



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, January 13th, 2014 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, Chairperson
Jeff Albaugh, Vice-Chairperson
Ken Snyder, City of Albion
Susan Baldwin, City of Battle Creek
Brent Williams, City of Marshall
Steve Frisbie, County of Board of Commissioners
Tim Hill, Area Metropolitan Services Agency

Directors Excused: Jim Coleman, Michigan State Police
Rebecca Fleury, City of Battle Creek

Others Present: Jeff Troyer
Richard Lindsey
Rich Feole
Haley Snyder

Organizational Items

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

A motion was made by Steve Frisbie, seconded by Brent Williams to nominate Sheriff Matt Saxton as Chairman and cast a unanimous ballot.

All in favor
Motion approved

A second motion was made by Brent Williams, 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 Susan Baldwin to approve the January 13, 2015 CCCDA Governing Board agenda. The motion was seconded by Jeff Albaugh.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Brent Williams to accept the December 9, 2014 CCCDA Governing Board minutes. The motion was seconded by Susan Baldwin.

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: December 3rd – January 8th
3. Year-to-Date Budget Performance Report
4. 2014 Year-to-Date Statistics (year-end)
5. Quality Assurance Reports
6. TAC Meeting Minutes
7. General Correspondence

A motion was made by Jeff Albaugh to approve the January 2015 Consent Agenda. The motion was seconded by Ken Snyder.

All in favor

Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

1. **County Fire Simulcast System** – Director Troyer stated that all of the tower work is complete. The new antennas and microwaves have both been installed. We are working on a little bit of loss of coverage at the Central site with the switch out to the new antenna. The tentative go live date for the cut over to the new simulcast system is January 21st.
2. **Public Education and Relations Committee (PERC)** – Director Troyer reported that the PERC group has many dates scheduled to attend several different schools along with the Calhoun County Sheriff's Department. This year's presentation will be "Are You Smarter than a Deputy".
3. **CFS Recalculations** – After the first of the year within ten days the CFS formula has to be recalculated. The recalculations have been done and were sent out to all municipalities electronically on Friday, January 9th and then via mail on Monday, January 12th. Director Troyer stated that if any Governing Board members receive questions from any municipality/service user to encourage them to call him with their questions.

OLD BUSINESS

NEW BUSINESS

1. **Southern MI PSAP Alliance – Letter of Understanding** – This Letter of Understanding (LOU) establishes a partnership between Southern Michigan PSAPs to release an RFP to hire a consultant to make recommendations for an ESINet and assist in the design of a Next Generation 9-1-1 CPE project. This agreement establishes CCCDA as the lead agency and established guidelines by which all participating entities must opt in or out of the project after bids are received thus obligating that entity to their share of the costs. Corporation Council Lindsey drafted this agreement and agreed to all change requests from other entities.

Director Troyer recommends approval of the LOU.

A motion was made by Susan Baldwin, seconded by Steve Frisbie to approve the Southern Michigan PSAP Alliance Letter of Understanding Regarding Consultant RFP Process.

All in favor

Motion approved

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

A motion was made by Susan Baldwin, seconded by Steve Frisbie to adjourn the meeting.

All in favor

Motion approved

Meeting was adjourned at 3:44pm by Chairperson Matt Saxton.