



# 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, July 14<sup>th</sup>, 2015 3 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Chairperson Matt Saxton at 3:03 p.m. in the Law Library of the Calhoun County Administrative Building.

### **ROLL CALL:**

Directors Present: Matt Saxton, Chairperson  
Jeff Albaugh, Vice-Chairperson  
Ken Snyder, City of Albion  
Susan Baldwin, City of Battle Creek  
Steve Frisbie, County of Board of Commissioners  
Rebecca Fleury, City of Battle Creek

Directors Excused: Jim Coleman, Michigan State Police  
Brent Williams, City of Marshall  
Tim Hill, Area Metropolitan Services Agency

Others Present: Jeff Troyer  
Richard Lindsey  
Kelli Scott  
Rich Feole  
Haley Snyder

### **AGENDA APPROVAL**

A motion was made by Jeff Albaugh to approve the July 14, 2015 CCCDA Governing Board agenda. The motion was seconded by Steve Frisbie.

All in favor  
Motion approved

## **MEETING MINUTES**

A motion was made by Jeff Albaugh to accept the June 9th, 2015 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:

- Excuse Absent Board Members
- 2. Check Register: June 6<sup>th</sup> – July 10<sup>th</sup>
- 3. Year-to-Date Budget Performance Report
- 4. 2015 Year-to-Date Statistics
- 5. Quality Assurance Reports
- 6. TAC Meeting Minutes
- 7. General Correspondence and Reports
  - a. Calhoun County E911 Technical Surcharge Pool Audit
  - b. MERS Annual Actuarial Valuation Report

A motion was made by Jeff Albaugh to approve the July 2015 Consent Agenda. The motion was seconded by Steve Frisbie.

All in favor  
Motion approved

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Troyer reported on the following items:

- **Personnel Matter** – Director Troyer stated that we had an employee that was involved in an incident and was immediately placed on unpaid administrative leave on June 27<sup>th</sup>. The employee was terminated on July 8<sup>th</sup>.

One of our full-time dispatchers, Brandie Jones, has submitted her resignation after eight years of service with CCCDA. Her final day of work was July 6<sup>th</sup>.

- **Media Stories** – Director Troyer reported that we have had several good media stories since last month’s Governing Board meeting. One story covered the second earthquake that occurred this year and the other was regarding a text to 9-1-1 incident. We received great publicity from the text to 9-1-1 incident. Director Troyer stated that the system worked exactly as it should.
- **Pictometry Project** – Director Troyer reported that we have received the Pictometry images and that the external hard drives have been ordered for each CAD console. We are experiencing some speed issues when pulling images on CAD. Director Troyer stated that we are working with SunGuard and Pictometry to resolve these issues.

## OLD BUSINESS

## NEW BUSINESS

1. **MML Workers’ Compensation Fund – Board of Trustees Election** – Director Troyer provided the Board members with information from Michigan Municipal League to Members of their Workers’ Compensation Fund regarding this year’s Board of Trustee’s election.

A motion was made by Steve Frisbie to authorize Executive Director Troyer to cast CCCDA’s ballot for the six (6) incumbent Trustees for four (4) year terms beginning October 1, 2015, seconded by Jeff Albaugh.

All in favor  
Motion approved

2. **2014 Audit Review** – Director Troyer provided the Board members with a copy of the SAS Letter from Rehmann and the Financial Statements (includes Auditor’s Report and Management’s Discussion and Analysis). Director Troyer provided an overview of the findings. CCCDA had no findings for the 2014 fiscal year.
3. **Ten Year Financial Outlook** – Each year after CCCDA receives the annual audit results, we forecast and analyze the next ten years. The board members were provided with two different ten year financial outlooks. One has no additional positions being created and the second includes three additional positions (2-FT Dispatchers and 1-FT Training/Public Education Supervisor). The board held a general discussion on the two ten year financial outlooks.
4. **Contractual Agreement with Winbourne Consulting (on behalf of Southern Michigan PSAP Alliance)** – In accordance with the LOU signed by Southern Michigan PSAP Alliance (SMPA) members (Barry County, Berrien County, Hillsdale County, Jackson County, and Lenawee County),

Director Troyer presented the Contractual Agreement and Scope of Services with Winbourne Consulting for the Board's consideration.

SMPA is only considering the first phase of the four phases originally identified in the RFP. The Contractual Agreement includes a Scope of Services which has been reviewed and approved by all SMPA members. SMPA is recommending CCCDA approve the Contractual Agreement and Scope of Services with Winbourne Consulting.

NOTE: This should be a tentative approval pending written documentation from Barry, Hillsdale, and Lenawee Counties guaranteeing their cost shares for the project (in accordance with the LOU). Lenawee has already authorized it Barry and Hillsdale will be in the next few weeks.

Calhoun County's portion of this project totals \$9,195.66. If authorized, this will be paid for out of contractual services and a budget amendment will be presented for the Governing Board's consideration at the August meeting for that line-item.

A motion was made by Steve Frisbie to approve the contractual agreement and scope of services with Winbourne Consulting on behalf of SMPA pending written approval from Barry, Hillsdale, and Lenawee Counties to cover their cost-share of this project, seconded by Susan Baldwin.

All in favor  
Motion approved

- 5. Calhoun County ESInet and Selective Router Service Provider** – The SMPA group – those particularly involved in Phase I – had a presentation from Peninsula Fiber Networks (PFN). This company is the only NG9-1-1 Service Provider in Michigan (currently) and has partnered with Indigital to provide the only active ESInet in Michigan. It appears PFN will become the State of Michigan's primary PSAP ESInet provider. Director Troyer provided the Governing Board with information regarding PFN.

Last Wednesday, the Technical Advisory Committee approved a formal recommendation to the Governing Board of Directors to pursue PFN as CCCDA's NG9-1-1 ESInet provider. In addition, Director Troyer asked the Governing Board to recommend to the County Board of Commissioners to amend the 9-1-1 Service Plan with an Administrative Findings Resolution to select PFN as CCCDA's selective router provider.

A motion was made by Jeff Albaugh to request and recommend the Calhoun County Board of Commissioners amend the 9-1-1 Service Plane by an Administrative Findings Resolution selecting PFN as CCCDA's selective router and ESInet service provider, seconded by Susan Baldwin.

All in favor  
Motion approved

**PUBLIC COMMENTS**

No public comment provided.

**ADJOURNMENT**

A motion was made by Susan Baldwin, seconded by Jeff Albaugh to adjourn the meeting.

All in favor

Motion approved

Meeting was adjourned at 4:44 p.m. by Chairperson Matt Saxton.