

# 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, July 8<sup>th</sup>, 2014 3 p.m. Law Library Calhoun County Administrative Building

The meeting was called to order by Chairperson Matt Saxton at 3:00 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 Brent Williams, City of Marshall Steve Frisbie, County Board of Commissioners Dave Schmaltz, City of Battle Creek
- Directors Excused: Jeff Albaugh, Vice-Chairperson
- Others Present: Jeff Troyer Rich Feole Richard Lindsey Haley Snyder

## AGENDA APPROVAL

A motion was made by Susan Baldwin to approve the July 8<sup>th</sup>, 2014 CCCDA Governing Board agenda. The motion was seconded by Steve Frisbie.

All in favor Motion approved

#### **MEETING MINUTES**

A motion was made by Susan Baldwin to accept the June 10<sup>th</sup>, 2014 CCCDA Governing Board minutes. The motion was seconded by Brent Williams.

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: June 6<sup>th</sup> July 2<sup>nd</sup>
- 3. 2014 Year-to-Date Budget Performance Report
- 4. 2014 Year-to-Date Statistics
- 5. Quality Assurance Reports
- 6. General Correspondence

A motion was made by Susan Baldwin to approve the July 2014 Consent Agenda. The motion was seconded by Brent Williams.

All in favor Motion approved

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Troyer reported on the following items:

- Employment Jeff stated that we have continued the search for new Dispatch candidates. On June 16<sup>th</sup>, the Oral Board interviewed six candidates and two individuals were selected to move forward. Both candidates made it through the observation periods. We have made tentative employment offers pending their physical and drug screening returns to Brandie Whitford with a start date of July 21<sup>st</sup> and Mary Kirby with a July 27<sup>th</sup> start date.
- 2. Southern Michigan NG-911 Workgroup Jeff reported that the Southern Michigan NG-911 Workgroup had a conference call on June 30<sup>th.</sup> The workgroup consists of eleven Southern counties. Eight counties have been present at the last couple of meetings and have expressed significant interest to a telephony network project within the next year to two years. The workgroup discussed how to move forward with the project, different avenues in seeking

and funding a consultant. Jeff stated that the workgroup is in the initial phases of researching consultants that have done work like this in the past. The workgroup should have an idea of where the project is going by September early October.

- 3. **Text to 911** On June 26<sup>th</sup>, Jeff sent out several inquiries to various providers regarding interim solutions for Text to 911. The five major carriers have agreed to start sending text messages via 911 at the end of June. Jeff stated that there are currently no PSAPS that can receive text messages in the state of Michigan.
- 4. CCCDA Facebook Page Jeff reported that the initial phases of creating a Facebook page for CCCDA has begun. Rich is currently researching who we want to be involved, other 911 centers guidelines, policies and procedures in reference to their Facebook pages. Jeff stated that the Grand Traverse County Facebook page is phenomenal and recommended everyone to like and follow the page.
- 5. July 1<sup>st</sup> Storm Jeff stated that the July 1<sup>st</sup> storm was one of the larger events that CCCDA has had and a large number of calls were received. Majority of the calls received were reports of trees across the road, power outages and wires down. We have received some concerns from agencies regarding the holding times for certain calls. Jeff and Rich are currently still reviewing and evaluating everything from that morning. There were 73 abandoned calls that dispatchers were unable to answer. The Albion tower was hit by lightning and was down for 30 hours. The Sonoma site ran on a generator for three days and the Bedford site for 24 hours.

## **OLD BUSINESS**

## 1. 2014 Budget Amendment (Revision III)

Jeff explained at the last meeting the Board approved transferring \$50,000 from the general fund balance to the Benefit Fund. In order to accomplish this, the \$50,000 must be accounted for as expenditure in the 2911-Operations fund. Therefore, the following budget amendment is recommended for approval:

REVENUE: Increase 2911.400.050 (Use of Fund Balance) \$50,000 2911.400.050 - Amended Budget: \$133,520

EXPENSE: Increase 2911.720.010 (Health Insurance) \$50,000 2911.720.010 – Amended Budget: \$360,452

A motion was made by Brent Williams and seconded by Ken Snyder to approve the 2014 Budget Amendment Revision III as presented.

All in favor Motion approved

#### **NEW BUSINESS**

### 1. CCCDA Governing Board of Directors Bylaws Revision

Jeff provided everyone on the board with recommended changes to the CCCDA Governing Board of Directors Bylaws. These recommendations clean-up the bylaws and do not alter the functions process by which the Governing Board of Directors operates. All changes have been tracked so you can see what is being proposed (deleted/added). Richard Lindsey has reviewed the changes.

A motion was made by Brent Williams, seconded by Steve Frisbie to approve the CCCDA Governing Board of Directors Bylaws revisions.

All in favor Motion approved

#### 2. MML Workers Comp Fund – Board of Trustees Ballot

CCCDA received a ballot for the election of Michigan Municipal League's Workers' Compensation Board of Trustees. Jeff stated that it takes the Board's action to authorize us to cast the ballot. There are three two-year terms beginning October 1, 2014. Jeff provided a short bio for each of the candidates as well as a copy of the ballot.

A motion was made by Rob Behnke, seconded by Steve Frisbie to authorize the Executive Director to cast CCCDA's ballot for the three candidates seeking re-election to serve on the Board of Trustees for the MML Workers' Compensation Fund.

All in favor Motion approved

#### **PUBLIC COMMENTS**

No public comment provided.

#### ADJOURNMENT

Meeting was adjourned at 3:59pm by Chairperson Matt Saxton.