



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 9, at 2:30 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairman Matt Saxton at 2:33 P.M.

ROLL CALL:

Directors Present: Matt Saxton, Chairman
Susan Baldwin, City of Battle Creek (Seat #2)
Steve Buller, Area Metropolitan Services Agency
Steve Frisbie, County Board of Commissioners, via telephone
Dave Wood, Michigan State Police
Jim Blocker, City of Battle Creek (Seat #1)

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

Others Present: Rich Feole, CCCDA
Kim Grafton, CCCDA
Kate Chism, CCCDA

AGENDA APPROVAL

A motion was made by Jim Blocker to approve the October 9, 2018 CCCDA Governing Board agenda.
The motion was seconded by Susan Baldwin.

All in favor
Motion approved



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MEETING MINUTES

A motion was made by Jim Blocker to accept the September 11, 2018 CCCDA Governing Board minutes. The motion was seconded by Steve Buller.

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 1- September 30
3. Year-to-Date Budget Performance Reports
4. Quality Assurance Reports
5. 2018 Year-to-Date Statistics
6. General Correspondence

A motion was made by Jim Blocker to approve the October 9, 2018 Consent Agenda. The motion was seconded by Matt Saxton.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Feole reported on the following items:

1. **Presentation of Call Reporting:** Director Feole reported on two charts provided to the board, one for the month of August and one for a randomly chosen day in the month of August. Feole explained the breakdown of positions and what each position is responsible for. There was discussion amongst the board members and questions to both Feole and Grafton regarding staffing, call volume, call response time, etc. Suggestion was made to make a formal presentation of this information to AMSA at an upcoming meeting.
2. **3rd Annual "Chill & Grill":** Director Feole reported on a successful third annual Chill and Grill, which was held at the home of Kay and Rich Feole.
3. **KCCDA Open house:** Kalamazoo County Consolidated Dispatch Authority will be hosting an open house on October 18. At that time, CCCDA will be presenting



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the flag which was custom made for KCCDA. The employees of CCCDA raised funds over a length of time in order to make this gift possible.

4. **APCO Meeting:** The awards program will be held on October 25. This year, two of our dispatchers were nominated to receive an award, Erin Allwardt and Kelsey Gentry. Unfortunately, neither of them was selected to receive an award. Rhonda Siegle is running for secretary of the executive board.

MEMBER COMMENTS

None.

OLD BUSINESS

None

NEW BUSINESS

1. **Fund Balance Policy:** Director Feole made a recommendation to increase the allowed fund balance reserve. After researching, he found the average reserve allows for six months of needs funds to be set aside in the fund balance. Director Feole that to be a bit excessive, but felt the current policy was too low. He spoke with Joe Verlin of Gambridge and Co and Mr Verlin stated there is no hard and fast rule regarding fund balance reserve. Further discussion was had. A motion was made by Jim Blocker to retain the current policy. The motion was seconded by Steve Frisbie. Susan Baldwin questioned the six month reserve, is there an accreditation rule we need to be following regarding the reserve policy? Steve Buller stated we have a much more stable income and there isn't a need to retain a higher reserve and it wouldn't be right to reserve a higher balance when some of the townships paying their CFS quarterly payments are struggling to do so. A vote was taken regarding the motion made to retain the current policy. All were in favor and the motion passed.
2. **QA/Training Supervisor Position:** A presentation of the position was made by both deputy director Grafton and director Feole regarding the role and responsibility of the position. Jim Blocker asked if the position was needed and sustainable. If so, it should be approved. Discussion was had by board members regarding the liability/risk for not meeting QA standards. Steve Frisbie asked if it was necessary to hire this as a supervisory position right away. Dave Wood voiced the extent of the job duties and said that it is necessary to have that position be supervisory. Frisbie was still opposed to the idea. Jim Blocker made a motion to approve the addition of a QA/Training Supervisor position. Steve Buller seconded the motion. A vote was taken, while Steve Frisbie was opposed, the motion passed.
3. **Budget Amendment:** Director Feole made a recommendation to the board to made a budget amendment to transfer funds to cover the E1 & E2 benefit for retirees which had been voted on in the August meeting. A motion was made by Matt Saxton to approve the budget



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amendment as presented. The motion was seconded by Susan Baldwin. A roll call vote was taken: Matt Saxton, Yes; Dave Wood, Yes; Susan Baldwin, Yes; Steve Frisbie, Yes; Steve Buller, Yes; Jim Blocker, Yes. The motion to approve the budget amendment passed unanimously.

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

Meeting was adjourned at 3:27 P.M. by Chairperson Matt Saxton.