



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, January 10th, 2017 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
Ken Snyder, City of Albion
Dave Wood, Michigan State Police
Susan Baldwin, City of Battle Creek (Seat #2)
Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused: Jeff Albaugh, Vice-Chairman
Tim Hill, Area Metropolitan Services Agency

Others Present: Rich Feole, CCCDA
Kim Grafton, CCCDA
Haley Snyder, CCCDA
Michelle Johnson, County Finance
Sam Troyer, CCCDA

Organizational Items

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

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

All in favor
Motion approved

A second motion was made by Dave Wood, seconded by Jim Blocker to nominate Jeff Albaugh as Vice Chairman and cast a unanimous ballot.

All in favor
Motion approved

AGENDA APPROVAL

A motion was made by Ken Snyder to approve the January 10, 2017 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 December 13, 2016 CCCDA Governing Board minutes. The motion was seconded by Jim Blocker.

All in favor
Motion approved

PUBLIC COMMENT

Chairman Matt Saxton presented certificates to the Employee of the Month for October, November, and December 2016.

CONSENT AGENDA

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

1. Excuse Absent Board Members
2. Check Register: December 5th – December 31st
3. Year-to-Date Budget Performance Reports
4. 2016 Year-to-Date Statistics (year-end)
5. Quality Assurance Reports
6. General Correspondence

A motion was made by Jim Blocker to approve the January 2017 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. **2017 CFS** – Director Feole stated that 2017 CFS stats are being calculated and will be sent out to all municipalities/service users by the end of the week.
2. **2016 Budget Audit** – Auditors will be on site mid-April to conduct the 2016 fiscal year audit.
3. **LEIN Audit** – Feole stated that there are some areas that need improvement after receiving the results from the LEIN audit. Tina Rasey and Rhonda Siegel are working on updating policies to become compliant.
4. **CPE Project** – Feole stated that the CPE phone project is moving along, with installation scheduled for February 22nd – 24th, and go-live with the system on March 8th.
5. **January EOM – Bill Troskey** – Feole announced that Bill Troskey has been named CCCDA's Employee of the Month January 2017. Bill has answered the call for service for nearly 34 years beginning his career with the City of Battle Creek and continuing with CCCDA upon consolidation in 2010.

OLD BUSINESS

NEW BUSINESS

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

A motion was made by Dave Wood, seconded by Steve Frisbie to adjourn the meeting.

All in favor

Motion approved

Meeting was adjourned at 3:13pm by Chairperson Matt Saxton.