



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 8, at 2:30 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairman Matt Saxton at 2:31 P.M.

ROLL CALL:

Directors Present:

Matt Saxton, Chairman
Brent Williams, City of Marshall
Jim Blocker, City of Battle Creek (Seat #1)
Steve Buller, Area Metropolitan Services Agency
Susan Baldwin, City of Battle Creek (Seat #2)
Jeff Albaugh, Vice-Chairperson
Ken Snyder, City of Albion

Directors Excused:

Steve Frisbie, County Board of Commissioners
Jim Coleman, Michigan State Police

Others Present:

Rich Feole, CCCDA
Kim Grafton, CCCDA
Kate Chism, CCCDA
Jim Dyer, Legal Counsel

AGENDA APPROVAL

A motion was made by Steve Buller to approve the October 8, 2019 CCCDA Governing Board agenda. The motion was seconded by Jim Blocker.

All were in favor.

Motion was approved.



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MEETING MINUTES

A motion was made by Jeff Albaugh to accept the August 13, 2019, CCCDA Governing Board minutes. The motion was seconded by Jim Blocker.

All were in favor.
Motion was 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: August 1-September 30
3. Year-to-Date Budget Performance Reports
4. 2019 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence

A motion was made by Jeff Albaugh to approve the October 8, 2019 Consent Agenda. The motion was seconded by Brent Williams.

All were in favor.
Motion was approved.

MERS Presentation—Ms. Marne Daggett, MERS Regional Manager

Ms. Daggett gave an overview on the increasing costs. The numbers were run on the new assumption. She spoke on the inter local agreement CCCDA has to stay 95% funded, which is what accounts for such a large spike in costs. Jim Blocker questioned what the recommended funding percentage is. Ms. Daggett said there is not a recommended amount. She did say that there are not many groups who have an agreed upon amount. Brent Williams commented on the positive 7% return. Ms. Daggett said that will not happen every year, there is a market correction coming. Jim Blocker asked if it was a capital contribution from the general fund and if that could be spread out. Rich explained that in order to make a change, all the original signers would have to agree that the funding could dip below 95% in order to pay off over a period of time. It was asked of Jim Dyer how a change could be made without actually opening the inter-local agreement. Further discussion took place by the board regarding finding the answer about being able to make a change to that portion of the agreement.



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A motion was made by Jim Blocker to have CCCDA legal counsel, Jim Dyer, look at what is need to be done to legally amend that portion of the agreement. Brent Williams seconded the motion.

Jeff Albaugh asked what exactly MERS needs from the board. Ms. Daggett said MERS would need to know the amount of the payment we would want to pay per month in order to make sure that it is in a time frame which is agreeable. Sue Baldwin asked why CCCDA has to provide our payment amount first, why can't MERS provide the payoff amount with time frame break downs in multiple scenarios. Ms. Daggett explained that in order to do that, it costs money for those reports. Sue Baldwin questioned why there should be cost involved. Ken Snyder asked when the numbers might change again. He suggests if the numbers will change again in 2023, the goal of the board should be to have the deficit paid off by 2023. Ms. Daggett explained that it is dangerous to try to put a finite number on such a fluid market. There was further discussion by the board about the MERS issue presented.

All were in favor.

The motion passed.

Steve Buller asked for a report to pass along to the municipalities.

EXECUTIVE DIRECTOR'S REPORT

- 1. POAM Negotiations-** Started and finished. They came in with realistic requests. A report will be available to the board soon.
- 2. Resignations-** Libbrecht & Schweda both resigned recently. One exit interview has been included. Changes are going to be made in our hiring process. We will be using a different doctor for the psychological evaluations. Additionally, we will be doing in depth background investigations. These last two steps will only be done for those individuals who have pending job offers.
- 3. Coloring Contest-** A coloring contest started with fair week. Winners were selected and allowed to be "dispatchers for the day."
- 4. MERS Conference-** Got a lot of great information and appreciate the opportunity to go.
- 5. APCO Annual Awards-** Several nominations were made and CCCDA had two employees who won awards. Samantha Troyer was awarded Dispatcher of the Year and Kurnin Pace awarded Trainer of the year. We are very proud of our staff. Several staff members will be attending the awards ceremony next week.
- 6. EOQ-** Abbey Irons was awarded Employee of the Quarter.
- 7. Radio Project-** Progressing along nicely. The plan is to "go live" on November 4.
- 8. Website-** We have received the first draft. Some changes do need to be made and they are willing to work with us to make those changes.
- 9. Towersite Inspections-** J.T. Tower has been contracted to complete the inspections and this should be completed by the year's end.



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Sue Baldwin asked who the newsletter gets sent to. She stated there is a lot of “good stuff” that the community could benefit from. A discussion took place that perhaps a quarterly newsletter could be published or a couple times a year on the website or facebook page.

OLD BUSINESS

None

NEW BUSINESS

- 1. Pennfield Tower Site Lease-** A 40 year lease for \$5,000. The lease will need to be looked at by our legal counsel to guarantee if the land sells we will continue to have use of the land. We currently have money in the budget the recommendation is for the board to approve the lease extension.

A motion was made by Sue Baldwin to have CCCDA work with legal counsel to have a lease written and signed. Jeff Albaugh seconded the motion.

All were in favor.

Motion passed.

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

Meeting was adjourned at 3:31 P.M.