



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, February 11th, 2014 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Vice Chairman Jeff Albaugh at 3:07 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Steve Frisbie, Calhoun County Commissioner
Ken Tsuchiyama, City of Battle Creek
Susan Baldwin, City of Battle Creek
Ken Snyder, City of Albion
Jeff Albaugh, Township Association
Brent Williams, City of Marshall
Rob Behnke, Area Metropolitan Services Agency

Directors Excused: Matt Saxton, Chairperson, Calhoun County Office of the Sheriff
Jim Coleman, Michigan State Police

Others Present: Jeff Troyer
Rich Feole
Richard Lindsey

AGENDA APPROVAL

A motion was made by Susan Baldwin to approve the February 11th, 2014 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 January 14th, 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: January 11th – February 7th
3. 2013 Year-to-Date Budget Performance Report
4. 2014 Year-to-Date Budget Performance Report
5. 2013 Year to Date Statistics (2013 year-end stats)
6. Quality Assurance Reports
7. TAC meeting minutes – January 15th, 2014
8. General Correspondence:
 - a. January 16th – MMRMA Distribution of Excess Net Assets

A motion was made by Ken Tsuchiyama to approve the February 2014 Consent Agenda. The motion was seconded by Ken Snyder.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Jeff announced that the Administrative Assistant position has been tentatively filled, pending drug screen and physical results. Haley Snyder, one of seven applicants that were interviewed, has been offered the position. Haley just received her Bachelor's degree from Michigan State University and currently works for Spartys in the HR department.

The township fire simulcast system installation has been delayed several times due to weather issues. All the equipment has been racked and tested. The project is moving forward slowly.

Jeff will be preparing the application packet for the Local Revenue Sharing Board of FireKeepers. The deadline is March 3rd and will be similar as to what was applied for last year but will only be for the time period of January 1st to July 1st because of the Call for Service Formula implementation.

OLD BUSINESS

NEW BUSINESS

1. Local 9-1-1 Surcharge- July 2014-June 2015

Under PA378, each year the County Commissioners have to file with the state if they are going to continue to collect the same local surcharge, increase the local surcharge or decrease the local surcharge amount that is collected. The 911 Service Plan for Calhoun County directs the CCCDA Governing Board to make a formal recommendation to the County Commissioners what the local surcharge amount that is to be collected will be.

A motion was made by Brent Williams to approve the recommendation to continue the current local surcharge. The motion was seconded by Rob Behnke.

All in favor
Motion passed

2. Call for Service Formula Implementation Guidelines

There was discussion on the process of invoicing the municipalities for calls handled by the Calhoun County Sheriff's Office. Jeff had been asked by Springfield and Pennfield Township to invoice them directly rather than the Sheriff's Office. Jeff stated it would be outside the guidelines and wanted guidance from the CCCDA Board. Changes would have to be made to the Implementation Guidelines before the process could be changed. Rob Behnke explained that Pennfield Township is charged a 5% administrative fee when the billing goes through the Sheriff's office and was trying to avoid paying that fee. There was further discussion on how Springfield is invoiced. The issue was tabled.

3. Perfect Attendance Incentive-Out of state travel requests

Jeff explained the Perfect Attendance Incentive that allows anyone that completes the year without any last minute call ins, unpaid leave, disability leave, etc., the opportunity to attend a national conference or training. In 2013, five staff members LaVonne March, Brandi Jones, Erin Allwardt, Supervisor Marty Uldriks and Supervisor Kim Grafton had perfect attendance. LaVonne, Marty and Kim are receiving this recognition for the second year in a row. LaVonne and Erin requested to attend the Navigator Conference in Orlando, Marty and Brandi requested the APCO National Conference in New Orleans and Kim requested the NENA Development Conference in Orlando.

A motion was made by Ken Tsuchiyama to approve the out of state travel for the five staff members that had perfect attendance in 2013. The motion was seconded by Susan Baldwin.

All in favor
Motion passed

PUBLIC COMMENTS

Ken Tsuchiyama introduced the new Battle Creek Fire Department Chief, Dave Schmaltz. Ken Tsuchiyama was congratulated by the Board members on his retirement. Ken stated that Battle Creek will choose a new representative at their first council meeting in March and they should be in place by the March CCCDA meeting.

Richard Lindsey discussed a law suit that the County is party too and now the plaintiff's attorney has requested to add CCCDA as a party to the same suit. There was discussion about the placement of the Silent Observer system.

Rob Behnke announced that Bob Mehaffey, former Assistant Fire Chief and firefighter for over 40 years, had passed away.

ADJOURNMENT

Meeting was adjourned at 3:52 pm by Vice Chairman Jeff Albaugh.