



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, February 9th, 2016 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairperson Matt Saxton at 3:00 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Matt Saxton, Chairperson
Jeff Albaugh, Vice-Chairperson
Ken Snyder, City of Albion
Susan Baldwin, City of Battle Creek (Seat #2)
Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners
Tim Hill, Area Metropolitan Services Agency
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused: Jim Coleman, Michigan State Police

Others Present: Jeff Troyer
Rich Feole
Richard Lindsey
Haley Snyder

AGENDA APPROVAL

A motion was made by Jim Blocker to approve the February 9, 2016 CCCDA Governing Board agenda. The motion was seconded by Susan Baldwin.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Jeff Albaugh to accept the January 12, 2016 CCCDA Governing Board minutes. The motion was seconded by Susan Baldwin.

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: January 8th – February 3rd
3. Year-to-Date Budget Performance Reports
4. 2016 Year-to-Date Statistics
5. Quality Assurance Reports
6. TAC Meeting Minutes
7. General Correspondence

A motion was made by Brent Williams to approve the February 2016 Consent Agenda. The motion was seconded by Steve Frisbie.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

1. **2015 Audit** – Executive Director Troyer stated that he has met with and has received the prep work from the auditors. All of the required documentation will be completed and provided to them by Friday (2/12).
2. **VHF Radio System** – Troyer reported that the simulcast for County Fire was turned on last week – Athens and Tekonsha sites are now online.

OLD BUSINESS

1. **Executive Director Job Posting and Selection Process** – Executive Director Troyer provided the Governing Board of Directors with an update on the Executive Job Posting. The posting is open until March 2nd.

NEW BUSINESS

1. **2015 Year End (Pre Audit) Financial Status** – Executive Director Troyer provided the Board with a financial overview of fiscal year 2015. Board members were provided with a copy of the operational fund financial status review and benefit fund financial status.
2. **2016 Budget Amendment – Revision I** – The Governing Board of Directors was provided with a copy of 2016 Budget Amendment – Revision I. The Amendment is specific to 2015 Operational Projects #4 – Advanced Authentication & #5 – VHF Radio System Upgrades.

The Advanced Authentication project was not started in 2015 as SunGard’s new MCT Product (OneSolution MCT and the Freedom Application) had not been released. It was unknown if the added authentication was necessary or if it would be embedded in SunGard’s application. This project’s funding was approved for \$12,000.

VHF Project – two of the purchase orders issued (15-013 & 15-014) as parts of this overall project were not completed. The terms for both PO’s were the following: 30%-Order Placed, 30%-Equipment Arrived, 30%-Installation, & 10%-Acceptance. At the end of 2015, only the first two payments were made on these PO’s. The remaining 40% on these purchase orders needs to be carried forward into 2016’s budget.

We are requesting these two projects (remainder of the project) carry forward totaling \$85,361.

A motion to approve 2016 Budget Amendment Revision I in the amount of \$85,361; increasing the total expenditures for 2016 to \$3,492,813 was made by Jim Blocker, seconded by Brent Williams.

All in favor
Motion approved

3. **Interim Executive Director Terms** – The Board was provided with an Interim Executive Director Terms resolution for consideration.

A motion to approve the Interim Executive Director Terms resolution was made by Jeff Albaugh, seconded by Brent Williams.

All in favor
Motion approved.

4. **SMPA RFP for 911 Telephone System (CPE)** – The Southern MI PSAP Alliance (SMPA) group – primarily Barry and Calhoun Counties – have been working with Winbourne Consulting to draft an RFP for a shared 911 telephone system (CPE). CCCDA continues to be the lead agency with SMPA activity. SMPA is currently operating under an existing Letter of Understanding for the RFP

process. Any procurement that results from the RFP will require a much more detailed memorandum of understanding for cost moving forward.

In January, the draft functionality requirements for the RFP were distributed to TAC Members to review and comment at the January TAC meeting (at the request of TAC Chairman Tony Geigle). No comments were received at the January TAC meeting.

CCCCA Administration is requesting authorization to release the RFP once finalized.

A motion to approve the Executive Director's request to release the RFP for the SMPA CPE System was made by Steve Frisbie, seconded by Jim Blocker.

All in favor
Motion approved

PUBLIC COMMENTS

Chairman Saxton presented Executive Director Troyer with a clock thanking him for his guidance and leadership as the first Executive Director of CCCCDA.

ADJOURNMENT

A motion was made by Tim Hill, seconded by Brent Williams to adjourn the meeting.

All in favor
Motion approved

Meeting was adjourned at 3:51pm by Chairperson Matt Saxton.