



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

## **CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY**

**Governing Board of Directors**

**Meeting Minutes**

**Tuesday, January 12<sup>th</sup>, 2016 3 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Chairperson Matt Saxton at 3:01 p.m. in the Law Library of the Calhoun County Administrative Building.

### **ROLL CALL:**

Directors Present: Matt Saxton, Chairperson  
Jeff Albaugh, Vice-Chairperson  
Susan Baldwin, City of Battle Creek (Seat #2)  
Jim Coleman, Michigan State Police  
Brent Williams, City of Marshall  
Tim Hill, Area Metropolitan Services Agency  
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused: Ken Snyder, City of Albion  
Steve Frisbie, County Board of Commissioners

Others Present: Jeff Troyer  
Richard Lindsey  
Rich Feole  
Haley Snyder

### **Organizational Items**

1. Election of Board Chairman
2. Election of Board Vice Chairman

A motion was made by Brent Williams, seconded by Jim Blocker to nominate Sheriff Matt Saxton as Chairman and cast a unanimous ballot.

All in favor  
Motion approved

A second motion was made by Brent Williams, seconded by Jim Blocker to nominate Jeff Albaugh as Vice Chairman and cast a unanimous ballot.

All in favor  
Motion approved

#### **AGENDA APPROVAL**

A motion was made by Susan Baldwin to approve the January 12, 2016 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All in favor  
Motion approved

#### **MEETING MINUTES**

A motion was made by Susan Baldwin to accept the December 8, 2015 CCCDA Governing Board minutes. The motion was seconded by Brent Williams.

All in favor  
Motion approved

#### **PUBLIC COMMENT**

No public comment was provided.

#### **CONSENT AGENDA**

The following items were listed on the Board's consent agenda:

1. Excuse Absent Board Members
2. Check Register: December 3<sup>rd</sup> – January 7<sup>th</sup>
3. Year-to-Date Budget Performance Reports
4. 2015 Year-to-Date Statistics (year-end)
5. Quality Assurance Reports
6. TAC Meeting Minutes
7. General Correspondence

A motion was made by Brent Williams to approve the January 2016 Consent Agenda. The motion was seconded by Susan Baldwin.

All in favor  
Motion approved

#### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Troyer reported on the following items:

1. **VHF Simulcast System** – Director Troyer stated that the Board will be presented with a 2016 budget amendment for the final payment for the VHF System. The system is still scheduled to go live at the end of the month.
2. **2015 Perfect Attendance Incentive** – CCCDA had another great year for the perfect attendance incentive. Seven Dispatch employees qualified for the perfect attendance incentive this year (Dispatch Supervisors – Rhonda Siegel and Kim Grafton. Dispatchers – Sheila Smith, Beth Owen, Helen Ure, LaVonne March, and Sarah Schaafsma). A proposal for the out of state travel will be presented at the February or March Governing Board of Director’s meeting.
3. **February Board Meeting** – Executive Director Troyer and Deputy Director Feole will be meeting with the new auditors at the end of the month. An overview of year-end 2015 will be presented to the Board at February’s meeting.

## **OLD BUSINESS**

1. **Call for Service Formula Guidelines – PROPOSED Amendment** – Executive Director Troyer provided the Board with a copy of the packet (memorandum and Call for Service Formula Implementation Guidelines – Proposed Revisions) that was sent to all service users via certified mail on November 20<sup>th</sup>. In accordance with the guidelines, the certified mailing shall serve as notification that the comment period is open and will remain open for a minimum of 50 calendar days. At the conclusion of comment period, CCCDA Governing Board of Directors can formally approve and implement the amended guidelines by a majority vote of the Directors present at the meeting.

As of January 7, 2016, Administration has not received any comments related to the proposed amendment. Executive Director Troyer recommends the amended guidelines for final approval.

A motion to approve the amended Call for Service Formula Guidelines as presented was made by Brent Williams, seconded by Susan Baldwin.

All in favor  
Motion approved.

Executive Director Troyer raised a concern to the Board regarding inaccuracy of statistics for calendar year 2013. CCCDA’s old computer aided dispatch system’s geo coding for municipal/service users is different than the current CAD system. A general discussion was held regarding the initial percentage calculation of the Tribe’s statistics.

A motion to base the Tribe’s initial percent of total average calls for service based on two years statistics instead of three was made by Brent Williams, seconded by Susan Baldwin.

All in favor  
Motion approved.

- 2. Technical Advisory Committee (TAC) Membership/Representatives** – At the December Governing Board of Directors meeting, discussion occurred regarding the process that would have to take place in order to add new members to the Technical Advisory Committee. The Board requested legal counsel's opinion as to the process for adding additional TAC Members/Representatives.

Corporate Counsel Richard Lindsey provided the Board with his recommendation/findings. A general discussion was held regarding the findings and recommendation. No action was taken at this time.

## **NEW BUSINESS**

- 1. Executive Director Job Description** – Executive Director Troyer contacted Genesee and Ottawa Dispatch Authority's to get a copy of their Executive Director Job Descriptions. It was found that both agencies utilized the recommended job description for a PSAP Executive Director produced by Michigan Municipal League (MML). Executive Director Troyer provided the Board a copy of the proposed Executive Director Job Description for consideration.

A motion to approve the Executive Director Job Description as presented was made by Jim Blocker, seconded by Jeff Albaugh.

All in favor  
Motion approved.

- 2. Executive Director Job Posting and Selection Process** – Executive Director Troyer provided the Board with several documents (Full job posting, Classified Advertisement, and Search Process and Timeline) regarding the advertising of the Executive Director.

A motion to approve the full Executive Director Job posting, Classified Advertisement, and Search Process and Timeline was made by Susan Baldwin, seconded by Jim Blocker.

All in favor  
Motion approved.

- 3. Interim Executive Director** – The Board held a general discussion about appointing an Interim Executive Director.

A motion to appoint Rich Feole as Interim Executive Director effective February 14, 2016 was made by Jeff Albaugh, seconded by Brent Williams.

All in favor  
Motion approved.

**PUBLIC COMMENTS**

No public comment provided.

**ADJOURNMENT**

A motion was made by Susan Baldwin, seconded by Jeff Albaugh to adjourn the meeting.

All in favor  
Motion approved

Meeting was adjourned at 4:44pm by Chairperson Matt Saxton.