



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

GOVERNING BOARD OF DIRECTORS Meeting Minutes Tuesday March 8, 2011

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

ROLL CALL

Directors Present: Franklin Peterson, AMSA
Susan Baldwin, City of Battle Creek
Jeff Albaugh, Calhoun County Township Association
Ken Tsuchiyama, City of Battle Creek
Mike Herman, City of Albion
Steve Frisbie, Calhoun County Board of Commissioners
Brent Williams, City of Marshall
Sheriff Al Byam, Calhoun County Office of the Sheriff

Directors Excused: F/Lt. Eric Wimbley, Michigan State Police

Others Present: Jeff Troyer
Eric Miller
Bob Kiessling
Richard Lindsey
Jill Fish
Kelli Scott

AGENDA

Motion made by Jeff Albaugh seconded by Brent Williams to approve the agenda as presented.
All in favor; motion approved.

MEETING MINUTES

Motion made by Brent Williams, seconded by Mike Herman to approve the minutes from the February 8th, 2011 meeting.
All in favor; motion approved.

PUBLIC COMMENTS

None

CONSENT ITEMS

Motion made by Ken Tsuchiyama, seconded by Jeff Albaugh to approve the consent agenda as presented:

1. Excuse Absent Board Member(s): Eric Wimbley
2. February Check Register
3. Budget Performance Reports (2010 & 2011)
4. 2011 Year-to-Date Statistics
5. 2011 SNC Primary PSAP Dispatcher Training Fund Applications
6. Letter from POAM dated February 11, 2011 (received February 22, 2011)
7. LRSB- Application for Reimbursement of Actual Costs

REPORTS

Technical Advisory Committee: Eric Miller advised that that Technical Advisory Committee (TAC) had approved the Complaint/Suggestion form created by Director Troyer. The TAC committee was presenting the Complaint/Suggestion form to the CCCDA Board for their approval before implementing the form. Eric reviewed the process of submitting the form, the time line for submitting and responding to the form's submission and the importance of a paper trail. Jeff Albaugh made a motion to accept the Complaint/Suggestion Form.

Executive Director's Report: Jeff Troyer advised that the hiring process for new 9-1-1 dispatchers has been narrowed down to two prospective applicants. The applicants will be spending six hours on the day shift rotation and six hours on the night shift rotation to observe and understand the concept of the job since neither applicant has ever been in a dispatch center. Jeff will be meeting with the applicants on Friday after they've completed their observation rotations. Jeff has a number of 9-1-1 Funding presentations for governmental units scheduled during the next two weeks. CCCDA will be hosting the Calhoun County Road Commission meeting on March 23, 2011 at 9 a.m. in the Law Library at the County Building. The 9-1-1 Funding the Future presentation will be given at that time. The State Training fund application for CCCDA has been approved. The magnesium etching in memory of Tom Hardy will be completed by next month's CCCDA Executive Board meeting. The newly promoted dispatch supervisors have attended Success Communications Supervisor I Training in Charlotte and EMD – Q training (Quality Assurance). Dispatch staff members will be attending the annual National Emergency Number Association (NENA) conference in May. Jeff will be on vacation during the first week of April.

OLD BUSINESS

MERS: Jeff Troyer stated that everyone should have received the email from Karima Lajoie regarding the DB plan transfer and spreadsheets. Marshall and Albion authorized the asset transfer for the DB plan and that they are still awaiting approval from BC. Tsuchiyama advised that Russ Claggett has been in contact with Karima regarding the transfer.

Discussion was had regarding the percentage amount to compensate the employees participating in DC plans for their lost time of investment. Troyer advised that he provided a spreadsheet

detailing what the costs would be for CCCDA ranging in 1/2% increments starting at 1% thru 3%. Peterson stated that 2% was a fair amount.

Mike Herman proposed a motion to approve 2% as the compensation to be used for the defined contribution employees "lost time of investment". Brent Williams seconded the motion.

Discussion: Herman clarified that this percentage would be multiplied by the employee's contribution amount to give them the lost time of investment compensation.

Motion approved.

Emmett Township Litigation Update: Richard Lindsey had conversation with members of the Emmett Township board and their counsel. They have little interest in continuing the pending lawsuit. Jeff Albaugh proposed a motion to dismiss Emmett Township's claim without prejudice if Emmett agrees to the same and that the money in escrow be released to CCCDA. Ken Tsuchiyama seconded the motion.

Discussion: Richard Lindsey advised that Emmett Township will be billed quarterly just as the other agencies moving forward.

Motion approved.

NEW BUSINESS:

Hearing Instrument Reimbursement: 9-1-1 Dispatcher Jeanine McIntosh submitted a letter to the CCCDA Governing Board outlining the cost of upgrading her current hearing instrument devices. The total cost of the hearing instruments was \$5,209.00. McIntosh was able to obtain a grant that paid \$4,600.00 toward the new devices leaving McIntosh with a balance of \$609.00. McIntosh has requested that CCCDA pay the remaining portion of the bill as a reasonable request under the Americans with Disabilities Act. Board members were very clear that these types of requests must be evaluated on a case by case basis. A motion was made by Susan Baldwin and seconded by Jeff Albaugh to authorize payment of \$609.00 for the remaining balance of the hearing instruments due to the special circumstances presented and in coordination with the Americans with Disabilities Act.

Motion approved.

Memorandum of Understanding with Barry County Central Dispatch: Jeff Troyer presented the group with an MOU between CCCDA and BCCD to have CCCDA monitor and report MPSCS 800 MHz alarm activations to BCCD. BCCD would be responsible for paying 1/3 of the monthly T1 circuit cost that CCCDA currently pays. Troyer advised that the TAC formally recommended approval with a motion at their last TAC meeting. Mike Herman made a motion to accept the MOU with Barry County Central Dispatch as presented. Brent Williams seconded the motion.

Motion Approved.

Employee Overpayment of wages: Jeff reported that an employee was overpaid since CCCDA began operations on March 24, 2010 due to a typographical error when the employee was entered into the County's finance system. Jeff has met with the employee on several occasions to allow the employee to consent to repay the full amount of money she was overpaid. Jeff

advised that the funds paid to the employee between March 24th and July 30th, 2010 could not be recovered without formal action or consent. As of the board meeting the employee has not consented to repay these dollars. Jeff requested permission from the Board to authorize Richard Lindsey to file suit in Calhoun County District Court to recover the remainder of the funds that the employee was overpaid. Troyer further advised that since this discovery an audit was conducted on all wages and it was found that two other employees received incorrect step increases on their anniversary dates but they were able to be resolved thru consent. Mike Herman made the motion to authorize Richard Lindsey to file a claim in Calhoun County District Court to recover the remainder of the funds the employee was overpaid. Susan Baldwin seconded the motion.

Motion approved with eight in favor, one opposing vote by Brent Williams.

PUBLIC COMMENTS

Sheriff Byam noted that he had received a letter from a citizen of the County who expressly wanted to thank the 9-1-1 dispatch staff for the professional service they provided.

The meeting was adjourned at 3:51 p.m.