

Regular Meeting Minutes
Manistee County E911 Board
Manistee County Emergency Operations Center / Zoom
September 16th, 2020

1). Call to Order:

The Meeting was called to order by U/S Gutowski at 9:30 am.

2). Roll Call:

Members Present: U/S Gutowski, Lt. Torrey, Lt. Tabaczka, Mr. Sopha, Ms. Batzer, Chief Glass, Mr. Adams.

Members Absent: None

Also, present: None

3). Approval of the Agenda:

A motion by Mr. Adams second by Ms. Batzer to approve the meeting agenda, with an addition to new business Approve 2021 budget, amend 2020 budget, and change total of bills to pay to \$240,839.67. Roll call vote was taken:

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes
Lt. Torrey	Yes	Ms. Batzer	Yes	Mr. Adams	Yes

4). Public Comment / Invited Guest:

None.

5). Approval of Minutes:

A motion by Mr. Adams second by Lt. Torrey to approve the Minutes from the regular meeting of August 19th, 2020, A roll call vote was taken

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

6). Treasurer's Report:

Mr. Adams gave the Treasurer's report and had some amendments that were needed. A motion by Mr. Adams second by Mr. Sopha to amend the current budget to add \$50,000.00 from the fund balance to increase the budget. A roll call vote was taken.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

Mr. Adams made a motion to transfer funds from various lines into the contingency fund totaling \$80,368.46 see attachment. A roll call vote was taken.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

Mr. Adams made a motion second by Ms. Batzer to transfer out of the contingency fund to various lines as needed totaling \$93,126.42 see attachment. A roll call vote was taken.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

A motion by Chief Glass second by Lt. Torrey to approve Treasure's report. A roll call vote was taken.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

Mr. Adams made a motion second by Chief glass to approve payment of the bills totaling \$240,839.67. a roll call vote was taken.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

7). Committee Reports:

a. Executive – Did not meet

b. Finance – Did not meet

c. Personnel / Policy – a motion by U/S Gutowski second by Mr. Adams to approve the Personnel Committee meeting minutes of August 8th, 2020. A roll call vote was taken.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

A motion by U/S Gutowski second by Mr. Adams too approve the Personnel Committee Meeting minutes of September 1st, 2020. A roll call vote was taken.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

A motion by U/S Gutowski second by Mr. Adams to approve the Personnel Committee meeting minutes of August 8th, 2020. Who met with the Director and Deputy Director. A roll call vote was taken.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

d. Technology – Did not meet

8). Director's Report:

Jim advised the Board that we had a control station fail on the 800 Mhz system and requested approval to purchase a new one at a cost of \$3,700. A motion by Mr. Adams second by Lt. Torrey to approve the purchase. A roll call vote was taken.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

Mike advised the Board of the new employees and how their training was progressing and that we were looking at hiring again.

10). Old Business:

HVAC System: Jim advised the project should be starting next week.

New Offices: Jim advised that we were still waiting on some material to arrive

11). New Business:

Approval of Union Contract: A motion by Lt. Torrey second by Ms. Batzer to approve the union contract for 4 years. A roll call vote was taken.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

Ms. Batzer advised the Board of the County will be changing to PTO time still working on the details. Discussion was held between Mr. Adams U/S Gutowski and Ms. Batzer more changes may be coming.

Director's work agreement: some discussion was held on the Director's performance and a motion by Mr. Adams second by Mr. Sopha to approve the Director's work agreement for 1 year. A roll call vote was taken.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	No		

Some discussion was held on the Deputy Director's work agreement and a motion by Mr. Adams second by Lt. Torrey to approve the agreement for 3 years.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

Ms. Batzer advised the Board that the County was working on having no more work agreements.

A budget hearing was held just before the Board meeting with no comments received. A motion by Mr. Adams second by Lt. Torrey to approve the proposed 2020 / 21 budget. A roll call vote was taken.

U/S Gutowski	Yes	Chief Glass	Yes	Lt. Tabaczka	Yes	Mr. Adams	Yes
Mr. Sopha	Yes	Lt. Torrey	Yes	Ms. Batzer	Yes		

12). Good of the Order:

Ms. Batzer apologized for missing the budget Meeting.

U/S Gutowski advised the Board that Lt. Ryan Tabaczka would be taking a transfer and would no longer be on the board. U/S Gutowski requested a letter from MSP advising of who would be replacing Lt. Tabaczka on the board. Whished ryan well in his new position.

Lt. Tabaczka advised he would get the letter to us and he thinks Trp. David Skorka will be replacing him.

U/S Gutowski advised the board of the Director and Deputy Director's evaluation, Ms. Batzer requested a 1 months' notice when they were due, and she thinks the evaluation form needs to be changed.

13). Adjournment:

A motion by Mr. Sopha second by Chief Glass to adjourn. All votes in favor. Meeting adjourned at 10:50 am.

Respectfully Submitted
Jim Espvik
911 Director