

**MASON-OCEANA 911 BOARD  
MEETING MINUTES  
SEPTEMBER 20, 2017**

**PRESENT:** Mark Barnett                      Lance Corey                      Kevin Walk  
                 Matt Bryant                      Craig Mast                      Bob Walker  
                 Kim Cole                      Wally Taranko                      Chuck Hockanson for Jeff White

**ABSENT:** Frick and Hartrum

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

**GUEST:** Jim Duram

**MEETING CALLED TO ORDER:** Meeting called to order by Chairman Barnett at 10:05 a.m.

**CITIZEN PARTICIPATION:** None.

**APPROVAL OF AGENDA:**

Hasil requested propane contract to be added to New Business.

**Motion by Corey and supported by Walk to approve the Agenda with the addition of propane contract added to New Business. Voice Vote. Motion Carried.**

**MINUTES OF THE PREVIOUS MEETING:**

Minutes were presented with the Board packet.

**Motion by Taranko and supported by Mast to accept the August 16, 2017 Board Meeting Minutes. Voice Vote. Motion Carried.**

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

Total Revenues: \$318,237.36

Total Expenditures: \$82,823.39

Fund Balance: August 31, 2017: \$706,395.14

A discussion was held regarding the question by Walker at last month's meeting about a difference of \$49.02 when trying to balance the end of month figure with incoming revenue and expenditures. Per BS&A this involves two different reports and due to the fact that not all line items hit both reports (including transactions in the 262 Fund and Journal Adjustments) the figures will not equal each other. The two figures have never balanced to one another; however, they both are balanced separately to the penny every month.

Approved: 10/18/17

**Motion by Mast and supported by Corey to accept the Treasurer's report and to approve the payment of claims for September in the amount of \$448.80. Voice Vote. Motion Carried.**

Barnett asked the amount of bond payments we have remaining this year. Hasil advised we will be making our last Oceana County bond payment of approximately \$162,000. in October. We owe an interest payment to Mason County in December of about \$2,400. Corey asked if we should consider moving some money to our money market account. Walker questioned if everyone would be okay with moving \$175,000. Corey suggested we reach out to Oceana County's Treasurer to see what other options we would have for investments and see if she would give us suggestions.

**Motion by Walker and supported by Mast to move \$175,000. to our money market account or an investment account as the Director sees appropriate.**

Hasil stated if we go to other investments we may need to make adjustments to our financial policy.

**Voice Vote. Motion Carried.**

### **COMMITTEE REPORTS:**

The Personnel Committee met on August 25, to discuss Personnel Policy changes. Hasil stated this is a work in progress, with Personnel Committee meetings coming up with the new year approaching there are possibly more changes to be approved. After Walker reviewed the policy he had a list of questions he wanted to discuss. Hasil stated the list could be addressed at the next Personnel Committee meeting.

**Motion by Cole and supported by Taranko to approve the Personnel Policy as it was presented thus far. Voice Vote. Motion Carried.**

The Finance Committee met on August 25, to consider the motion from the Personnel Committee regarding the Operations Manager's 2017 wage increase. Director Hasil read the Finance Committee's motion: Motion by Barnett and supported by Cole to recommend to the full Board, to increase the Operations Manager's wage to \$53,000. annually and to make this retroactive to January 1st, 2017. A discussion was held, and a motion was made.

**Motion by Walker and supported by Mast to approved the above wage increase for the Operations Manager and that the increase will be retroactive to 1/1/17.**

The Communications Committee met on September 18, the minutes were presented within the Board packet. Mast request a correction to the minutes, he stated the Motion was made by him. A correction will be made to reflect Mast made the motion at the September 18 meeting. Mast then presented the Motion from the Communications Committee to the full Board:

Motion by Mast and supported by White to seek a solution by employing the least problematic method first and after a six-month trial basis, determine if that solved the problem. The method is as follows:

- All Mason County MFR related traffic go across 53E911, eliminating the need to re-broadcast medical response traffic on 53F911. This practice is used in Oceana Co and keeps all medical responders (Fire & EMS) on a single talkgroup when responding to medicals.
- Training for all Mason-Oceana 911 telecommunicators on understand the importance of relaying updates on the talkgroups used by MFRs.

- Training all responders to summarize when they are 'clear direct'. For example, "central, Medic 2 is clear direct and we are responding to law enforcement's location" or "central, Medic 2 is clear direct and we are disregarding our standby".
- During this phase, it will be important for LFD, and other MFR agencies to communicate observed deficiencies to the 911 Director in a timely basis so the call can be reviewed in detail and documented.

Voice Vote. Motion Carried.

A discussion was held regarding the Talk Group request from Ludington Fire Department. Barnett stated the Committee is not done yet, no decision has been made. We will try the above method for the 6 months and then re-evaluate. Barnett stated that no vote is needed at this time, this is a work in progress and information to the full Board.

## **DIRECTOR'S REPORT:**

### Personnel

- One of the three part-time employees that recently completed training resigned. We started our hiring process and are accepting applications through October 2.

### Collaboration Projects

- SIP cuts- West is onsite October 16-20 for prep, and back October 30-November 3 to begin cuts
- West maintenance training- West will be onsite December 11-15 to train Todd, Jason Wolford of Newaygo CD, and Terry Vogel of Meceola CD. The training will allow Mason-Oceana to save \$6,000 per year in Viper maintenance costs.
- MiCJIN- we met with Mason and Oceana County representatives to discuss consolidation of 911's MiCJIN connection. Consolidation would allow Mason Co to realize savings over \$10,000 per year short term, and allow all users to share the cost of a single long term.

### Other Updates

- FirstNet- no update
- Mic Fee Credits- a balance of \$188,854 will expire on 10/1/19.
- Parking Lot LED's- Mark from Martech Enterprise will visit with Todd this Friday to provide outside LED estimates.
- ONESolution MCT- no update
- Deadheading- both Todd and I have spent large amounts of time working to establish, document and test deadheading. Pentwater FD, Hart PD and Oceana Co SD are now live with deadheading on GX-450 modems and more work is planned to bring agencies with other modems online.
- Pre-Alerts- the CTO group met with field responders from Oceana EMS and Mason Co SD to better understand their opinions and perspectives on how pre-alerts would benefit responders.
- Nature Code SOG's- the CTO group has started working through changes to over 100 nature code SOG's that guide staff on call intake questions and dispatching actions. Once completed, they will be provided to fire and law enforcement for comment. Medical call intake is a licensed protocol and will not be modified.

### Other Activity

- Todd and I attended the 911 goes to Lansing event and spoke with Representative Scott VanSingel, Representative Curt VanderWall and Senator Goeff Hansen regarding the importance of new legislation to change the current state 911 surcharge from \$0.19 to \$0.25 cents. I also attended a Senate Energy and Technology Committee hearing where 9 members of 911 PSAPs and technology partners spoke. Overall my perception is that there is a commitment to fund but there will likely be some changes to the current bill. I will attend another Senate committee hearing on September 28.

Approved: 10/18/17

**OLD BUSINESS:** None.

**NEW BUSINESS:**

Optimal Solutions invoice. Hasil stated we went over budget with the project by \$4,200. The work was to switch over to Merit fiber. A discussion was held.

Tele-Rad invoice to remove equipment from three tower sites, estimated \$4,400.

Request to move Holiday Pay, \$18,000 into the correct line item within the budget.

**Motion by Corey and supported by Bryant to approve all three above financial requests. Voice Vote. Motion Carried.**

Propane contact – Oceana County has moved from Blarney Castle to Crystal Flash with a new rate of \$1.05. We currently use Blarney Castle and they are willing to match the \$1.05 rate for us. Hasil stated moving their tanks out of our fenced in area will be a big issue, as we needed a crane to put them into that area.

**Motion by Walker and supported by Mast to continue with Blarney Castle for our propane. Voice Vote. Motion Carried.**

There being no further business the meeting was adjourned at 11:18 a.m.

NEXT SCHEDULED meeting will be October 18, 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