



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

## **Meeting Minutes Thursday, November 3rd, 2009**

The Meeting was called to order by Chairman Peterson at 3:03 p.m., in the Law Library of the Calhoun County Building.

### **I. Roll Call**

Members Present: Franklin Peterson, AMSA  
Mike Herman, City of Albion  
Ken Tsuchiyama, City of Battle Creek  
Brent Williams, City of Marshall  
Mike Rae, Calhoun County Board of Commissioners  
Dave Stamler, Michigan State Police  
Sherriff Al Byam, Calhoun County Sherriff  
Jeff Albaugh, Calhoun County Township Association

Members Excused: Chris Simmons, City of Battle Creek

Others Present: Richard Lindsey, CCCDA General Counsel  
Jeff Troyer, CCCDA Executive Director  
Kelli Scott, Calhoun County  
Eric Miller, City of Albion  
Tracy Hall, City of Marshall

### **II. Consent Items**

Motion by Mr. Byam, supported by Mr. Herman to approve the following consent items:

1. November 3<sup>rd</sup> Meeting Agenda
2. Meeting Minutes from October 15<sup>th</sup>, 2009
3. Excuse absent member Chris Simmons

Discussion: none.

All in favor; motion carried.

### **III. Reports**

#### Technical Committee:

Technical Committee Chairman Eric Miller provided the Governing Board with an update. The Tech committee met last Thursday to review the evaluations submitted from the Dispatch Console/Workstation showcase. Eighteen of the twenty evaluations were in favor of Xybix. Miller advised the Board that the committee recommends moving forward with Xybix.

Motion by Mr. Albaugh, supported by Mr. Williams to select Xybix as the dispatch workstation/console furniture vendor. Discussion: Miller thanked Troyer for setting up the vendor finalist showcase. Mr. Byam was happy to see that the dispatch staff personnel participated in the process.

All in favor; motion carried.

#### Executive Director:

Troyer advised Board Members that he is working on all of the insurances/benefits necessary – workers comp, Cobra, Flex Spending, Health Insurances, etc – to have in place prior to making initial employment offers. Troyer would like to see offers out to current dispatch staff members in the next few weeks.

### **IV. Old Business**

#### EMD Protocols

Troyer advised the Board that he received two bids for the Emergency Medical Dispatch Protocols. The first bid was for the flip-cards and that was \$6,358.00. The second was for the software version known as ProQA and the quality assurance software known as AQUA totaling \$53,043.00. The second quote also includes training for 30 personnel on the ProQA software and four personnel on the AQUA. Troyer advised that the Technical Committee and the Calhoun County Medical Control Authority has made the formal recommendation to proceed with option two – the software version. Troyer also advised if it's approved he will be submitting for a RAP Grant thru MMRMA to help cover some of the cost.

Motion by Mr. Herman, supported by Mr. Rae to proceed with option two; EMD Software. Discussion: none.  
All in favor; motion carried.

#### 2009 Operational Budget Revision

Troyer accepted any questions from board members in reference to the revised operational budget for the remaining quarter of 2009.

Motion by Mr. Albaugh, supported by Mr. Tsuchiyama to accept the revised 2009 Operational Budget as presented. Discussion: none.

All in favor; motion carried.

#### Capital Project (Construction) Budget

Troyer accepted any questions from board members in reference to the updated construction budget. Mr. Williams asked about the progress of the construction. Troyer advised that the two main projects that have been holding everything up was the glass/windows and the UPS. Those have been finalized and we should start to see some significant progress over the next two weeks. Troyer further advised that the construction budget will continuously change as projects are finalized but the overall costs are still in the projected range of \$1,575,000 and \$1,600,000.

#### Personnel Update

Board Members reviewed a second draft of the personnel policies and provided a number of suggestions and comments to Director Troyer. Troyer will submit all of the comments to labor counsel for consideration.

### **V. New Business**

#### Success Communicatons Letter

Troyer advised that the full-time contractual agreement between Success Communications and the Authority has ended. Success is proposing that they will provide services on an as requested/as needed basis at the rate of \$90.00 per hour.

Motion by Mr. Rae, supported by Mr. Williams to accept Success Communications's offer at an hourly rate of \$90.00 in the event the Executive Director requests their services. Discussion: Tsuchiyama inquired as to how

much the Authority would be using Success. Troyer advised that he does not anticipate utilizing their services in the near future but once we get closer to Go-Live, that may change.

All in favor; motion carried.

#### Surcharge Revenue - 1<sup>st</sup> Quarter 2010

Troyer requested that the Governing Board determine how the surcharge revenues would be disbursed for the first quarter of 2010. This ultimately depends on the actual Go-Live date of the new consolidated dispatch center. Troyer recommends a prorated methodology be utilized and the surcharge will continue to be disbursed as it currently is until the opening date of the consolidated dispatch center. So, if indeed the center opens March 1<sup>st</sup>, two-thirds of the quarter's total surcharge would be disbursed under the current formula, and the remaining one-third would go to the Authority. All members agreed without dissent.

#### **VI. Public Comments**

Public Comments were offered; none given.

The Meeting was adjourned at 3:56 p.m. The next meeting will be Tuesday, November 17<sup>th</sup>, 2009.