



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, March 8th, 2016 3:00 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
Ken Snyder, City of Albion
Dave Wood, Michigan State Police
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: Jeff Albaugh, Vice-Chairperson

Others Present: Rich Feole
Richard Lindsey
Haley Snyder

AGENDA APPROVAL

A motion was made by Tim Hill to approve the March 8, 2016 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Ken Snyder to accept the February 9, 2016 CCCDA Governing Board minutes. The motion was seconded by Steve Frisbie.

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: February 5th – March 2nd
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 March 2016 Consent Agenda. The motion was seconded by Ken Snyder.

All in favor

Motion approved

INTERIM EXECUTIVE DIRECTOR'S REPORT

Interim Executive Director Feole reported on the following items:

1. **SMPA CPE System** – Interim Director Feole stated that the SMPA RFP pre-bid conference for the CPE system will be held on the 25th. The deadline for questions regarding the RFP closed on March 7th.
2. **Emergency Telecommunicator Job Posting**– Feole reported that the application process for the Emergency Telecommunicator positions will close on Friday (3/11). There are currently 4 Full Time and 1 Part Time positions available.

OLD BUSINESS

1. **Executive Director Job Posting and Selection Process** – CCCDA received four applications for the Executive Director position. The Governing Board of Directors reviewed each application and decided to move forward with three candidates. Discussions were held regarding the next step in the candidate selection process. A subcommittee was formed to review and revise interview questions to be used during the initial and final interviews. The subcommittee consists of: Steve Frisbie, Brent Williams, Jim Blocker, and Haley Snyder.

A motion was made to hold phone interviews for all three candidates during the April 12th Governing Board of Directors Meeting by Steve Frisbie, seconded by Brent Williams.

All in favor
Motion approved.

NEW BUSINESS

- 1. Local 9-1-1 Surcharge July 2016 – July 2017** – Each year the County Board of Commissioners have to authorize the amount of the local 9-1-1 surcharge under Public Act 378 of 2008. Interim Executive Director Feole recommends that the Governing Board of Directors submit a written recommendation to the Board of Commissioners requesting authorization to continue to collect the \$.60 local 9-1-1 surcharge. The Board was presented with supporting information regarding the annual process from the State 9-1-1 Office.

A motion to formally recommend the Calhoun County Board of Commissioners continue to collect the local 9-1-1 surcharge at the current rate - \$.60/device for July 1, 2016 thru June 30, 2017, in accordance with Public Act 378 of 2008 was made by Steve Frisbie, seconded by Ken Snyder.

All in favor
Motion approved

- 2. Out of State Travel Approval – Perfect Attendance Incentive** – CCCDA's Perfect Attendance Incentive has been in place since 2011. The incentive allows for dispatch center staff (full time dispatcher and Supervisors) with perfect attendance during the calendar year to attend a national conference from a list distributed by Administration. Individuals that qualify are asked to rank by preference which conferences they would prefer to attend. We are usually able to accommodate everyone's first or second choice.

This past we had seven dispatch employees with perfect attendance. They are: Kim Grafton, Rhonda Siegel, LaVonne March, Beth Owen, Sarah Schaafsma, Sheila Smith, and Helen Ure.

- LaVonne March and Beth Owen: Navigator Conference – Washington D.C. April 27th – 29th
- Kim Grafton: APCO National Conference – Orlando, FL August 14th – 17th
- Sarah Schaafsma and Helen Ure: NENA National Conference – Indianapolis, IN June 11th – 16th

Motion to approve the Out-of-State travel request for staff receiving the 2015 Perfect Attendance Incentive was made by Brent Williams, seconded by Steve Frisbie.

All in favor
Motion approved.

PUBLIC COMMENTS

ADJOURNMENT

A motion was made by Ken Snyder, seconded by Tim Hill to adjourn the meeting.

All in favor

Motion approved

Meeting was adjourned at 4:30pm by Chairperson Matt Saxton.