



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, March 12, at 2:30 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairman Matt Saxton at 2:38 P.M.

ROLL CALL:

Directors Present: Matt Saxton, Chairman
 Steve Frisbie, County Board of Commissioners
 Jim Blocker, City of Battle Creek (Seat #1)
 Susan Baldwin, City of Battle Creek (Seat #2)
 Ken Snyder, City of Albion

Directors Excused:

 Jim Coleman, Michigan State Police
 Jeff Albaugh, Vice-Chairperson
 Brent Williams, City of Marshall
 Steve Buller, Area Metropolitan Services Agency

Others Present:

 Rich Feole, CCCDA
 Kim Grafton, CCCDA
 Kate Chism, CCCDA

AGENDA APPROVAL

A motion was made by Susan Baldwin to approve the March 12, 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 Jim Blocker to accept the January 8, 2019, CCCDA Governing Board minutes. The motion was seconded by Steve Frisbie.

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: December 1- December 31
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 March 12, 2019 Consent Agenda. The motion was seconded by Susan Baldwin.

All were in favor.

Motion was approved.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Feole reported on the following items:

1. Hiring Process: we are in the final steps of the hiring process. All of the positions have been offered and all have accepted. We hired four full time employees and one part time. There were lots of good candidates with this round.
2. Purchased Software: Agency360. We looked into four companies total and decided on this one. It is being used by other area agencies. It will make tracking trainings smoother and more efficient and well as more accessible.
3. Center Squared- Webinar: CAD will still be supported, updates will still be released. It will just not be continued to be actively sold. There is no "end of life" date which is known. Jim Blocker asked what current programs will interface with CentralSquare, I.E. RMS. Steve Frisbie asked cost to replace? Is there a plan in place for future replacement? He asked that Director Feole get a financial plan in place to be prepared to replace the CAD system when the time comes.
4. Annual Awards Program: April 10. Everyone is invited.



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5. Erin Allwardt Trainer: Erin has completed her training and certification to become a trainer for the 40 hour basic telecommunicator class, which is a state mandated class for all emergency telecommunicators. We will now be able to cover the class in house instead of having to reimburse for mileage, meals, hotels, class registration.

OLD BUSINESS

None

NEW BUSINESS

1. CFS Marshall City: Matt Saxton suggested they be billed as advised but correct for future billings (next year). Director Feole explained that measures have been taken to prevent this from happening in the future; a spreadsheet has been created to take some of the human error out of the equation. And, he explained briefly how the error took place. Susan Baldwin asked for further explanation to clarify that no other agencies were charged the incorrect amount. Jim Blocker made a motion to seek legal counsel as to what we are legally allowed to do. The motion was seconded by Steve Frisbie.

All were in favor.

Motion was passed.

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

Meeting was adjourned at 3:08 P.M. by Chairperson Matt Saxton.