



# 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, January 9<sup>th</sup>, 2018 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, Chairman  
Jeff Albaugh, Vice-Chairman  
Ken Snyder, City of Albion  
Jim Coleman, Michigan State Police  
Susan Baldwin, City of Battle Creek (Seat #2)  
Steve Frisbie, County Board of Commissioners  
Steve Buller, Area Metropolitan Services Agency  
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused: Brent Williams. City of Marshall

Others Present: Rich Feole, CCCDA  
Kim Grafton, CCCDA  
Haley Snyder, CCCDA

### **Organizational Items**

1. Election of Board Chairman
2. Election of Board Vice Chairman

A motion was made by Jim Blocker, seconded by Ken Snyder to nominate Sheriff Matt Saxton as Chairman and cast a unanimous ballot.

All in favor  
Motion approved

A second motion was made by Ken Snyder, seconded by Ken Snyder to nominate Jeff Albaugh as Vice Chairman and cast a unanimous ballot.

All in favor  
Motion approved

#### **AGENDA APPROVAL**

A motion was made by Jeff Albaugh to approve the January 9, 2018 CCCDA Governing Board agenda. The motion was seconded by Steve Frisbie.

All in favor  
Motion approved

#### **MEETING MINUTES**

A motion was made by Jim Blocker to accept the December 12, 2017 CCCDA Governing Board minutes. The motion was seconded by Jeff Albaugh.

All in favor  
Motion approved

#### **PUBLIC COMMENT**

#### **CONSENT AGENDA**

The following items were listed on the Board's consent agenda:

1. Excuse Absent Board Members
2. Check Register: December 1<sup>st</sup> – December 31<sup>st</sup>
3. Year-to-Date Budget Performance Reports
4. 2017 Year-to-Date Statistics
5. Quality Assurance Reports
6. TAC Meeting Minutes
7. General Correspondence

A motion was made by Susan Baldwin to approve the January 2018 Consent Agenda. The motion was seconded by Ken Snyder.

All in favor  
Motion approved

#### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Feole reported on the following items:

1. **2018 CFS** – Director Feole stated that 2018 CFS stats are being calculated and will be sent out to all municipalities/service users by the end of the week.
2. **Smart 9-1-1** – Director Feole reported that 376 Smart 9-1-1 user profiles have been created in Calhoun County.
3. **SB 400** – Feole reported SB 400 has been passed by the Senate and is now being reviewed by the House Communications and Technology Committee. Letters have been sent to both State Rep. John Bizon and David Maturen asking for their support. State Rep. Bizon has reached out and has requested additional information, but did sound in support of the proposed legislation. A hearing has been scheduled for next Tuesday on HB 4651.

## **OLD BUSINESS**

## **NEW BUSINESS**

1. **Out of State Travel Approval for Perfect Attendance Incentive** – CCCDA's perfect attendance incentive allows an employee with perfect attendance to select a National Conference to attend from a list distributed by Administration.

CCCD A had another great year for the perfect attendance incentive. Eight dispatch employees qualified for the perfect attendance incentive this year (Dispatch Supervisors – Marty Uldriks, Erin Allwardt, and Lindsay Smith. Dispatchers – Sarah Schaafsma, Helen Ure, Erica Nageldinger, Adam Vanderleun, and Abigail Irons).

- National Public Safety Educator Forum (NPEF) Conference – Charleston, SC July 15<sup>th</sup> – 18<sup>th</sup>
- APCO 2018 – Las Vegas, NV August 5<sup>th</sup> – 8<sup>th</sup>
- NENA 2018 – Nashville, TN June 16<sup>th</sup> – 21<sup>st</sup>
- Navigator Conference – Las Vegas, NV April 24<sup>th</sup> - 26<sup>th</sup>

A motion to authorize out of state travel requests for the employees listed above pursuant to CCCDA's Perfect Attendance Incentive was made by Jeff Albaugh, seconded by Susan Baldwin.

All in favor  
Motion approved.

2. **CCCD A Governing Board Meeting Start Time** – A request has been made to move the Governing Board monthly meeting start times to 2:00p for 2018. The meeting dates will remain the second Tuesday of each month. A general conversation was held.

A motion to move the Governing Board monthly meeting start times to 2:30pm for 2018 beginning next month was made by Steve Frisbie, seconded by Jim Coleman.

All in favor  
Motion approved.

3. **Executive Director Compensation 2018** – At the June 2017 Governing Board Meeting, it was decided to move any annual wage increases for Executive Director Feole to the beginning of the year. At that time, Director Feole received a 2.5% wage increase in a one-time lump sum payment; prorated for the remaining months of 2017 in early July.

Director Feole requests the Board to consider a 2% wage increase over total 2017 compensation – the wage increase is equal to what was given to the Executive Administrative Assistant and Deputy Director.

A motion to approve a 2% wage increase for Executive Director Feole for fiscal year 2018 was made by Jim Blocker, seconded by Steve Frisbie.

All in favor  
Motion approved.

#### **PUBLIC COMMENTS**

No public comment provided.

#### **ADJOURNMENT**

A motion was made by Steve Frisbie, seconded by Jim Blocker to adjourn the meeting.

All in favor  
Motion approved

Meeting was adjourned at 3:20pm by Chairperson Matt Saxton.