



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, October 8th, 2013 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairman Matt Saxton at 3:00p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Matt Saxton, Chairperson, Calhoun County Office of the Sheriff
Brent Williams, City of Marshall
Ken Tsuchiyama, City of Battle Creek
Steve Frisbie, Calhoun County Commissioner
Susan Baldwin, City of Battle Creek
Mike Herman, City of Albion
Jeff Albaugh, Township Association
Rob Behnke, Area Metropolitan Services Agency

Directors Excused: Lt Jim Coleman, Michigan State Police

Others Present: Jeff Troyer
Rich Feole
Richard Lindsey
Steve Wart

AGENDA APPROVAL

A motion was made by Ken Tsuchiyama to approve the October 8th, 2013 CCCDA Governing Board agenda. The motion was seconded by Susan Baldwin.

All in favor

Motion approved

MEETING MINUTES

A motion was made by Jeff Albaugh to accept the September 10th, 2013 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: September 7th to October 3rd
3. 2013 Year-to-Date Budget Performance Report
4. 2013 Year to Date Statistics
5. Quality Assurance Reports
6. TAC meeting minutes – September 18th, 2013

A motion was made by Jeff Albaugh to approve the October 2013 Consent Agenda. The motion was seconded by Steve Frisbie.

All in favor

Motion approved

EXECUTIVE DIRECTOR'S REPORT

Jeff distributed a copy of House Bill 4984. Jeff explained that this was one Bill of four that had come out of Rep. Matt Lori's office. It primarily impacts Public Act 32 of 1986 by stating that all public safety service requests that the dispatch center will work with the local medical control authority and public agencies within the 911 plan to determine response. Jeff, along with MAC Representative Ben Botkin, met with Rep. Lori's office, Rep. Tlaib's office and with Amanda Price, chair of the local government office. Jeff and Ben gave the Representatives some proposed language that is more defined. Brent stated that there is a large disconnect between the state ems legislation and state 911 law as to who is responsible for setting dispatch polices. There was discussion by Brent and Steve about current EMS laws and how it affects 911 PSAPS.

Jeff stated that the 2014 budget process is well underway and at the November meeting he will do a presentation on the budget before it is sent out to all public safety service agencies and a public hearing will be held in December.

Jeff noted that the dispatcher candidate group has been narrowed to three and their observation periods will be scheduled over the next week and a meeting with Jeff with each of the candidates will be held on Friday, October 18th.

CAD and MCT project is moving along. The 100% audit was done and the baseline build is complete. MCT testing will be done over the next few days. MCT train the trainer classes start Tuesday October 15th. The licensing for the VHF project has made it through coordination at the FCC. But due to the government shutdown, the process has stalled. The project is moving forward anyways. Once the FCC is back to work, it will approve the licensing. Jeff met with Roe Comm and received the final proposal on the township simulcast project. It fell within the budgeted amount that was set for this year. Jeff did switch out two pieces of equipment. Harris megaplexers were added that could handle future upgrades of the system. Now that the figures for the simulcast system are known, work can begin on the out county areas.

OLD BUSINESS

None.

NEW BUSINESS

1) Election of Vice-Chairperson

Mike Herman nominated Jeff Albaugh and it was seconded by Steve Frisbie. Steve Frisbie made a motion to close nominations and it was supported by Brent Williams.

All in favor

Motion passed

A vote was taken on accepting Jeff Albaugh as Vice Chairman of the CCCDA Governing Board.

Vote was unanimous

Vote passed

2) Technical Advisory Committee Membership/Representation

The makeup of the Technical Advisory Committee is established in the interlocal agreement which established the Authority and the Board. Any changes in the makeup of the TAC would have to be changed in interlocal agreement and have a 2/3's approval of the signatories of the agreement. There was discussion about Springfield having representation on the Committee. Richard Lindsey stated a change would also have to be made in the 911 plan and voted on by the County Commissioners. It was decided not to make any changes to the TAC Committee at this time.

3) Executive Director Agreement- Section 10 Contingent Compensation

The Director's contract, Section 10 (Contingent Compensation) states "...Director shall, subject to the requirements set forth in this paragraph, receive Contingent Compensation in the amount of three thousand and 00/100 Dollars (\$3,000.00) per year. In order to receive said Contingent

Compensation, Director must, in the sole judgment of CCCDA satisfy three (3) mutually developed and agreed upon performance criteria which shall be developed on an annual basis. The Contingent Compensation shall be payable, upon an affirmative resolution of the CCCDA Board indicating that Director has satisfied said performance criteria and shall be paid in a single sum to the Director...”

Jeff provided the Board with an update on all of the projects/criteria on the list. Jeff stated that phase three of the QA program was talked about at the last meeting and the program has been put in place. The CAD and MCT is well past the 50% build. The VHF project is not complete for this year. There were delays in getting license passwords that slowed the project and now the FCC shutdown has delayed the project. Jeff does feel the simulcast system will be in place by years end. Steve Frisbie felt that a couple of items on list were not done because changes that would make the system better were made.

Mike Herman made a motion to approve the contingent compensation per section 10 of the Executive Directors Employment Agreement. Motion was seconded by Steve Frisbie. Discussion by Mike and Steve complimenting Jeff on his performance was held.

All in favor
Motion passed

4) Closed Session – Negotiations

A motion was made by Herman to enter into closed session to discuss negotiation strategies under the Open Meetings Act, 15.268 Section 8(c). The motion was seconded by Frisbie.

Roll Call Vote:

Albaugh – YES
Herman – YES
Baldwin – YES
Tsuchiyama – YES
Williams – YES
Frisbie – YES
Behnke – YES
Saxton - YES

Motion passed

The Board returned to General Session at 4:15pm

SPECIAL PRESENTATION

A special presentation was made to Board member Mike Herman, who will be resigning his position at the end of the meeting. A plaque thanking him for his dedicated service to the 911 Authority Board

was given. Many of the Board members wished him well on his retirement and upcoming winter in Florida.

PUBLIC COMMENTS

ADJOURNMENT

Meeting adjourned at 4:27 pm by Chairman Matt Saxton.