



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, October 14th, 2014 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairperson Matt Saxton at 3:01 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Matt Saxton, Chairperson
Jeff Albaugh, Vice-Chairperson
Ken Snyder, City of Albion
Seth Reed, Michigan State Police
Susan Baldwin, City of Battle Creek
Brent Williams, City of Marshall
Rob Behnke, Area Metropolitan Services Agency

Directors Excused: Steve Frisbie, County Board of Commissioners
Dave Schmaltz, City of Battle Creek

Others Present: Jeff Troyer
Rich Feole
Richard Lindsey
Haley Snyder

AGENDA APPROVAL

A motion was made by Susan Baldwin to approve the October 14, 2014 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Susan Baldwin to accept the September 9, 2014 CCCDA Governing Board minutes. The motion was seconded by Jeff Albaugh.

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 6th – October 9th
3. 2014 Year-to-Date Budget Performance Report
4. 2014 Year-to-Date Statistics
5. Quality Assurance Reports
6. TAC Meeting Minutes
7. General Correspondence

A motion was made by Brent Williams to approve the October 2014 Consent Agenda. The motion was seconded by Ken Snyder.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

1. **St. Joseph County** – Jeff stated that St. Joseph County held their Executive Council meeting the day after the last Governing Board meeting (9/9). They have decided to continue status quo with their dispatch center.
2. **State 9-1-1 Committee** – Jeff reported that the State 9-1-1 Committee had a meeting on October 7th. At the meeting there were proposed new rule changes to the Multi-line Telephone System as well as to the rules for the Public Service Commission. These changes are not drastic and provide more clarity to MLTS users.

3. **Smart 9-1-1** – Director Troyer stated that Smart 9-1-1 is a great tool, however, an expensive tool. Smart 9-1-1 is a software rider for 9-1-1 systems. This tool allows businesses and residents the ability to create a profile on a third party website detailing health and emergency contact information, pictures, and other pertinent information. If a 9-1-1 call is made by a resident with a profile and the dispatch center has Smart 9-1-1, they will then have access to that resident’s additional information. Jeff and Rich have reviewed several demos of Smart 9-1-1 and have considered purchasing the software for the past couple of years now. Nashville, Tennessee is the longest Smart 9-1-1 subscriber in the United States with 17% of their population utilizing the profiles. Grand Traverse is the longest Michigan subscriber to Smart 9-1-1 with only 9% of their population creating profiles.
4. **VHF System Updates** – Jeff reported that the equipment lists were finalized in late September for the County Fire Simulcast System. A purchase order was cut on September 26th for the system approved at September’s Governing Board Meeting. Our voter on the Township Fire Simulcast System is the root cause of the audio drop outs with dispatch. This piece was originally called to be replaced when the Township Fire Simulcast System went in. Roe Comm. was able to install a couple of interface boxes to help make it work. The interface boxes have helped to make it work but it is not consistent. A new voter has been ordered and will resolve the problems.
5. **Text to 9-1-1** – Jeff stated that they are still working on an interim solution for Text to 9-1-1. After talking with Indigital and Intrado they are about six weeks turnover. The interim will be a web-based solution until we convert fully over to Next Generation 9-1-1. Jeff stated that they will more than likely bring in Intrado, TCS, and Indigital and allow the staff to participate in webinars. It will be a rider separate from the 9-1-1 system. These solutions will only be placed on our five primary dispatch stations.
6. **Facebook Page** – CCCDA’s Facebook page has been a success. Director Troyer stated that the editors are doing a great job with the posts and they are enjoying do it.

OLD BUSINESS

1. **Battle Creek Loan Payoff Agreement – Payoff Amount** – CCCDA Counsel Richard Lindsey stated that Susan Baldwin met with the City Attorney and Finance Manager regarding the loan payoff amount. Both parties were not receptive to the Board’s offer. Counsel Lindsey recommended that Director Troyer meet and discuss CCCDA’s relationship with the City of Battle Creek, loan payoff amount, and agreement with the new City Manager.

A motion was made by Rob Behnke, supported by Brent Williams to have Director Troyer meet with the City of Battle Creek’s new City Manager to discuss loan payoff amount options.

All in favor
Motion approved

NEW BUSINESS

1. 2015 Health, Vision, and Dental Insurance Options – Director Troyer provided the Board with an overview of the 2015 Health, Vision, and Dental Insurance options. AON has also provided CCCDA with a cost estimate to convert from our self-insured Health Plan to a fully-insured Health Plan. For the 2015 Health Plan coverages, Director Troyer is recommending the following for Health, Vision, and Dental Insurance:

- Health Insurance – Continue to offer the CB1, CB3, and FB3 plans; self-insured (continue to build benefit fund reserve).
- Vision Insurance – Add rider to make “calendar year” versus rolling 12 months (Same as Calhoun County)
- Dental Insurance - Change to OPTION 1 to remove Class I services from the annual maximum (same as Calhoun County) and continue to offer the “buy-up” plan.

A motion was made by Jeff Albaugh, seconded by Brent Williams to approve the Executive Directors’ recommendations for the 2015 Health, Vision, and Dental Insurances as presented.

All in favor
Motion approved

2. Executive Director Agreement – Section 10: Contingent Compensation – Director Troyer provided an update on performance criteria and projects approved by the Board in December 2013. Brent Williams stated that Director Troyer has met the Board’s criteria and then some.

A motion was made by Brent Williams, seconded by Matt Saxton to approve Contingent Compensation in accordance with Section 10 of the Executive Director’s Employment Agreement.

All in favor
Motion approved

3. Dispatch Supervisors Group – ’15 & ’16 Employment Terms – Director Troyer met with and exchanged employment term proposals with the Dispatch Supervisor group (non-union). Jeff has requested their proposal for both 2015 and 2016. Upon receipt of their initial proposal, Jeff submitted a counter-offer. Director Troyer provided a copy of his counter-offer to the Board. He has not received a response from the group regarding his counter proposal but should have it back in time for the next Governing Board Meeting. Jeff also provided the Board with a summary of the group’s employment terms since 2011 which includes wages and any other additional terms granted.

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

Meeting was adjourned at 4:16pm by Chairperson Matt Saxton.