



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 14th, 2014 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairman Matt Saxton at 3:10 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Matt Saxton, Chairperson, Calhoun County Office of the Sheriff
Seth Reed, Michigan State Police
Ken Tsuchiyama, City of Battle Creek
Susan Baldwin, City of Battle Creek (via Conference call)
Ken Snyder, City of Albion
Jeff Albaugh, Township Association
Brent Williams, City of Marshall
Rob Behnke, Area Metropolitan Services Agency

Directors Excused: Steve Frisbie, Calhoun County Commissioner

Others Present: Jeff Troyer
Rich Feole
Richard Lindsey

Organizational Items

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

A motion was made by Ken Tsuchiyama to nominate Sheriff Matt Saxton as Chairman and Jeff Albaugh as Vice Chairman. The motion was seconded by Rob Behnke.

All in favor
Motion passed

AGENDA APPROVAL

A motion was made by Brent Williams to approve the January 14th 2014 CCCDA Governing Board agenda. The motion was seconded by Ken Tsuchiyama.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Ken Snyder to accept the December 10th, 2013 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 10th to January 10th
3. 2013 Year-to-Date Budget Performance Report
4. 2014 Year-to-Date Budget Performance Report
5. 2013 Year to Date Statistics
6. Quality Assurance Reports
7. TAC meeting minutes – December 18th, 2013

A motion was made by Jeff Albaugh to approve the January 2014 Consent Agenda. The motion was seconded by Brent Williams.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT –Jeff stated that CCCDA had 5 staff members with perfect attendance in 2013. Those with perfect attendance were Telecommunicator Lavonne March, Brandi Jones and Erin Allwardt, along with Supervisors Marty Uldriks and Kim Grafton. Uldriks, Grafton and March had perfect attendance in 2012 also. Jeff and Rich will research the national conferences that are available this year and offer them to the group. Jeff has posted the opening for the part time

Administrative Assistant position. The posting closed on Wednesday, January 8th. Twenty two applications were received. Twenty of the applicants will be tested on January 24th. The office renovation has not started yet. Jeff received an update from Roe Comm on the VHF radio project. The tower work will be done this week, as long as the weather permits. The system should be up and running by the end of January but will not be immediately operational for dispatch.

OLD BUSINESS

NEW BUSINESS

1. Call for Service Formula-Service User Percentage Recalculation- Jeff explained that in accordance with the implementation guidelines, within the first 15 days of the calendar year, each service user percentage has to be recalculated. The oldest year is replaced with the year just completed. This year, 2010 statistics were replaced with 2013 statistics. This year there was a lot of work in removing duplicates and test records that had been entered when bringing the new CAD system online. Jeff reminded the Board that there is a 10% cap exemption in the guidelines and a three year average is used for each service user. Many of the smaller service users will be at the 10% cap because it doesn't take much of a change to create a 10% difference. Brent Williams commented that the 3 year average and 10% cap were doing what they were intended.

A motion was made by Jeff Albaugh to approve the Call for Service percentage recalculation. The motion was seconded by Brent Williams.

All in favor
Motion passed

2. Out of State Travel Request- Feole & Troyer- Jeff submitted a request for Jeff and Rich to attend a Motorola presentation on MCC7500 radio consoles in Schaumburg, Illinois.

A motion was made by Brent Williams to approve the travel request. The motion was seconded by Ken Tsuchiyama.

All in favor
Motion passed

PUBLIC COMMENTS

Ken Tsuchiyama announced that Battle Creek Fire Department has hired David Schmaltz as the new Fire Chief. He is currently the Fire Chief in Miami Township Ohio and originally from Coldwater, Michigan.

ADJOURNMENT

A motion was made by Rob Behnke to adjourn the meeting. The motion was seconded by Ken Tsuchiyama.

All in favor

Motion passed

Meeting adjourned at 4:05 pm by Chairman Matt Saxton.