



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, May 14, at 2:30 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairman Matt Saxton at 2:39 P.M.

ROLL CALL:

Directors Present: Matt Saxton, Chairman
Steve Frisbie, County Board of Commissioners
Jim Blocker, City of Battle Creek (Seat #1)
Ken Snyder, City of Albion
Jim Coleman, Michigan State Police
Brent Williams, City of Marshall

Directors Excused:
Susan Baldwin, City of Battle Creek (Seat #2)
Jeff Albaugh, Vice-Chairperson
Steve Buller, Area Metropolitan Services Agency

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

Employee of the Quarter presentation- Tina Rasey-Smith with CCCDA for 33 years. Tina is the go to person for everyone. Director Feole stated of Tina, she is in charge of everything that doesn't have a heart beat.

AGENDA APPROVAL

A motion was made by Ken Snyder to approve the May 14, 2019 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All were in favor.
Motion was approved.



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MEETING MINUTES

A motion was made by Ken Snyder to accept the March 12, 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: March 1- April 30, 2019
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 Brent Williams to approve the May 14, 2019 Consent Agenda. The motion was seconded by Jim Coleman.

All were in favor.

Motion was approved.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Feole reported on the following items:

1. QA/Training Supervisor: Director Feole handed out an example report of a new report Supervisor Allwardt is reporting back monthly. Director Feole reported the benefit of having consistency in reporting by having one person doing the QA scoring. The employees are now receiving feedback about their scores and areas of needed improvement. There has already been a savings of 132 hours supervisor shift overtime.
2. Employee Appreciation Awards: this event was held April 10. Second annual awards event. Samantha Troyer was named employee of the year and the local paper did a nice write up.



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3. Security Camera Upgrade: Security cameras are now displayed on a screen in the dispatch center. The screen rotates through four cameras at a time. ASI security is the new company, which is a local company located in Battle Creek. Director Feole reported there are bugs being worked out on some compatibility issues with Windows10, but otherwise very pleased with the switch.
4. AT&T Account Updates: Large credits have been issued to the accounts which were over charged over a year ago. There is still one account which needs to be straightened out, but there is an expected credit coming in the near future. A FirstNet account was added for MiFi and the service had been great.
5. Financial Audit & POAM Negotiation: Both of these are in the works currently. POAM contract is up at the end of this year. There will be ongoing meetings to work out new contract. Jeryl in the finance office has helped gather all of our needed materials. An auditor will be at a meeting soon to go over the audit findings.
6. State 911 Conference: Several staff members will be away in Mackinac next week for the conference
7. National NENA: Lindsay Smith wrote a grant and it was awarded to Sarah Schaffsma. The grant funds will cover full registration and travel expenses.
8. EOQ: Tina Rasey was named as Employee of the Quarter. She has been with CCCDA for over 30 and is an invaluable member.

Jim Blocker raised a question to Director Feole as to the process for callers with language barriers. Director Feole stated that the center uses a company name Language Line Services. The center only has to pay per minutes used and they are able to determine which language the caller is speaking within a couple of sentences.

Matt Saxton mentioned Supervisor Rhonda Siegel received two awards from BCPD. He also stated that there was a very good turn out to the CCCDA awards ceremony and what a nice program it was. Kim Grafton mentioned how appreciate everyone was to have Matt Saxton there in support.

OLD BUSINESS

1. CFS Marshall: Brent Williams spoke to Tom Tarkiewicz and they agreed to pay the correct amount. The invoice has been paid in full.
2. Tower Land Lease: There has not been further contact. It still needs to be resolved.

NEW BUSINESS

None

PUBLIC COMMENTS

No public comment provided.



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ADJOURNMENT

Meeting was adjourned at 2:59 P.M. by Chairperson Matt Saxton.