



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, December 9th, 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
Jim Coleman, Michigan State Police
Susan Baldwin, City of Battle Creek
Brent Williams, City of Marshall
Steve Frisbie, County of Board of Commissioners

Directors Excused: Ken Snyder, City of Albion
Rob Behnke, Area Metropolitan Services Agency
Rebecca Fleury, City of Battle Creek

Others Present: Jeff Troyer
Richard Lindsey
Rich Feole
Haley Snyder

AGENDA APPROVAL

A motion was made by Brent Williams to approve the December 9, 2014 CCCDA Governing Board agenda. The motion was seconded by Jeff Albaugh.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Jeff Albaugh to accept the November 4, 2014 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: November 1st – December 3rd
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 Jim Coleman to approve the December 2014 Consent Agenda. The motion was seconded by Brent Williams.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

1. **VHF System Updates** – The voter for the Township Fire Simulcast System has been replaced and is operational. There has only been one audio dropout since converting over to the new system. Phase I of the County Fire Simulcast Antenna Site work is scheduled to begin next Monday. They will start with the Albion Site followed by the Homer Tower Site and ending with the 18 ½ Mile Rd Site. All of the shelf equipment is currently being pre-programmed at Roe-Comm. We are currently looking converting over and go live at the end of the first full week in January.

- 2. Southern Michigan Workgroup** – Director Troyer stated that St. Joseph County will be joining the Southern Michigan PSAP’s Workgroup. The workgroup is still working to get more participation out of Kalamazoo County. The last workgroup meeting held was on December 2nd.

OLD BUSINESS

- 1. Battle Creek Loan Agreement – (Budget Amendment V)** – Director Troyer stated that he met with Battle Creek City Manager Rebecca Fleury on November 12th. Director Troyer provided her with a historical overview of CCCDA and discussed the roles of the two Director seats on the Governing Board the City holds. They also discussed the loan payoff amount and came to a mutual agreement regarding the interest. CCCDA will pay 100% of the accrued interest for July - December 2014 - \$3,150. CCCDA and Battle Creek will split the remaining interest (50/50) for January '15 – June '16 (CCCDA - \$3,375 / Battle Creek - \$3,375).

In the original Budget Amendment (Revision II) to pay the loan off, the Board approved the payment of the additional Principal. The additional interest we are paying requires another budget amendment (Revision V) to cover \$2,114 of interest.

A motion was made by Steve Frisbie, seconded by Brent Williams to approve the 2014 Budget Amendment V for fiscal year 2014 totaling \$2,114 to be paid from fund balance.

All in favor
Motion approved

NEW BUSINESS

PUBLIC HEARING FOR 2015 BUDGET – Chairman Saxton opened the public hearing on the 2015 Budget. There were no public members present. Director Troyer stated that 2015 Budget was sent via registered mail to all municipalities in accordance with the Call for Service Formula Guidelines. Copies of the budget were made available in the CCCDA Administration office as well as CCCDA’s website. Director Troyer did not receive any questions from the municipalities who received it. Chairman Saxton closed the Public hearing on the 2014 Budget.

A motion was made Jeff Albaugh, seconded by Jim Coleman to approve the fiscal year 2015 Budget as set forth (presented) in the attached documents with expenditures totaling \$3,640,539.

All in favor
Motion approved

- 1. Administrative Services Agreement** – The Governing Board Members were provided with a copy of the “renegotiated” Administrative Services Agreement. Director Troyer reviewed the changes

with the board and answered any questions regarding the agreement. This agreement will save CCCDA \$13,404 on HR, Finance, and Treasurer Office services per year (2014 - \$44,804 for services / 2015 - \$31,400).

A motion was made by Brent Williams, seconded by Steve Frisbie to approve the Administrative Services and Fringe Benefits Agreement with Calhoun County.

All in favor
Motion approved

2. Personnel Policy 7.2 Revision – The Board was provided with a revision that formalizes the increase of the Payment in Lieu of Health Insurance Coverage. This policy does not affect Full Time Emergency Telecommunicators that are subject to the Collective Bargaining Agreement. The CBA specifically covers their payment in lieu terms in Section 13.2.

A motion was made by Steve Frisbie, seconded by Brent Williams to approve the revisions to Personnel Policy 7.2 (Payment in Lieu of Health Insurance Coverage) effective January 1, 2015.

All in favor
Motion approved

3. 2015 Meeting Dates – Director Troyer provided the Board with proposed 2015 Governing Board of Directors Meeting Dates.

A motion was made by Jeff Albaugh, seconded by Jim Coleman to approve the 2015 Meeting Dates presented.

All in favor
Motion approved

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

Meeting was adjourned at 3:44pm by Chairperson Matt Saxton.