



# Calhoun County Consolidated Dispatch Authority

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**CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY  
Governing Board of Directors  
Meeting Minutes  
Wednesday June 12, 2012 3 p.m.  
Law Library Conference Room  
Calhoun County Administrative Building**

The meeting was called to order by Chairman Frank Peterson at 3:02 p.m. in the Law Library of the Calhoun County Administrative Building.

## **ROLL CALL**

Directors Present: Frank Peterson, Chairperson  
Steve Frisbie, Calhoun County Board of Commissioners  
Mike Herman, City of Albion  
Jeff Albaugh, Township Association  
Susan Baldwin, City of Battle Creek  
Lt. Jim Coleman, Michigan State Police

Directors Excused: Ken Tsuchiyama, City of Battle Creek  
Brent Williams, City of Marshall  
Sheriff Al Byam, Calhoun County Sheriffs Office

Others Present: Jeff Troyer  
Richard Lindsey  
Matt Saxton  
Jill Fish

## **AGENDA APPROVAL**

A motion was made by Jeff Albaugh to approve the June 2012 CCCDA agenda as presented. Steve Frisbie seconded the motion.

All in favor.

Motion approved.

## **MEETING MINUTES**

A motion was made by Mike Herman to approve the June 12, 2012, CCCDA board minutes as presented. Jeff Albaugh seconded the motion.

All in favor

Motion approved



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## **PUBLIC COMMENT**

None

## **CONSENT AGENDA**

1. Excuse Absent Board Members
2. May 2012 Check Register
3. 2012 Year-to-Date Budget Performance Report
4. 2012 Year-to-Date Statistics

A motion was made by Mike Herman to approve the June 2012 Consent Agenda. The motion was seconded by Steve Frisbie.

All in favor.

Motion Approved.

## **REPORTS**

### Technical Advisory Committee

No Report

### Executive Director

Jeff Troyer noted that both Susan Baldwin and he had met with Mike McCullough from the Battle Creek Enquirer regarding the 911 Surcharge. Jeff noted that the meeting went very well. Subsequently the Battle Creek Enquirer printed an Op/Ed piece that fully supports the 911 Surcharge. The budgetary efficiencies made during the consolidated process were also noted in the Op/Ed piece.

Mike Herman asked if narrow banding project had been completed. Jeff indicated that the narrow banding process had been completed for all of frequencies maintained and operated by CCCDA. Jeff advised that CCCDA is currently still activating a second weather alert system known as BCAWS for Battle Creek Emergency Services on a non-CCCD A wideband frequency but this should not last much longer. An extension period was already given to B.C. Emergency Service that allows additional time to convert the BCAWS 2 & 3 devices to the new weather/emergency alert tones. This extension expired on at the end of May 2012. Two e-mails were sent to Mike McKenzie by Jill Fish that advised that the extension period for CCCDA's console access to BCAWS has expired and inquiring about the status of BCAWS. Responses have not been received from B.C. Emergency Services with regards to these e-mails.



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Mike Herman asked Jeff if the 911 system was set up to receive text messages. Jeff noted that the texting process was still in the planning phase at the federal level. Currently, Michigan's 9-1-1 network is not capable of sending text messages even though some PSAP technologies are capable of receiving the information.

## **OLD BUSINESS**

### Public Safety System RFP

CCCDA dispatch CAD/MDC Review Committee saw the second CAD/MDC demonstration today. Ken Tsuchiyama sent out an e-mail about the City's finalization of their project. Jeff Troyer wants the CAD/MDC Review Committee to do site visits before making a CAD/MDC vendor recommendation. A conversation was had by board members regarding various RMS vendors.

### GIS Grant Project

Jeff advised that the grant project objectives are anticipated to be complete in a couple of weeks. The interns hired to complete this project were meeting with the Calhoun County Road Commission about several addressing issues; most importantly private drives.

## **NEW BUSINESS**

### 2011 CCCDA Audit Report

Jeff Troyer handed out the 2011 CCCDA Audit Report conducted by Rehmann to CCCDA board members. Jeff noted that the auditors reported findings for the 2012 CCCDA financial audit. Financial statements key note (page 4 of the audit) that there was an ending unreserved balance of \$843,985. The Rehmann audit noted that Motorola refunded CCCDA in the amount of \$193,000 (page 6 & 7 of the audit) for services not rendered. Various other portions of the audit were reviewed by board members.

Mike Herman made a motion to place on file the 2011 CCCDA Audit Report by Rehmann.

Steve Frisbie seconded the motion.

All in favor

Motion approved.

### Absentee Voter Information Guide

A draft of the mailer to be sent to Calhoun County absentee voters was reviewed by CCCDA board members. Jeff Troyer noted that all responses received from various townships and municipalities have been received and merged and duplicate mailing addresses have been removed. Jeff noted that we currently maintain 3,594 mailers from these merged lists to send out. Lake Michigan Mailers quoted \$2,195.70 as an estimated project cost to send these mailers out to Calhoun County absentee voters. Several changes were made to the draft mailer.



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A motion to approve the absentee voter mailer with changes identified by CCCDA board members was made by Mike Herman. Jeff Albaugh seconded the motion.

All in favor

Motion approved.

A FOIA request from Jeff Troyer to Calhoun County Clerk requesting to obtain voter registration information was discussed. A discussion was had regarding whether or not to send the mailer to all registered voters in Calhoun County. Susan Baldwin suggested inserting an informational advertisement in the area newspapers. Discussion occurred regarding how large the advertisement should be and how many times as well as when CCCDA should run the ads. The Board directed the Executive Director to report back in July with quotes for ½ page advertisements for all area newspapers to run the revised informational mailer to include a “did you know” section about CCCDA.

### FCC License Transfer Agreement

Jeff Troyer presented the board with an FCC License Transfer Agreement with Calhoun County for KNGL585. This license contains two CCCDA primary frequencies – the input and output for the Page/Siren network, as well as two tactical frequencies (DNR/State fire ground and a local frequency believed to belong to Marshall Twp). This license had not been transferred at the time of dispatch consolidation.

A motion was made by Mike Herman and seconded by Susan Baldwin to approve the Transfer Agreement for the FCC License KNGL585 with Calhoun County.

All in favor

Motion approved.

### **PUBLIC COMMENT**

None

### **MEMBER COMMENTS**

None

### **ADJOURNMENT**

Meeting adjourned at 4:06 p.m.