

MASON-OCEANA 911 BOARD
MEETING MINUTES
November 18, 2020

PRESENT: Kim Cole Laude Hartrum Chuck Lange
 Jim Duram Jim Herrema Ryan Schiller for Craig Mast
 Brad Fritcher Tim Kozal Jeff White

ABSENT: Bob Walker

STAFF: Ray Hasil
 Todd Meyers
 Connie Blaauw

Attending remotely: Cole – Mason County, Ludington, MI
 Hartrum – Mason County, Ludington, MI
 Herrema – Mason County, Custer Twp., MI
 Fritcher – Oceana County, Hart, MI
 Kozal – Mason County, Ludington, MI
 Lange – Mason County, Pere Marquette Twp. MI
 Schiller – Oceana County, Hart, MI
 White – Mecosta County, Green Twp., MI
 Myers – Oceana County, Hart Twp., MI
 Duram – Muskegon County, Twin Lake, MI

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

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

CITIZEN PARTICIPATION: None

APPROVAL OF AGENDA: Agenda was presented as part of the Board packet. Hasil asked to add Budget Amendment under Treasurer's report and Virtual Server Project under New Business.

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

MINUTES OF THE PREVIOUS MEETING:

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

Motion by Kozal and supported by Lange to accept the October 21, 2020 Board Meeting Minutes. Voice Vote. Motion Carried.

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

Total Revenues: October 2020: \$103,842.14
Total Expenditures: October 2020: \$71,590.35
Fund Balance as of October 31, 2020: \$1,128,117.56

Motion by Hartrum and supported by Cole to accept the Treasurer's report, and approve the payment of claims for November in the amount of \$453.29. Voice Vote. Motion Carried.

Approved: 12/16/2020

Budget Amendment

Hasil presented a budget amendment moving funds from Building Repairs line item to cover overages in Liability Insurance and Memberships. No additional funds are added to the budget, just movement between the stated line items.

Motion by Lange and supported by Hartrum to approve the budget amendment presented. Voice Vote. Motion Carried.

COMMITTEE MEETINGS:

Personnel Committee November 2, 2020

Cole turned the floor over to Hasil who gave an overview of the Personnel meeting along with motions made that were passed on to the Finance Committee.

Finance Committee November, 9, 2020

Lange turned the floor over to Hasil who gave an overview of the Finance meeting along with motions made that were passed on to the full Board. Each item to be discussed under New Business.

DIRECTOR'S REPORT:

None

OLD BUSINESS:

COVID – workman's compensation & employee absences

COVID & Workman's Compensation

Hasil gave the opinion of our legal counsel that if an employee can establish a plausible link between work and COVID 19 positive status, it would be subject to medical or disability payment benefits under the Workers Disability Compensation Act. Also, that our staff should not be entitled to the presumptive link of first responders. COVID & Employee Absences Hasil gave the opinion of our legal counsel, which is it is the employer's discretion on how to treat the paid 80 hours required by the CARES Act. Hasil also presented how other agencies in the area are handling the employees leave time under the CARES Act.

Motion by Lange and supported by Hartrum to approve a separate bank of COVID related leave time for staff, not to exceed 80 hours, that is separate from the employee's existing leave banks (sick, personal & vacation time) with the approval of the director.

Further discussion was held followed by a vote.

Voice Vote. Motion Carried.

NEW BUSINESS:

Hasil gave an overview of the 2021 financial health snapshot. Hasil stated that there will be a surplus of \$200,000. in the 2021 budget, this factors in the cost of the request for a new Full-time position and the recommendation from the Finance Committee to place \$500,000. into our Capital expenditure plan.

Healthcare Renewal

Hasil stated that our medical has a 3.91% increase for medical, prescription and HSA contributions for 2021. Overall, the employer increase is 2.93% and the employee costs rose 5.23%. We are \$4,718.34 under the hard cap. The hard cap limits do not include dental and vision costs. A discussion was held followed by a motion.

Motion by Hartrum and supported by Cole to approve the 2021 Blue Cross Blue Shield of Michigan HSA plan in the amount of \$224,000. with the caveat that the amount will reduce to \$207,000. in the event a 15th full-time position is not created. Voice Vote. Motion Carried.

MERS Defined Benefit Plan Adoption Agreement Addendum

Hasil explained that MERS is requiring all its members to formally approve a Defined Benefit Plan Adoption Agreement Addendum. This in a summary of our current MERS plan. A discussion was held followed by a motion.

Motion by Lange and supported by Herrema to approve the approve the MERS Defined Benefit Plan Adoption Agreement Addendum. Voice Vote. Motion Carried.

MERS Retirement Plan Snapshot

Hasil gave an overview of our current position with MERS based on our last Annual Actuarial Valuation Report (AAVR) ending 12/31/2019, which showed our funding level dropped from 85% to 80%. Our full impact employer rate for 2021 which is set by our AAVR is 15.73%. Hasil noted that we made two \$100,000. payments in 2020, one in May and the second in September. Hasil has recommended that Mason-Oceana 911 pay the full impact rate in 2020 at 15.73% and that we increase the employee contribution rate up 1% from 3.00% to 4.00%. Hasil also gave the motion that the Finance Committee passed on to the Board.

2021 Overall Compensation

Hasil went over the motion forwarded to the full Board by the Personnel and Finance Committees. A lengthy discussion was held followed by a motion.

Motion by Duram and supported by Lange to approve a 2.5% increase to all employee wages, increase the employee cell phone reimbursement to \$12. a month and add the Friday after Thanksgiving, New Year's Eve and New Year's Day to the current list of double time paid holidays.

Chairman White stated we have a motion that was passed on to the full Board by both Personnel and Finance Committees that must be addressed before entertaining a separate motion (above). White said we don't want to toss out all the work that these two Committees completed. Discussion was held and a motion was heard.

Motion by Lange and supported by Hartrum to approve the motion passed on by both Personnel and Finance Committee to increase all employee wages by 3%, increase the employee cell phone reimbursement to \$12. a month and add the Friday after Thanksgiving, New Year's Eve and New Year's Day to the current list of double time paid holidays.

Further discussion was held, followed by a roll call vote.

Roll Call Vote: Duram no; Fritcher yes; Hartrum yes; Herrema yes; Kozal yes; Lange yes; Schiller yes; and White yes. Motion Carried.

Hasil asked that we go back to the discussion on MERS Retirement Plan for 2021, asking if we should vote on the recommendation from the Personnel and Finance Committees. A discussion was held followed by a motion.

Motion by Hartrum and supported by Lange to pay the full impact rate for 2021 and to increase the employee contribution by 1.00% to equal 4.00%. Roll Call Vote: Duram yes; Fritcher yes; Hartrum yes; Herrema yes; Kozal yes; Lange yes; Schiller yes; and White yes. Motion Carried.

New Full-Time Position

Hasil presented a request to add a new full-time position, listing many needs along with succession planning. We have the potential of five staff who will be eligible to retire within the next four years, including Hasil and Blaauw. It was determined that further discussion will be held at the December Board meeting.

Capital Expenditure Plan

Hasil presented a motion by the Finance Committee's for \$500,000. be set aside for the 2027 radio program project. Hasil also went over his long-term Capital Expenditure and Liabilities Planning that extends out to 2040. A discussion was held followed by a motion.

Motion by Lange and supported by Hartrum to approve the Capital Expenditure Plan of \$500,000. to be committed to the 2027 radio program project. Voice Vote. Motion Carried.

2021 Proposed Budget

Hasil presented the 2021 budget proposal along with supporting documents. Hasil stated we will need to have a Public Hearing on the Budget at the beginning of our December meeting. Again, Hasil stated there will be a surplus of \$200,000. in the 2021 budget, this factors in the cost of the request for a new Full-time position and the placing of \$500,000. into our Capital expenditure plan. A discussion was held followed by a motion.

Motion by Fritcher and supported by Kozal to approve the 2021 budget proposal. Voice Vote. Motion Carried.

CD's Maturing 11/22 & 12/18/20

Hasil stated that we have two CD's that mature before the end of 2020. Safe Harbor Credit Union, \$256,120.69 balance as of 9/30/20 that expires 11/22/20 and Preferred Credit Union, \$131,399.62 balance as of 9/30/20 that expires 12/18/20. Dues to the current economic position of the Country the interest rates are very low. There was a motion in the Finance Committee that future investments over \$100,000. be decided by the Chairman and Treasurer with research completed by the Executive Assistant.

Equipment Donation Agreement Form

Hasil stated after conversations with Kozal and our legal counsel, he created the agreement presented. A discussion was followed by a motion.

Motion by Lange and supported by Hartrum to approve the Equipment Donation Agreement Form as presented. Voice Vote. Motion Carried.

Equipment donation to Independent Repeater Association, Inc.

Equipment donation to Muskegon County Emergency Communications Services

Hartrum asked that the equipment donation to the two difference agencies be discussed and voted on together. After a discussion a motion was heard.

Motion by Hartrum and supported by Lange to approve the donation of two large reels of antenna feed line and miscellaneous radio tower mounting hardware to the Independent Repeater Association. Also, to approve the donation of UHF and VHF antennas to Muskegon Co Emergency Communication Services. Voice Vote. Motion Carried.

Virtual Server Project

Hasil stated that this project is going to run \$5,000. over the original projected amount. There is money in the line item to cover this overage, and this does not increase the 2020 budget.

There being no further business the meeting was adjourned at 11:42 a.m.

NEXT SCHEDULED meeting will be December 16, 2020 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: 12/16/2020