



## Calhoun County Consolidated Dispatch Center Authority Governing Board

Meeting Minutes  
Tuesday, March 31, 2009

Members Present: Ken Tsuchiyama, City of Battle Creek  
Mike Herman, City of Albion  
Sherriff Al Byam, Calhoun County Sherriff  
Frank Peterson, AMSA  
Brent Williams, City of Marshall  
Eric Wimbley, Michigan State Police  
Mike Rae, Calhoun County Board of Commissioners  
Jeff Albaugh, Calhoun County Township Association

Members Excused: Chris Simmons, City of Battle Creek

Also Present: John Bawol, Success Communications  
Eric Miller, City of Albion  
Kelli Sproule, Calhoun County

The Meeting was called to order by Chairman Peterson at 3:01 p.m., in the Law Library of the Marshall County Building.

### **I. Consent Items**

Motion by Mr. Rae, supported by Mr. Herman to approve the Consent Agenda, and excuse Chris Simmons. All in favor.

### **II. New Member Introduction**

Lt. Eric Wimbley was introduced as the new Battle Creek Post Commander for the Michigan State Police. Lt. Wimbley was welcomed by the Governing Board.

### **III. Approval of Executive Director Job Description**

Mr. Tsuchiyama recommended changes under "Position Summary," Essential Job Functions," and "Required Knowledge, Skills, Abilities, and Minimum Qualifications." It was agreed that the changes be made to better address our needs and expectations of the position. It was moved by Mr. Rae and supported by Mr. Williams to adopt the job description with the changes. All in favor. Chairman Peterson will make the changes and email the final description to the Board members for their records.

It was agreed that the Executive Director should be employed via an employee agreement.

#### **IV. Authorization to Advertise**

The Board reviewed the advertisement costs submitted by Success Communications. It was moved by Mr. Rae and supported by Mr. Herman to advertise in NENA (\$50/mo), APCO (\$225), MCDA (no cost), the Battle Creek Shopper (unknown cost), the Marshall Advisor (unknown cost), the various municipal websites represented in the County (no cost), via a press release to the media (no cost), and via Success Communications' professional network (no cost). All in favor.

Mr. Bawol also submitted for Board consideration a proposed hiring process for the Executive Director position. It was motioned by Mr. Rae and supported by Mr. Tsuchiyama that Mr. Williams, Mr. Wimbley, and Mr. Herman be appointed to the Selection Committee, as outlined in the proposed hiring process. The full Governing Board shall interview the top three candidates before a selection is made.

#### **V. Success Communications Update**

Mr. Bawol stated that he had nothing more than was already covered in the meeting.

#### **VI. Technical Committee Update**

Eric Miller stated that the architect believes there is not enough room in the Center to accommodate three offices. Accordingly, the Technical Committee has approached the County on the feasibility and cost of renting two additional offices.

Mr. Miller stated that there is a disagreement between the architect and the Technical Committee. The Technical Committee would like to start the bid process without the final furniture arrangement in place, but the architect believes it is necessary to have the furniture arrangement in place prior to finalizing the construction documents. The Governing Board asked Mr. Bawol to invite the architect to the April 14<sup>th</sup> Governing Board meeting to propose the final layout. The Governing Board shall have the sole decision on the acceptance of the final layout.

#### **VII. Additional Items**

Chairman Peterson asked Mr. Bawol to contact Dave Burke with Bellevue Fire to determine how we can assist Convis Township with dispatch services.

The Meeting was adjourned at 4:15p, the next meeting will be April 7, 2009 at 3p.