



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, March 10th, 2015 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
Tim Hill, Area Metropolitan Services Agency

Directors Excused: Ken Snyder, City of Albion
Rebecca Fleury, City of Battle Creek

Others Present: Jeff Troyer
Richard Lindsey
Rich Feole
Haley Snyder
Debra Taylor, Village of Tekonsha

AGENDA APPROVAL

A motion was made by Brent Williams to approve the March 10, 2015 CCCDA Governing Board agenda. The motion was seconded by Jim Coleman.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Jeff Albaugh to accept the February 10, 2015 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: January 9th – February 5th
3. Year-to-Date Budget Performance Report
4. 2015 Year-to-Date Statistics (year-end)
5. Quality Assurance Reports
6. TAC Meeting Minutes
7. General Correspondence

A motion was made by Tim Hill to approve the March 2015 Consent Agenda. The motion was seconded by Jeff Albaugh.

All in favor

Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

1. **Consent Agenda Items** – Director Troyer reported that the letter of request has been sent to the Village of Tekonsha. He received a phone call requesting CCCDA to attend their April 13th Village Council Meeting.

2014 Budget Report – Director Troyer stated that all expenses have been received for 2014. We did see a reduction in our local and state 9-1-1 surcharge revenues. The audit will take place in April.

2. **Pictometry** – The County is investing into a new areal software called Pictometry. Director Troyer and Tina Rasey have attended a demo for the program. The new software does have great areal images and unique oblique angles. Director Troyer stated that they are currently waiting to hear back from the County as far as setting up a meeting to discuss cost shares for the program
3. **Address Checks** – There is a standing request on the TAC Board to have mandatory address checks. Director Troyer played recordings for the Board of Directors that contained address checks. There is a concern about the possibility of an increase in response time due to the additional address check. Director Troyer stated that we will be giving the address checks a try but will be keeping a watch on response times.
4. **CFS Formula** – Director Troyer reported that Richard Lindsey has reached out to the tribe about adding them as an entity to the CFS formula. We will be setting up a meeting within the next couple of months to discuss this possibility face to face.

OLD BUSINESS

NEW BUSINESS

1. **Village of Tekonsha – CFS Formula: 10% Cap Exemption Request** – The Village of Tekonsha submitted a 10% Cap Exemption Request to CCCDA on February 20, 2015. CCCDA submitted written correspondence back to the Village acknowledging receipt of the request. Director Troyer provided the Board of Directors with a cost summary for the Village of Tekonsha for 2013-2015. If this request is granted, it will save the Village \$54.56 per quarter; \$163.68 for the remainder of 2015 (3 quarters). CCCDA will have an equal loss of revenue.

A motion to approve the Village of Tekonsha's 10% Cap Exemption Request was made by Tim Hill, seconded by Brent Williams.

All in favor
Motion approved

2. **Marshall Township – CFS Formula: 10% Cap Exemption Request** – Marshall Township submitted a 10% Cap Exemption Request to CCCDA on February 24, 2015. CCCDA submitted written correspondence back to Marshall Township acknowledging receipt of the request. Director Troyer provided the Board of Directors a cost summary for Marshall Township for 2013-2015. If this request is granted, it will save the Township \$653.45 per quarter; \$1,960.35 for the remainder of 2015 (3 quarters). CCCDA will have an equal loss of revenue.

A motion to approve Marshall Township's 10% Cap Exemption Request was made by Brent Williams, seconded by Steve Frisbie.

All in favor
Motion approved

- 3. Sheridan Township – CFS Formula: Administrative Correction** – An Administrative error occurred when calculating Sheridan Township’s 2014 statistics for the Call for Service Formula. Director Troyer presented a letter to the Board of Directors with explanation regarding the error. The Administrative correction will result in a loss of revenue for the remainder of 2015 totaling \$82.56 (\$27.52/quarter). The Executive Director recommends approval of this Administrative correction.

A motion to approve the Administrative correction to Sheridan Township’s 2015 percent of total average calls for service as presented was made by Brent Williams, seconded by Jeff Albaugh.

All in favor
Motion approved

- 4. Local 9-1-1 Surcharge July 2015 – June 2016** – Each year the Board of Commissioners have to authorize the amount of the local 9-1-1 surcharge under Public Act 378 of 2008. Director Troyer proposed the Governing Board of Directors submit a written recommendation to the Board of Commissioners requesting authorization to continue to collect the \$.60 local 9-1-1 surcharge. Director Troyer provided the Board of Directors with supporting information regarding the annual process from the State 9-1-1 Office.

A motion to formally recommend the Calhoun County Board of Commissioners continue to collect the local 9-1-1 surcharge at the current rate - \$.60/device –for July 1, 2014 thru June 30, 2015 in accordance with Public Act 378 of 2008 was made by Steve Frisbie, seconded by Brent Williams.

All in favor
Motion approved

- 5. FCC Text to 911 Certification Registry** – The FCC has created a Certification Registry for PSAP’s that are technically “ready” to receive Text to 911. Director Troyer provided the Board of Directors will a notice released by the FCC regarding the Certification Registry, the PSAP Text to 911 Registration form, and letters from CCCDA to four major wireless carriers requesting service effective March, 31st, 2015. The FCC requires a PSAP’s governing body to formally authorize the PSAP to receive Text-to-911.

A motion to authorize FCC PSAP ID #3340 (CCCDA) to receive Text to 911 effective March 31st 2015 via a web portal was made by Jeff Albaugh, seconded by Brent Williams.

All in favor
Motion approved

- 6. Climax Township Fire Department Request for GIS Data** – Director Troyer provided the Board of Directors with a GIS Data request form Chief Scott Smith of the Climax Township Fire Department.

A motion to approve the release of the GIS Data requested for purposes limited to Climax Township Fire Department was made by Steve Frisbie, seconded by Tim Hill.

All in favor
Motion approved

- 7. 2014 Perfect Attendance Incentive – Out of State Travel Request** – CCCDA’s perfect attendance incentive has been in place since 2011. The incentive allows for dispatch center staff (full-time dispatchers and dispatch supervisors) with perfect attendance during the calendar year to attend a National Conference from a list distributed by administration. Individuals that qualify are asked to RANK by preference which conferences they’d prefer to attend. We are usually able to accommodate everyone’s first or second choice.

This past year, eight (8) of our 30 dispatch center staff (more than a quarter) had perfect attendance: Rhonda Siegel, Marty Uldriks, Kim Grafton, Shelia Smith, Erin Allwardt, LaVonne March, Richard Knox, and Helen Ure. Of the eight, only six (6) chose to attend a National Conference:

- K. Grafton & R. Sigel: National Public Educator Conference – July 19-22/Denver, CO
- E. Allwardt, H. Ure, & L. March – APCO National Conference – August 16-19/Washington DC
- R. Knox – NENA Development Conference – October 4-7/Austin, TX

Director Troyer requests Out-of-State travel approval for the above individuals.

A motion to approve the Out-of-State travel requests for staff receiving the 2014 perfect attendance incentive was made by Jeff Albaugh, seconded by Brent Williams.

All in favor
Motion approved

- 8. Out of State Travel Request for Tina Rasey** – Executive Director requests authorization for CAD/System Administrator Tina Rasey to travel Out-of-State to attend the SunGard Public Sectors National Users Group Conference May 17-21st in Atlanta, GA. Director Troyer provided the Board of Directors with information regarding the SunGard education and training event.

A motion to approve the Out-of-State travel request for Tina Rasey to attend the SunGard Public Sector Users Group Conference was made by Brent Williams, seconded by Steve Frisbie.

All in favor
Motion approved

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

A motion was made by Jim Coleman, seconded by Brent Williams to adjourn the meeting.

All in favor
Motion approved

Meeting was adjourned at 4:05 p.m. by Chairperson Matt Saxton.