

DRAFT

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November 07, 2017

*Approved 12/19/17
as amended*

5:32 PM – Menominee County 9-1-1 Governing Board Meeting called to order at Stephenson Fire Station:

Members in attendance: Josh Jones, John Starsinski, Greg Cunningham, Brian White, Brett Botbyl, Jerry Christiaens, Mark Petersen, Sharline Corrigan

Excused: Bill Cech, Carl Johnson

Also in attendance: 911 Director Brian Barrette, County Administrator Sherry Dupont, Deputy Director Andy Primeaux.

1. Approval of Agenda Motioned: Josh Jones, 2nd: Brian White, AIF.
2. Minutes of previous meeting Motioned: Josh Jones, 2nd: Brett Botbyl, AIF
3. Public Comment: None Motion to close by Brett Botbyl, 2nd: Jerry Christiaens, AIF
4. Director's Report:
 - a) Hannahville grant received \$10,000 for equipment.
 - b) Emergency Medical Dispatch program requested from another Hannahville Grant. (\$200,000.00)
 - c) CAD AVL ~~still don't have~~. Go live date is the end of February 2018. (Homeland Security Grant) *Men. Co. is not operational at this time, but we do have the capabilities.*
 - d) Two retirements from Dispatch team, recently. Another one expected Jan 2018. - Currently, there are 10 full-time employees.
 - e) Deputy Director Position was created, employee hired is Andy Primeaux.
 - f) Two RFP's requested. Would like to have presented to the Board for a decision.
 - g) Menominee County Commissioners took the Console from the 9-1-1 Budget. - Board wants to get a ZTron vs Motorola. There is just NO one locally available to provide guidance on dealing with issues.
 - h) Budget:
 - Request of voters for an increase surcharge
 - Request millage of voters.
 - Request operational monies from the County Board of Commissioners.
 - -MOST other counties have the surcharge plus a millage to able to operate. - Brian recommends we go the millage avenue so that money is specifically earmarked for the 9-1-1 System.
 - i) Recommended to put out a proper RFP and honestly get offers from any/all providers to compare and see what will best meet our needs.
 - j) Current Projects:
 - Policies/Procedures are being updated.
 - Put together an annual performance review for all employees.
 - There will also be quarterly counseling of employees
 - Evacuation plans

- EMD updates & working towards making that electronically provided.
 - Reached out to all Townships for updates on assignment of Fire Numbers.
 - Digital Mapping is being rebuilt for the entire County.
 - Update our Emergency Response Plan.
 - Form scrubbing,
 - Did an exercise with Roubal's Nursing Home.
 - Will be actively participating on Menominee Care Center's Fire/Evacuation drill.
 - Scheduling issues being dealt with are one retirement, and a couple out on medical Leave. They are currently scheduling out 7-8 weeks. Shooting for 6 months.
 - Training: Tactical Training, Human Traffic Recognition, System updates, AVL training.
 - Trainees' - currently have two participating. Including some ride along experiences.
5. Motioned by Greg Cunningham, 2nd by Brett Botbyl, to direct the 911 Director to develop & publish a Request for Proposals. The RFP should contain the needs, wants (as options), and a timeline. The 911 Director should present a draft RFP to the Governing Board Members by Monday Nov 13. Governing Board Member need to get edits to 911 Director by 4:00 pm Nov 16th. The 911 Director should present finalized RFP back to Governing Board Members by end of day Monday Nov 20th. The RFP should be published before Thanksgiving, with a deadline of Dec 15th for vendor response. AIF
 6. Election of Officers: Chairman: Nominated by Josh Jones, 2nd by Greg Cunningham for Mark Petersen. No other nominations. Motion by Brett Botbyl, 2nd by Josh Jones, that nominations be closed and a unanimous vote be cast for Mark Petersen. AIF
 7. Secretary - Motion by Josh Jones, 2nd by Greg Cunningham for Sharline Corrigan. No other nominations. Motion by Jerry Christiaens, 2nd by Josh Jones that nominations be closed and a unanimous vote be cast for Sharline Corrigan. AIF
 8. Vice-Chair - Motion by Brett Botbyl, 2nd by Brian White for Carl Johnson. No other nominations. Motion by Brett Botbyl, 2nd by John Starzinski that nominations be closed and a unanimous vote be cast for Carl Johnson. AIF.
 9. Set a meeting schedule: Dec 19th, 2017, 5:30 pm. Stephenson
 10. Governing Board Member Comments/Concerns:
 - Jerry Christiaens: When dispatching for EMS please give Letter with the address AND the Township that address is located in.
 11. Public Comment: None.
 12. Adjournment: Motion by Jerry Christiaens, 2nd Josh Jones