



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, August 11th, 2015 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairperson Matt Saxton at 3:05 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Matt Saxton, Chairperson
Jeff Albaugh, Vice-Chairperson
Seth Reed, Michigan State Police
Brent Williams, City of Marshall
Steve Frisbie, County of Board of Commissioners

Directors Excused: Ken Snyder, City of Albion
Susan Baldwin, City of Battle Creek
Tim Hill, Area Metropolitan Services Agency
Rebecca Fleury, City of Battle Creek

Others Present: Jeff Troyer
Richard Lindsey
Rich Feole
Haley Snyder

AGENDA APPROVAL

A motion was made by Steve Frisbie to approve the August 11, 2015 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Brent Williams to accept the July 14th CCCDA Governing Board minutes. The motion was seconded by Jeff Albaugh.

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: July 11th – August 7th
3. Year-to-Date Budget Performance Report
4. 2015 Year-to-Date Statistics
5. Quality Assurance Reports

A motion was made by Jeff Albaugh to approve the August 2015 Consent Agenda. The motion was seconded by Brent Williams.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

- **Southern Michigan PSAP Alliance Group** – The contract for the project with Winbourne Consulting has been signed and the guarantees from the other counties participating in Phase I have been received. The project kick off conference call was held earlier this afternoon with Winbourne. PSAP site visits will occur in late August/early September.
- **Mobile Test Lab Project** – Director Troyer stated that the online mobile survey has been distributed to all Fire, EMS, and Law Enforcement agencies. The survey was kept as simple as possible. This will give us an idea of what mobile tools/devices are being used out in the field and whether or not the connection is steady or unreliable.

- **Staffing** – Director Troyer reported that we have a Dispatch Supervisor that will be retiring in November. The application process for our Dispatch Supervisor position was posted this morning. The posting will be available for roughly 30 days. The posting is available to everyone; however, we are hoping to have a few qualified internal candidates apply.

OLD BUSINESS

NEW BUSINESS

1. **Freedom of Information Act Policy Revision** – Due to statutory changes to Michigan’s Freedom of Information Act, CCCDA’s policy and fee schedule for FOIA requests needs to be revised. Director Troyer provided the Board members with a copy of CCCDA’s FOIA policy with recommended changes.

A motion was made by Jeff Albaugh to approve the revisions and new fee schedule for the Freedom of Information Act – Public Records policy, seconded by Brent Williams.

All in favor
Motion approved

2. **CISD Tower Space Lease Agreement** – The CISD and Dean Transportation approached CCCDA about using the 18 ½ Mile Road (Marshall) Tower Site in the fall of 2013. A draft agreement was prepared but never entered into between the parties.

This spring, CISD’s attorney contacted CCCDA again about using the tower. At that point in time, the County Road Department was considering proposals for a new radio system. CISD was advised we had to wait until the County made a decision since a couple of the proposals included using the 18 ½ Mile Road tower. The County Road Department selected their vendor for the radio project in late June which did not include adding equipment to the Marshall Tower site. Therefore, discussions began again with CISD and Dean Transportation.

Director Troyer provided the Board members with an agreement for consideration, allowing for CISD/Dean to utilize 20 feet of tower space at approximately 200’ and space inside the equipment shelter equal to 3’ x 3’.

A motion was made by Jeff Albaugh to approve the Tower Space Lease Agreement with Calhoun Intermediate School District and Dean Transportation as presented, seconded by Steve Frisbie.

All in favor
Motion approved

3. ComSource Request to Lease Tower Space – Director Troyer provided the Governing Board members with a copy of a request from ComSource Inc. to lease tower space from CCCDA. A general discussion was held on whether or not this is a relationship/opportunity that CCCDA wishes to explore. If this is an opportunity that CCCDA wishes to explore, a discussion will need to be held with the County regarding an amendment to the Interlocal Agreement assigning the Tower to CCCDA, that could benefit (generate revenue) both the County and CCCDA.

The Board asked the Executive Director to contact ComSource and advise them the Board will revisit this request at a later date; most likely soon after the first of the year.

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

A motion was made by Brent Williams, seconded by Steve Frisbie to adjourn the meeting.

All in favor

Motion approved

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