

**MASON-OCEANA 911 BOARD
MEETING MINUTES
JUNE 19, 2019**

PRESENT: Mark Barnett Greg Frick Jim Herrema for Kevin Walk
 Matt Bryant Laude Hartrum Bob Walker
 Jim Duram via telecom Chuck Lange Jeff White
 Kim Cole Craig Mast

ABSENT: None

STAFF: Ray Hasil
 Todd Myers
 Connie Blaauw

GUEST: Liz Reimink Mason County Emergency Manager
 Sue Buitenhuis with Gabridge & Company

MEETING CALLED TO ORDER: Meeting called to order by Cole at 10:17 a.m.

CITIZEN PARTICIPATION: None

APPROVAL OF AGENDA: Agenda was presented as part of the Board packet.

Motion by Hartrum and supported by Mast to approve the agenda as presented. Voice Vote. Motion Carried.

MINUTES OF THE PREVIOUS MEETING: May Board minutes were presented within the Board packet.

Motion by Lange and supported by Walker to accept the May 15, 2019 Board Meeting Minutes. Voice Vote. Motion Carried.

Audit presentation by Sue Buitenhuis with Gabridge & Company

Ms. Buitenhuis stated that the opinion we received for our 2018-year audit was the highest level that is issued. We currently have six month of fund balance; government agencies are required to have a minimal of two months. Buitenhuis was asked if we have too large of a fund balance, she stated no. The last annual data received from MERS at the time of the audit was our 2017 Actuarial Valuation, we were 88.55% funded as of 12/31/17; that State of Michigan requires a minimal of 60% funded. Walker stated that he clarified with the auditors and we are not considered a public agency. Buitenhuis stated we are not required to file with the State for Michigan and we are not mandated to hold a public hearing for our annual budget. Walker stated he feels we should still hold the public hearing for transparency.

TREASURER'S REPORT: Walker presented the Treasurer's report for June 30, 2019.

Total Revenues: \$283,739.11

Total Expenditures: \$ 97,303.51

Fund Balance as of May 31, 2019: \$1,240,750.70

Motion by Mast and supported by Hartrum to accept the Treasurer's report and to approve the payment of claims for June in the amount of \$353.94. Voice Vote. Motion Carried.

COMMITTEE REPORTS:

Communications Committee met this date at 9:00 a.m. Core Talon Renewals, Newaygo County request for mic fee credits for 16 – 800 MHz fire paging talkgroups, Mic Fee Credits Status and 800 MHz Paging were all on the agenda.

Mast asked for the motion from the Communications Committee meeting to be read regarding the Core Talon Renewals. "Motion by Frick and supported by Bryant to recommend to the full Board the approval for 911 to purchase 16 licenses, for the annual cost of \$1,600. And to bill the departments accordingly. Voice Vote. Motion Carried." After a discussion was held a motion was heard.

Motion by Hartrum and supported by Lange to approve Mason-Oceana 911 to purchase 16 licenses, for the annual cost of \$1,600. and to bill the departments accordingly. Voice Vote. Motion Carried.

Newaygo County's request to purchase mic fee credits for 16 – 800 MHz fire paging talkgroups. After a discussion a motion was heard.

Motion by Walker and supported by Mast that we allow Newaygo County to purchase 16 mic fee credits at \$100. each. Voice Vote. Motion Carried.

Mic Fee Credit Status and 800 MHz paging. Hasil stated that he received an email from the State of Michigan MPSCS stating the expiration on our mic fee credit will expire on 8/31/19. Hasil explained that we need to decide where to go with Fire Dept. paging before our credits expire. At the Communication Committee meeting they made a recommendation to the full Board to pursue 800 MHz paging in our two County area with 911 assisting the local Fire Depts. to purchase G5 pagers. Further discussion was held then a motion was made.

Motion by Bryant and supported by Frick to pursue 800 MHz paging in our two County area with 911 assisting the local Fire Depts. to purchase G5 pagers.

Discussion continued. Walker stated he would like our Board to develop a policy on 800 radio use before we make any purchase. Barnett stated if Mason-Oceana 911 assist in the purchasing of the pagers they will be our equipment and we can set policy. It was decided that the above motion will be tabled for further discussion with the Fire Departments in both Counties.

DIRECTOR'S REPORT:

Personnel

- Our part-time trainee is doing well and recently completed step 1 (of 4).
- Overtime costs will be high this year due to difficulty in finding part-time staffing. At a recent supervisor meeting we considered alternatives to what we have historically done to fill shifts with part-time staff.

Approved: 7/17/19

Bringing on another full-time position was discussed but was decided it would not resolve our need for part-time staff. Consensus was to work toward the idea of 'guaranteed' hours. Other considerations like benefits for part-time were considered as well and will be presented to the personnel committee when we budget for 2020.

Collaboration Projects

- Mid Mitt- Laurie Small retired from Meceola CD. We took Laurie out to lunch yesterday to thank her for her years of service, and met her replacement.
- Newaygo Co 7500 IP Logger Share- Todd will provide an update. We received our Motorola Wave logins last week. The app is impressive.
- LEIN/Talon Renewal- per communications committee notes.
- Spillman CAD/RMS/JMS- both Mason-Oceana and Newaygo Co have received quotes for the Spillman solution.

Other Updates

- Capital Expenditures Plan- an initial draft is available today.
- VHF Paging- per communications committee notes.
- ONESolution MCT- Todd continues to deploy the new software to agencies.
- Mic Fee Credits- a balance of approximately \$185,000 will expire on 8/30/19. The purchase of 800 MHz paging has been initiated and we're working with MPSCS on the purchase.
- 911 Plan Update- with our PFN cut, we should proceed with updating our 911 plan.
- Future radio projects:
 - Addition of TTA's to all area towers- no update
 - Path diversity connecting Bucks Corner site to Ludington- no update
 - Directional Hamlin improvement from the Ludington site- no update
- Console Upgrades- Ray, Todd & our supervisors will travel to Plymouth PD on July 18 to see the only installation of Xybix's new consoles. We will also view an installation of new Watson consoles. We have quotes from both companies.
- 911 Millage- a renewal would need to be on the August 2020 ballot. Language is due 4PM on Friday, May 15, 2020. To meet the May deadline, it needs to go through county board approvals so we need to be looking for a January 15, 2020 911 Board approval for it to be to the County Boards by February 2020 and to the Clerk offices by March/April 2020.

Walker reported that we will be 1 of 4 renewals coming up in 2020; he will look into this further and report back to the Board. Hasil stated he will talk to Mason County's Clerks office to find out what they have on the ballot in 2020.

OLD BUSINESS:

Capital Outlay plan

Hasil presented Capital Outlay plan with expenses estimated for the next 15 years. Barnett asked if BS&A has a program that will project our Capital Outlay/Improvement outside of the current budget year. Blaauw will contact BS&A and report back at our next meeting.

NEW BUSINESS:

Server Room AC quotes

Two quotes were presented in the Board packet. Hasil stated our current system has gone down two times now. A discussion was held, then a motion was heard.

Motion from Lange and supported by Frick to approve the Martech bid for 30,000 BTU's with Martech. Voice Vote. Motion Carried.

An employee's request to release their remaining of 2019 HSA funds
A discussion was held, and a motion was heard.

Motion by Mast and supported by Hartrum to release the remaining 2019 HSA for the requesting employee. Voice Vote. Motion Carried.

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

NEXT SCHEDULED meeting will be July 17, 2019 at 10:00 a.m. at the Mason-Oceana 911 Conference room, located at 9160 N. Oceana Drive, Pentwater.

Respectfully Submitted,

Connie Blaauw, Secretary