



# 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 11<sup>th</sup>, 2017 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, Chairman  
Ken Snyder, City of Albion  
Dave Wood, Michigan State Police  
Susan Baldwin, City of Battle Creek (Seat #2)  
Steve Frisbie, County Board of Commissioners  
Tim Hill, Area Metropolitan Services Agency  
Jim Blocker, City of Battle Creek (Seat #1) (via phone)

Directors Excused: Jeff Albaugh, Vice-Chairperson  
Brent Williams, City of Marshall

Others Present: Rich Feole, CCCDA  
Kim Grafton, CCCDA  
Haley Snyder, CCCDA  
Jim Dyer, Corporate Counsel

### **AGENDA APPROVAL**

A motion was made by Susan Baldwin to approve the July 11, 2017 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 13, 2017 CCCDA Governing Board minutes. The motion was seconded by Dave Wood.

All in favor

Motion approved

## **PUBLIC COMMENT**

### **CONSENT AGENDA**

The following items were listed on the Board's consent agenda:

1. Excuse Absent Board Members
2. Check Register: June 1<sup>st</sup> – June 31<sup>st</sup>
3. Year-to-Date Budget Performance Reports
4. 2017 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence

A motion was made by Tim Hill to approve the July 2017 Consent Agenda. The motion was seconded by Ken Snyder.

All in favor

Motion approved

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Feole reported on the following items:

- 1. Employee of the Quarter – Sheila Smith** – Feole stated Sheila Smith has been named Employee of the Quarter. Sheila began her career with Marshall in 1991 and continuing with CCCDA upon consolidation in 2010. Sheila has had perfect attendance for the past several years. In addition to her duties as Emergency Telecommunicator, Sheila serves as a Communication Training Officer.
- 2. MCDA Supervisor Liability Training** – Feole announced that he and Deputy Director Grafton attended a great training session at the last Directors Association meeting on Director and Supervisor Liability. Feole stated that it was an excellent session and are planning to send all of the Dispatch Supervisors and Administrative staff to the training. Feole also announced that Executive Administrative Assistant Haley Snyder recently had the opportunity to attend MMRMA's FOIA training.
- 3. Project Updates** – Feole announced that next week CAD Administrator Tina Rasey will be doing an upgrade to the MCT application. CCCDA will be transitioning to a one solution MCT. Feole stated that the new application has a lot of benefits and that we are looking forward to getting the project started next week.

- 4. Biggest Loser Challenge** – Feole stated that the 10 week Biggest Loser Challenge has come to an end. Between the fourteen (14) participants, the group lost a combined total of 140lbs.

## **OLD BUSINESS**

- 1. Director Performance Review** – Executive Director Feole presented the Governing Board with an updated Performance Evaluation. A general discussion was held regarding the evaluation format and process. Director Feole has been asked to complete the self-assessment portion of the evaluation and present it to the Board at the August meeting.

A motion to support the Performance Evaluation format as presented was made by Susan Baldwin, seconded by Ken Snyder.

All in favor  
Motion approved

## **NEW BUSINESS**

- 1. ComSource and 18 ½ Mile Rd Tower** – ComSource, a Motorola equipment dealer from Plymouth has contacted CCCDA about the possibility of leasing space on the 18 ½ Mile Rd. tower. ComSource has a UHF network and they are looking to enhance coverage in Calhoun County. They would need space for two (2) 10ft UHF antennas and room for one (1) 19in rack in the shelter. Director Feole stated that ComSource has agreed to pay for a feasibility study to be conducted to insure that there will not be any interference with current tower operations and whether or not the tower can take on the additional weight.

A motion to allow Executive Director Feole to work with ComSource to conduct a feasibility study on the 18 ½ tower site was made by Steve Frisbie, seconded by Tim Hill.

All in favor  
Motion approved

## **PUBLIC COMMENTS**

No public comment provided.

## **ADJOURNMENT**

A motion was made by Dave Wood, seconded by Steve Frisbie to adjourn the meeting.

All in favor  
Motion approved  
Meeting was adjourned at 3:26pm by Chairperson Matt Saxton.