

MASON-OCEANA 911 BOARD
MEETING MINUTES
December 15, 2020

PRESENT: Kim Cole Jim Herrema Bob Walker
 Jim Duram Tim Kozal Jeff White
 Brad Fritcher Chuck Lange
 Laude Hartrum Craig Mast

ABSENT: None

STAFF: Ray Hasil
 Todd Meyers
 Connie Blaauw

Attending remotely: Cole – Mason County, Ludington, MI
 Hartrum – Oceana County, Pentwater, MI
 Herrema – Mason County, Pere Marquette Twp., MI
 Fritcher – Oceana County, Ferry Twp., MI
 Kozal – Mason County, Ludington, MI
 Lange – Mason County, Pere Marquette Twp., MI
 Mast – Oceana County, Hart, MI
 White – Oceana County, Hart, MI
 Walker – Oceana County, Rothbury, MI
 Duram – Muskegon County, Dalton Twp., MI

GUEST/CITIZEN PARTICIPATION:

James Becker Life EMS, Garry McKeen, Liz Reimink Mason County EM

Due to the Coronavirus and the Governor closing non-essential business in the State, this meeting was held virtually using the Zoom Ap. All information was posted on our site to allow for citizen participation.

MEETING CALLED TO ORDER: Meeting called to order by Chairman White at 10:02 a.m.

APPROVAL OF AGENDA: Agenda was presented as part of the Board packet. Walker asked to add Director Evaluation under New Business. Kozal asked to add Face Book scan group to New Business. Laude asked for a correction under Communication Committee meeting minutes, he was listed under a roll call vote but was not present at the meeting.

Motion by Lange and supported by Mast to approve the agenda with the above noted changes. Voice Vote. Motion Carried.

Motion by Walker and supported by Hartrum to convene Public Hearing on 2021 Budget. Voice Vote. Motion Carried.

White asked if there was any public comment on our 2021 budget, no public comment was made. Walker stated the projected 2021 revenues are set at 2.031 mills and expenditure projected to be 1.815 mills. With no other comments made, a motion to close the Public Hearing was made.

Motion by Lange and supported by Walker to close the Public Hearing. Voice Vote. Motion Carried.

MINUTES OF THE PREVIOUS MEETING:

November 2020 minutes were presented as part of the Board packet.

Motion by Hartrum and supported by Fritcher to accept the November 18, 2020 Board Meeting Minutes. Voice Vote. Motion Carried.

TREASURER'S REPORT: Lange presented the Treasurer's report for November of 2020.

Total Revenues: November 2020: \$210,882.76

Total Expenditures: November 2020: \$146,418.98

Fund Balance as of November 2020: \$1,189,458.98

Motion by Mast and supported by Kozal to accept the Treasurer's report, and approve the payment of claims for December in the amount of \$58.00. Voice Vote. Motion Carried.

COMMITTEE MEETINGS:

Communications Committee December 1, 2020

Hasil stated that the committee discussed the Lakeshore structure fire where the portable radios were not able to reach 911. Hasil stated Communications will need another meeting scheduled.

Mast stated that the discussion regarding Spectrum Ludington is over security and transports, the hospital would like to be able to communicate with 911. Ludington PD wants to be able to communicate with the hospital over their radio. Further discussion with Spectrum Hospital and Ludington PD is needed. Mast stated that Communication Committee decide that 911 would pay the CORE/Talon licensing cost for Law Enforcement. The agencies that were invoiced and paid their 2020 fee would be reimbursed.

Life EMS request medical call intake

Hasil stated the Communication decided that we would have a sit down with Life EMS to look at a policy and possibly visit other Centers where Life handles call intake to see their process, then Communications will meet again to discuss the findings. Mast stated his concerns is loss of locale control and our Counties having to compete with other Counties for available rigs.

Muskegon County 800 MHz Talk Groups

Mast stated due to mutual aid permission was granted to all Muskegon to have our talk groups in their radios. They are expected to go live the Summer of 2021.

P911 requested to be put into Responders radios and pagers

Hasil stated this would be a signed policy between the Fire Departments and 911. There was a lengthy discussion on this topic. It was decided that further discussion was needed and discuss would be revisited in the new year.

DIRECTOR'S REPORT:

Personnel

- Ray's entire household tested positive for COVID. All were mild cases, and a couple were barely noticeable.
- Patrick Soper and Molly Stevens both completed their APCO 40-hour Telecommunicator Basic class. The timing was less than ideal but Todd needed to instruct a class to maintain his instructor certification. 3 students from other centers attended the training as well.

Collaboration Projects

- CentralSquare Pro CAD Update (Todd)
- The end of this month marks the 1-year anniversary of our CS Pro subscription. On behalf of Newaygo CD and Mason-Oceana 911, Ray formally requested that our annual payment and subscription both pause until we go live.

Radio Communications Updates

- 911 Communications Support Services Document- no update.
- Shoreline Coverage- there has been some discussion about FIRECOM headsets that allow the IC to transmit using a mobile radio. These headsets would have allowed communications between the fire chief and 911 on the 8/3/20 Glen Rd structure fire.

Other Updates

- Charter Spectrum notified us they will no longer offer our non-emergency phone service, and support will cease at the end of February 2021. We have quotes from 2 vendors and will sign one on Monday, January 4.
- COVID- our facility remains closed to the public through the end of this month.

OLD BUSINESS:

Approval of 2021 budget

Hartrum asked if we should discuss the approval of the new position before the budget, all agreed.

Approval of new Operations Manager

Hasil gave an overview of the request for a new Operations Manager, followed by a motion.

Motion by Hartrum and supported by Lange to approve the new Operations Manager position.

Discuss continued. Mast asked if Hasil planned to promote from within the Center, Hasil stated yes. Lange asked if we were an equal opportunity employer, stating we need to post outside also if so and Hartrum agreed. Hasil stated he would advertise outside in addition to inside the Center.

Voice Vote. Motion Carried.

Approval of 2021 budget

The proposed budget was present and discussed by in November as well as being presented at a Public Hearing at the beginning of this meeting. No changes are being proposed.

Motion by Hartrum and supported by Fritcher to approve the 2021 budget as presented. Roll call vote: Cole – yes; Duram – yes; Fritcher – yes; Hartrum – yes; Herrema – yes; Kozal – yes; Lange – yes; Mast – yes; Walker – yes; White -yes. Motion Carried.

NEW BUSINESS:

Employee required contributions toward 2021 benefits

Our auditors require Board approval for employee's required yearly contributions towards their benefits.

Full-time employees will contribute the following towards their 2021 benefits:

MERS DB retirement plan – employees to pay 4% of their gross check

BCBS – employees to pay 20% for their health care coverage

HCSP – employees to pay 1% of their gross check

Motion by Mast and supported by Kozal to approve the above required employee contributions towards their 2021 benefits. Voice Vote. Motion Carried.

Director's Evaluation

Walker stated he would like to read a statement regarding the Director's Evaluation, it read:

“Because every employee deserves to have formal feedback from his employer; I move that in January of each year the Chair of the Mason/Oceana 911 Board shall distribute, to all Board members, a blank evaluation form for the Director. Each member shall complete this form and return it to the Chair of the Personnel Committee, who shall tabulate all the returned evaluations on a blank form and return them to the Chair.

During the March meeting the evaluations shall be reviewed with the Director. If the Director chooses to have this review in a closed session there shall be no person(s) present except the Director and Board members. Minutes of this closed session shall be kept by the Board Secretary and distributed to the Board Members during the April meeting. Those minutes once approved shall be collected and all but one copy shall be destroyed. That one copy shall be sealed in an envelope and kept in accordance with the Michigan Open Meetings Act.

If the review of the evaluations is held in a closed session all of the evaluation shall be collected and held in the Directors personnel file in compliance with the Open Meetings Act and the Bullard Plawecki Act.”

A discussion followed the prepared statement. Hasil stated he is not opposed to an evaluation however, he needs to be made aware of what he will be evaluated on, then allowed to meet the expectations before any evaluation takes place. White stated he agrees with Hasil and it would need to be a performance plan with clear set objectives and a year to be put into place. Lange and Kozal also agreed with Hasil. Kozal stated this should be passed on to the Personnel Committee to address before going forward. White agreed and stated that committee will meet and come up with a plan to go forward for the Board to vote on.

Motion by Lange and supported by Duram to move this item to Personnel Committee. Voice Vote. Motion Carried.

Facebook Scan Group

A new Facebook Scan Group has started up where a subject is scanning Law Enforcement radio traffic and putting out a transcript in real time. A discussion was held on if and how this should be addressed. Mast asked if our TAC Committee should address the issue. White stated maybe we should have MSP reach out to see what the goal of this subject is, and express to him what is the best for public's interest. It was agreed before any policy changes are made to look into it further.

Hasil wanted to thank Chuck Lange for the past years of help to the 911 Center. Lange assisted with the millage back in 2014, putting a lot of time and dedication to the agency. White stated we will be losing a lot of experience with his leaving the Board and wished him well.

There being no further business the meeting was adjourned at 11:27 a.m.

NEXT SCHEDULED meeting will be January 20, 2021 at 10:00 a.m. at the Mason-Oceana 911 Conference room, located at 9160 N. Oceana Drive, Pentwater.

Respectfully Submitted,

Connie Blaauw, Secretary

Approved 1/20/21