long as the request comes in writing from the department head. Voice Vote. Motion Carried.**

Eagle Towing: A cease and desist letter was received from Eagle Towing's Attorney. A discussion was held. Barnett stated a meeting with the TAC Committee needs to be scheduled to address the wrecker policy. Taranko stated we should contact our insurance company and take their advice as to a response to the letter from the attorney.

Compensation Contract: Hasil presented a salary survey from Ottawa County stating that this may take the place of the Desk Study that was previously discussed. Hasil stated if the survey is what we need, it could save the cost of paying for our own study. Hasil will update the Board as to the outcome.

Recognition for Critical Incidents: Hasil is looking into special recognition for Dispatchers when they are involved in a critical incident. Hasil asked the Boards opinion whether the recognition should be from the Board level or if the Director should handle them internally. White felt that it would be good for the Board Chairman and the Director to both sign off on an acknowledgement.

Financial Audit: Hasil stated we are no longer under contract with Abraham and Gaffney, who has provided us with our previous annual audits. Their current rate is between 6 and 7 thousand dollars annually. Hasil suggests that we reach out for bids from the businesses that Mason and Oceana Counties use as he believes we could find comparable service for less cost.

**Motion by Taranko and supported by Hartrum to open up bids for our Audit Service. White stated he would abstain from vote due to his connection with one potential bidder. Voice Vote. Motion Carried.**

There being no further business the meeting was adjourned at 12:18 p.m.

NEXT SCHEDULED February 15, 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