



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, April 12th, 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
Jeff Albaugh, Vice-Chairperson
Ken Snyder, City of Albion
Dave Wood, Michigan State Police
Susan Baldwin, City of Battle Creek (Seat #2)
Tim Hill, Area Metropolitan Services Agency
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused: Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners

Others Present: Rich Feole
Richard Lindsey
Haley Snyder

AGENDA APPROVAL

A motion was made by Jim Blocker to approve the April 12, 2016 CCCDA Governing Board agenda. The motion was seconded by Dave Wood.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Dave Wood to accept the March 8, 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: March 3rd – April 7th
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 Jeff Albaugh to approve the April 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. **SNC Technology Forum** – Interim Director Feole stated that he and Tina Rasey will be attending the two day SNC Technology on April 27th & 28th.
2. **Emergency Telecommunicator Hiring Process** – Feole reported that CCCDA received 39 Emergency Telecommunicator applications. Initial interviews and testing has been conducted. Eleven candidates will be moving forward. Oral board interviews will take place on Tuesday, April 19th.
3. **National Telecommunicator Week** – CCCDA celebrated National Telecommunicator Week April 10th – April 16th. The dispatchers received head set bags. Interim Director Feole also provided each shift with either lunch or dinner.

OLD BUSINESS

1. **Executive Director Job Posting and Selection Process** – The third candidate decided to withdraw from CCCDA's selection process for the Executive Director position. The Board of Directors reviewed the interview questions and scoring rubric drafted by the subcommittee formed at last

month's meeting. The Governing Board of Directors will hold a special meeting on Wednesday, May 4th at 6:00 p.m. The purpose of the meeting will be for the public to meet and ask questions they may have for the Executive Director candidates with oral board interviews to immediately follow.

A general discussion was held and no action was taken.

2. **SNC 500 Form** – Corporate Counsel Richard Lindsey stated that the renewal to 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 has been placed on the agenda for tonight's County Board of Commissioners meeting.

NEW BUSINESS

1. **Phone System RFP Bids** – April 8th was the deadline for all bids to be placed for the Southern Michigan PSAP Alliance CPE project. SMPA received a total of six bids with various bid amounts. The bids will be reviewed by Calhoun and Barry County CPE Review teams and Winbourne & Associates.

No action taken at this time.

PUBLIC COMMENTS

ADJOURNMENT

A motion was made by Susan Baldwin, seconded by Jim Blocker to adjourn the meeting.

All in favor

Motion approved

Meeting was adjourned at 3:50pm by Chairperson Matt Saxton.