



CommtechDesign

6581 Belding Rd. NE, Suite 101
Rockford, MI 49341

Facility:	Benzie County Central Schools	
Project:	Paging Upgrade	
Date	11/29/2021	

RE: Meeting Minutes

Contractor	Contract	SOV	Insurance	Bond	Submittals
Ascomnorth, inc.	X		X		

Attending:

Bret Emerson	<input checked="" type="checkbox"/>	bret@commtechdesign.com	Commtech Design
Amiee Erfourth	<input checked="" type="checkbox"/>	erfourtha@benzieschools.net	Benzie Central Schools
Bernie Killeen	<input checked="" type="checkbox"/>	killeenb@benzieschools.net	Benzie Central Schools
Dave Wierenga	<input checked="" type="checkbox"/>	davew@ascomnorth.com	Ascomnorth, Inc.
Dave Barth	<input type="checkbox"/>	daveb@ascomnorth.com	Ascomnorth, Inc.
Dennis Bailey	<input checked="" type="checkbox"/>	baileyd@benzieschools.net	Benzie Central Schools
John Scatena	<input checked="" type="checkbox"/>	jscatena@nothwested.org	Northwest Ed
	<input type="checkbox"/>		

Discussion

1. Corrections to Previous Minutes
 - A. None
2. Safety and Security Issues
 - A. When working on the site be careful and don't interact with the kids.
 - B. Mike Zolinski will get keys to Dave for access to the buildings
3. Contract
 - A. Fully executed contract received 11/29/21.
 - B. Still need Insurance, Bond & SOV.

1. Dave says these should be in the Commtech office by 11/30/2021
4. Contractor Submittals
 - A. Submittals will be to Commtech Design by 11/30/2021
5. Payment Request Status
 - A. Use AIA Form
 - B. Send to Joni. She will process.
6. Bulletin/Change orders
 - A. None
7. Construction Status/Schedule
 - A. There will be a crew of two people
 - B. During Christmas break maybe four guys.
 - C. They will work in one building at a time.
 - D. HS and MS are done at 2:45, Elem are out at 4 PM.
 1. Work after this time
 2. Custodians are here until 11:30
 3. Buildings are not alarmed
8. Two week look ahead
 - A. Once submittals will be approved, they will order equipment
 - B. Cabling should be readily available. Will probably start pulling feeds down the hallways.
 - C. If equipment is available. Project will be completed by end of February
 - D. Will start at one Elementary. Figure out which building it will be. Start at Betsie Valley
 - E. Maybe start at HS and MS during Christmas break.
9. Cabling
 - A. Classroom runs will be routed back to a splice point. Make this in an electrical room
 - B. Christmas Break Dec 22nd is half day. Then off until Jan 3rd
10. Carehawk paging equipment
 - A. This has generally been available
 - B. Speakers shouldn't be an issue. They will see and figure this out.

11. Owner Coordination Items

- A. Dave Clayson is HS and MS principal
- B. Betsie Valley Principal is Sharyl Corey
- C. Lake Anne Principal is Larry Haughn
- D. Bret to send out a marked-up zone drawing
- E. There is an administrative telephone for each building.
 - 1. This allows all call or zoned page
 - 2. There is an interface for audio 3.5 MM
- F. One network, Static IP address will be needed for each Carehawk.
 - 1. Software will be loaded on the Principal and Secretary office PC to adjust
- G. Phone guy John Scatena jscatena@nothwested.org
 - 1. Interface telephone to the telephone system will be an FXO POTS line
 - 2. The owner will need to provide an ATA at each building.
 - 3. ATA will be Grandstream Same as Forest Area. Same as Kalkaska.
- H. Bells will be setup.
 - 1. Work with the principal at each building to setup the zones and

12. Next meeting

- A. January 7th at 11:00 AM.

Sincerely,



Bret Emerson, RCDD/NTS