



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, July 12th, 2016 3:00 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
Jim Coleman, Michigan State Police
Susan Baldwin, City of Battle Creek (Seat #2)
Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners

Directors Excused: Jeff Albaugh, Vice-Chairperson
Tim Hill, Area Metropolitan Services Agency
Jim Blocker, City of Battle Creek (Seat #1)

Others Present: Rich Feole, CCCDA
Haley Snyder, CCCDA
Michele Johnson, County Finance
Rhonda Siegel, CCCDA
LaVonne March, CCCDA
Erica Nageldinger, CCCDA
Joe Verlin, Gabridge & Company

AGENDA APPROVAL

A motion was made by Susan Baldwin to move up New Business items 1-3 on the July 12, 2016 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Brent Williams to accept the June 14th, 2016 CCCDA Governing Board minutes. The motion was seconded by Ken Snyder.

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 7th – July 5th
3. Year-to-Date Budget Performance Reports
4. 2016 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence

A motion was made by Susan Baldwin to approve the July 2016 Consent Agenda. The motion was seconded by Steve Frisbie.

All in favor
Motion approved

INTERIM EXECUTIVE DIRECTOR'S REPORT

Interim Executive Director Feole reported on the following items:

1. **CCDA Facebook Page** – Executive Director Feole stated that CCCDA's Facebook page continues to grow with 4,500+ "LIKES".
2. **VHF City Fire System** – Executive Director Feole stated that he will be meeting with Chief Schmaltz on Friday to discuss possible upgrades to the VHF City Fire System.
3. **Senate Bill 878** - Feole stated that Senate Bill 878 regarding multiline phone systems was passed and has been signed by the Governor. Businesses now have until December 31, 2017 to comply with the multiline telephone system regulations.

OLD BUSINESS

NEW BUSINESS

- 1. June Employee of the Month Recognition – LaVonne March** – LaVonne March was honored and presented with a certificate for being Employee of the Month June 2016. LaVonne has answered the call for service for nearly thirteen years. She has earned perfect attendance four of the past five years and trains new employees.
- 2. July Employee of the Month Recognition – Erica Nageldinger** – Erica Nageldinger was honored and presented with a certificate for being Employee of the Month July 2016. Erica began her career with CCCDA in 2013. In addition to her duties as Emergency Telecommunicator, Erica is a Communication Training Officer and a member of the Public Education and Relations Committee.
- 3. 2015 Audit Results and Presentation – Joe Verlin, Gabridge & Company** – Joe Verlin with Gabridge & Company provided the Governing Board of Directors with a copy of the financial report for the 2015 fiscal year. Mr. Verlin provided an overview of the findings. CCCDA had no findings for the 2015 fiscal year.

A motion to approve the findings as presented was made by Steve Frisbie, seconded by Brent Williams.

All in favor
Motion approved

- 4. CPE NG 911 Phone Contract Approval** – At last month’s Governing Board meeting, the Board of Directors approved the selection of INdigital as the vendor of the new NG911 phone system. At this time, the Southern Michigan PSAP Alliance (SMPA) has accepted the RFP response from INdigital. Executive Director Feole provided the Board of Directors with a copy of the proposed terms for consideration. The proposed terms include three (3) years of maintenance for the system with options for three (3) additional years of maintenance.

A motion to accept the proposed terms from INdigital as presented was made by Brent Williams, seconded by Steve Frisbie.

All in favor
Motion approved

- 5. Executive Director Contract** – The Governing Board of Directors was presented with a draft Executive Director Contract for Rich Feole for consideration and approval. A general conversation was held amongst the board.

A motion to approve the Executive Director’s contract as presented was made by Brent Williams, seconded by Susan Baldwin.

All in favor
Motion approved

PUBLIC COMMENTS

ADJOURNMENT

A motion was made by Brent Williams, seconded by Susan Baldwin to adjourn the meeting.

All in favor
Motion approved

Meeting was adjourned at 3:56pm by Chairperson Matt Saxton.