



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

GOVERNING BOARD OF DIRECTORS Meeting Minutes Tuesday, May 11th, 2010

The Meeting was called to order by Chairman Peterson at 3:05 p.m., in the Law Library of the Calhoun County Building.

ROLL CALL

Directors Present: Franklin Peterson, AMSA
Brent Williams, City of Marshall
Al Byam, Calhoun County Sherriff
Ken Tsuchiyama, City of Battle Creek (teleconference)
Mike Rae, Calhoun County Board of Commissioners

Directors Absent: Chris Simmons, City of Battle Creek
Mike Herman, City of Albion
Eric Wimbley, Michigan State Police
Jeff Albaugh, Calhoun County Township Association

Others Present: Jeff Troyer, CCCDA Executive Director
Eric Miller
Mark Burke
Bob Kiessling
Kelli Scott
Tom Hardy

CONSENT ITEMS

Motion by Byam, supported by Williams to excuse absent Directors Albaugh, Wimbley, Herman, and Simmons.

Discussion: None.

All in favor; motion carried.

Motion by Byam, supported by Williams to approve the following consent items:

2. Meeting Agenda for May 11th, 2010
3. Meeting Minutes from April 13th, 2010

Discussion: None.

All in favor; motion carried.

Chairman Peterson advised that due to one member being on teleconference, he was skipping straight to the action items and then they will come back to the reports..

OLD BUSINESS

MERS

Tsuchiyama advised that they have not met with MERS to discuss various options the city has available in reference to either the transfer or freeze of assets.

Emmett Township

Troyer reported that the Emmett Township Supervisor stated that he was not willing to have their full board meet with the full Governing Board because the Emmett Township board members have to be paid for each meeting they attend. Mr. Adkins did advise CCCDA counsel that they may be willing to meet as a subcommittee but that Emmett would want to see what the charges for service will be before meeting. Troyer also stated that CCCDA counsel received a response from Emmett's legal counsel in regards to a few questions he had about the notification of withdrawal from AMSA.

NEW BUSINESS

PageGate

Troyer requested the purchase of PageGate Server Application not to exceed \$1,395.00. This application will work in conjunction with Motorola's CAD paging interface.

Motion by Rae, supported by Williams for the Executive Director to purchase the PageGate Application for the amount of \$1,395.00.

Discussion: none.

All in favor; motion carried.

Part-Time Emergency Telecommunicator Classification

Troyer requested the creation of a new job classification - Part-Time Emergency Telecommunicator. He recommends this classification wage scale be: Start - \$12.00/hour, after 2080 hours worked - \$13.50, and after 4160 hours worked - \$14.30.

Motion by Rae, supported by Williams to approve the creation of the Part-Time Emergency Telecommunicator classification.

Discussion: none.

All in favor; motion carried.

Staffing Proposal

Troyer presented the board members with workload statistics and budgetary figures supporting the creation of three (3) new dispatch center staff positions: one (1) full-time and two (2) part-time Emergency Telecommunicators.

Motion by Rae, supported by Williams to approve the creation of one additional full-time and two additional part-time Emergency Telecommunicator positions.

Discussion: Tsuchiyama asked Troyer if these positions will decrease the amount of overtime.

While Troyer believes that naturally they will alleviate some overtime, he advised that is not their primary purpose. The primary reason for these positions is to increase minimum staffing levels.

Troyer also stated that the current significant amount of overtime is due to five staff members being on sick and accident leave.
All in favor; motion carried.

Asset Retention and Depreciation Policy

Troyer presented the board with an Asset Retention and Depreciation Policy. Troyer advised that this is the same retention periods that the County has adopted with the exception of servers and radio communication infrastructure. Williams advised that the life expectancy for most radio infrastructure/equipment is around years. Troyer advised that just by adopting this policy, it doesn't obligate us to depreciate everything according to this generalization. If CCCDA purchases equipment that they wish to assign a different expectancy, that can be done via a board motion.

Motion by Rae, supported by Williams to adopt the Asset Retention and Depreciation Policy as presented.

Discussion: none.

All in favor; motion carried.

Executive Director Request for Outside Employment

Troyer advised that he has been contacted by a couple of architectural and consulting firms in reference to consulting work. Troyer requested permission from the Board to work as an independent consultant for dispatch center construction and consolidation projects so long as it does not interfere with his full-time duties as CCCDA's Executive Director.

Motion by Byam, supported by Williams to authorize Troyer to perform part-time independent consulting work so long as it does not interfere with his full-time duties with CCCDA.

Discussion: none.

All in favor; motion carried.

Tsuchiyama disconnected from the teleconference and the board meeting continued *without quorum*.

REPORTS

Technical Advisory Committee

TAC Chairman Eric Miller reported that the TAC will be meeting tomorrow, May 12th.

Executive Director's Report

Troyer briefed the Board on the following items:

1. Workload Statistics from the first full month of operations – April 2010. Overall, a 10 to 14 percent increase over the original workload projections.
2. Rehmann Robson is conducting the audit for calendar year 2009. Troyer advised that over the next few months, several fiscal policies will need to be adopted and a check register and budgetary update will be added to the consent agenda items for normal meetings.
3. The Michigan NENA Conference is in Lansing May 24th – 26th. Amy Hayes, Janette Coday, Kim Grafton, and Jill Fish will be attending the conference.

4. Troyer advised that he will be on vacation May 28th thru June 7th. This will include being out of the country and unavailable from May 29th – June 2nd. During the Executive Director's absence, Jill Fish (the Deputy Director) will be the point of contact for any CCCDA Business.

Funding Subcommittee Report

Troyer presented the Board and public in attendance with the Funding Subcommittee's report and proposals. Troyer provided statistical worksheets and seven (7) different options of funding formulas/mechanisms.

Troyer answered several questions from Board Members regarding the different options. Chairman Peterson requested that the same report be presented at the June meeting. He would like all Governing Board members to have an opportunity to see this in detail prior to CCCDA meeting with the citizens and different public bodies/entities to discuss and gather input on the report.

ADJOURNMENT

Chairman Peterson adjourned the meeting at 4:20 p.m.

The next regular scheduled CCCDA Governing Board of Directors Meeting is scheduled for Tuesday, June 8th.