



# 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, August 13, at 2:30 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Chairman Matt Saxton at 2:37 P.M.

### **ROLL CALL:**

Directors Present:

Matt Saxton, Chairman via phone  
Steve Frisbie, County Board of Commissioners  
Jim Blocker, City of Battle Creek (Seat #1)  
Steve Buller, Area Metropolitan Services Agency  
Lt Dave Wood, Michigan State Police  
Susan Baldwin, City of Battle Creek (Seat #2) via phone  
Jeff Albaugh, Vice-Chairperson  
Ken Snyder, City of Albion

Directors Excused:

Brent Williams, City of Marshall

Others Present:

Rich Feole, CCCDA  
Kim Grafton, CCCDA  
Christina Kubasiak, CCCDA

### **AGENDA APPROVAL**

A motion was made by Steve Frisbie to approve the August 13, 2019 CCCDA Governing Board agenda. The motion was seconded by Jim Blocker.

All were in favor.  
Motion was approved.



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

---

## **MEETING MINUTES**

A motion was made by Jim Blocker to accept the June 11, 2019, CCCDA Governing Board minutes. The motion was seconded by Lt Dave Wood.

All were in favor.  
Motion was 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: June 1- July 31
3. Year-to-Date Budget Performance Reports
4. Quality Assurance Reports
5. 2019 Year-to-Date Statistics
6. General Correspondence

A motion was made by Jeff Albaugh to approve the August 13, 2019 Consent Agenda. The motion was seconded by Ken Snyder.

All were in favor.  
Motion was approved.

**Employee of the Quarter presentation**—Christina Kubasiak ; always goes above and beyond, provides excellent customer service, and is member of CCCDA's PERC team.

## **EXECUTIVE DIRECTOR'S REPORT**

1. **City of Marshall**—Director Feole attended the July 15 city council meeting with Brent Williams and gave updates on CCCDA projects, call volume etc.
2. **Staff on STD**- Smith out with a broken wrist due to a car accident and trainee Thorn out with a broken bone in her hand.
3. **Gentry**- out on maternity leave. Kelsey had a baby girl, both doing well. Kelsey is expected to return to work on September 16. There is another staff member who is expecting and due on October 31.



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

4. **Backup Center-** Admin phones set up with help of IT. New 800 radio installed, training with supervisors were done there last Friday.
5. **4<sup>th</sup> Annual Chill and Grill-** Chill and Grill was held at the Feole residence as in previous years. At last count, 55 were in attendance, including a lot of kids. The weather was great and a good time was had by all.
6. **Radio Project-** Go live is tentatively scheduled for the first week in October. It should be a seamless transition.
7. **Other Projects-** Microwave links in the township fire departments are underway and the quote is under the budgeted amount. Tower site analysis is being set up starting with the 18 ½ Mile Road site.
8. **POAM-** negotiations are getting ready to starting.
9. **Webpage-** The redesign of the webpage is in progress and should be done by the end up August.
10. **Grant-** CCCCDA received an \$1800 grant from Tribal Revenue Sharing. It will be put towards an AED unit in dispatch, a cabinet to store the unit and a new 50" wall monitor for our security cameras.
11. **PERC-** The committee has been busy. National Night Out was last week. This week, the county fair begins and will be at Camp 911 in Albion on the 19<sup>th</sup>.

## OLD BUSINESS

None

## NEW BUSINESS

1. **2018 Audit presentation-** Joe Verlin, Gabridge and CO. – Gave an overall clean opinion. Joe went over the details of the audit. Specifically covering the fluctuation in MERS. A general discussion took place regarding MERS fluctuations.  
A motion was made by Steve Frisbie to accept the audit as presented. The motion was seconded by Jeff Albaugh.  
All were in favor.  
The motion passed.
2. **MPSCS Contract with State-** This contract has been reviewed by Jim Dyer and he sees no faults.  
A motion was made by Jim Blocker to accept the contract with the state. The motion was seconded by Jeff Albaugh. All present were in favor. None were opposed.  
The motion passed.
3. **2019 MERS Conference-** Director Feole feels that since MERS has been the topic of conversation frequently attendance by board members or himself is important. If no board members are able to attend, he would like to go. October 3 and 4, 2019 are the dates for the conference. Director Feole will plan on attending and report back.



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

---

## **PUBLIC COMMENTS**

No public comment provided.

## **ADJOURNMENT**

Meeting was adjourned at 3:09 P.M.