

Calhoun County Consolidated Dispatch Center Authority Governing Board
Tuesday, January 13, 2009

Members Present: Chris Simmons, City of Battle Creek
Jeff Albaugh, Township Association
Dale Peet, Michigan State Police
Mike Herman, City of Albion
Ken Tsuchiyama, City of Battle Creek
Sherriff Al Byam, Calhoun County Sherriff
Frank Peterson, AMSA

Also Present: Eric Miller, Jim Haadsma

The meeting was called to order at 3:02p by Chairman Frank Peterson.

I. Consent Items

Motioned by Mr. Albaugh, supported by Mr. Simmons to accept the consent items, which included excusing Brent Williams. All in favor.

II. MMRMA Presentation

Tim McClorey from IBEX Insurance presented MMRMA's full proposal for liability insurance. Mr. McClorey stated that the \$7,227 proposal would grow with the Dispatch Authority, and as the Authority begins to employ personnel and acquire personal property, the coverage will increase; the annual premium will increase to approximately \$30,000, depending on the final employment and property figures. The current amount due would be 50% of the premium. Motioned by Mr. Herman, supported by Mr. Simmons to authorize Chairman Peterson sign the necessary documents to formally enter into an agreement with IBEX and MMRMA. All in favor.

III. Success Communications Agreement

Mr. Herman presented a tentative agreement that would be forwarded to Success Communications for consideration. He will return at a future meeting with a final draft.

IV. Technical Committee Update

Eric Miller stated that the Technical Committee recommended that the Authority enter into agreements with the City of Kalamazoo and Branch County to act as our backup PSAPs. There is a necessity for both PSAPs because of the types of telephone trunk-lines in the County. Motioned by Mr. Tsuchiyama, supported by Mr. Albaugh to accept the Technical Committee's recommendation and prepare a formal mutual aid agreement for the two entities.

Mr. Miller stated that the Technical Committee was now reviewing the logistics of moving all of the existing equipment to the new facility. Lt. Peet stated that he would like to see the Technical Committee to start looking further into operating policies and procedures. Mr. Miller stated that they are waiting to see what the consultant brings to the table, in terms of expertise. In the meantime, they have had preliminary conversations on the actual operating model that would work best in the center with our existing resources. Lt. Peet said that we

want to hear what the consultant recommends, but that we also want to make sure we tap into the expertise of our Technical Committee members.

Mr. Tsuchiyama stated there are policies and procedures in place in Marshall, Albion, and Battle Creek that should also be reviewed. Currently, Battle Creek provides dispatch services to a number of agencies, and has certain policies and procedures for each agency. It might now be time to begin to streamline the operations and provide a standard protocol for all agencies.

Mr. Miller agreed with Mr. Tsuchiyama. The goal would be to standardize the policies and procedures as part of the move.

Mr. Brad Wilcox provided the board with an update of the facilities plan. The group is working toward bringing a formal plan to the Board for approval. This should be very soon. He stated that the dispatchers provided valuable input.

V. Informational Items

Mr. Herman presented the formal letterhead for the Board. It was developed by Mr. Wilcox. There were a few small changes. All members agreed that the letterhead would be used for formal board communications to outside agencies.

Mr. Tsuchiyama shared a memo with the Board in response to a memo provided by Mr. Herman. Mr. Tsuchiyama stated that employees from each agency would likely want to stay put with their current employer. Some of them will not be happy. Lt. Peet stated that the consultant may be able to help with the decision making process regarding the employment status of the dispatchers.

With no further discussion, the meeting was adjourned at 3:45p.