



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, September 11, at 2:30 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairman Matt Saxton at 2:33 P.M.

ROLL CALL:

Directors Present: Matt Saxton, Chairman
Susan Baldwin, City of Battle Creek (Seat #2)
Steve Buller, Area Metropolitan Services Agency
Steve Frisbie, County Board of Commissioners
Brent Williams, City of Marshall
Ken Snyder, City of Albion

Directors Excused: Jim Blocker, City of Battle Creek (Seat #1)
Jim Coleman, Michigan State Police
Jeff Albaugh, Vice-Chairperson

Others Present: Rich Feole, CCCDA
Kim Grafton, CCCDA
Kate Chism, CCCDA
Rhonda Siegle, CCCDA
Beth Owen, CCCDA
John Owen, CCSD

AGENDA APPROVAL

A motion was made by Brent Williams to approve the September 11, 2018 CCCDA Governing Board agenda. The motion was seconded by Ken Snyder.

All in favor

Motion approved

MEETING MINUTES

A motion was made by Steve Frisbie to accept the August 14, 2018 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: August 1-August 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 Steve Frisbie to approve the September, 2018 Consent Agenda. The motion was seconded by Brent Williams.

All in favor

Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Feole reported on the following items:

- 1. Back Up Center/ Downtown Tower:** Projects nearly complete. Wrapping up minor details. Locks needed for doors downtown. We have keys and access to building at fire station #1. BCFD items have been removed from area we are using. Everything went fairly smoothly. Minor coverage issues in Newton TWP for a day and a half.
- 2. AMSA:** No questions on funding presentation.
- 3. Vacation:** Will be out of the office on vacation 9/27-10/8 and without email/cellphone coverage at times. Kim will be contact during this time.

MEMBER COMMENTS

Susan questioned AMSA meeting Rich attended and questions which were raised regarding coverage issues and radio traffic concerns regarding busy times. Susan asked if those issues/questions have been resolved.

Rich has spoken with ROE COMM regarding the tower site. They quoted \$74,000 to make additional tower sites for fire coverage.

Further discussion by the board was had regarding tower coverage technicalities.

Rich went on to discuss the level of call taking regarding busy times at the center.

Steve Buller asked about statistics/facts of how often this is happening.

Matt reminded that there is a process for filing complaints and that is the way it needs to be done.

Further discussion by the board about how calls and traffic is prioritized and call takers are trained to multitask.

Matt Saxton asked about if there would be a dry run of the backup center.

Rich gave a report of steps currently being taken to prepare the dispatchers for needing to be at the back up center.

Employee of the Quarter Presentation—Beth Owen

Matt presented Beth with her EOQ certificate. He spoke about her time of service with dispatch and how she is also a member of the sheriff's department family by marriage.

OLD BUSINESS

None

NEW BUSINESS

None

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

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