



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

## **GOVERNING BOARD OF DIRECTORS Meeting Minutes Tuesday, February 9<sup>th</sup>, 2010**

The Meeting was called to order by Chairman Peterson at 3:00 p.m., in the Law Library of the Calhoun County Building.

### **ROLL CALL**

Members Present: Franklin Peterson, AMSA  
Brent Williams, City of Marshall  
Sheriff Al Byam, Calhoun County Sherriff  
Jeff Albaugh, Calhoun County Township Association  
Mike Rae, Calhoun County Board of Commissioners (teleconference)

Members Excused: Mike Herman, City of Albion  
Ken Tsuchiyama, City of Battle Creek  
Eric Wimbley, Michigan State Police  
Chris Simmons, City of Battle Creek

Others Present: Jeff Troyer, CCCDA Executive Director  
Richard Lindsey  
Kelli Scott  
LaVonne March  
Jill Fish  
Mark Burke  
Bob Kiessling  
Sarah Lambert  
John Hendler

### **CONSENT ITEMS**

Motion by Brent Williams, supported by Al Byam to approve the following consent items:

1. Excuse absent members: Chris Simmons, Eric Wimbley, Ken Tsuchiyama, and Mike Herman
2. Meeting Agenda for February 9<sup>th</sup>
3. Meeting Minutes from January 12<sup>th</sup>, 2010
4. CORRESPONDENCE
  - a. Proof of Publication – Public Hearing Notice
  - b. Executive Director Memo – January 15<sup>th</sup>, 2010

- c. BC Loan of Funds Request – January 20<sup>th</sup>, 2010
- d. Pre-Employment Orientation Memo – January 27<sup>th</sup>, 2010

All in favor; motion carried.

## **REPORTS**

### Technical Committee

Troyer advised that there was no Technical Committee Report.

### Executive Director's Report

Troyer briefed the Board on the following items:

1. Construction – Continues to see progress: carpet in dispatch area in, lighting being installed, paint on walls, etc.
2. Implementation Plan – Troyer advised the Board that the Xybix will be on site next Tuesday for the remainder of that week installing dispatch furniture/consoles. After the consoles are in place, different technical systems will begin to be installed. Next Tuesday morning the Battle Creek Dispatch Center will go through the first transition of the implementation. Radio Communications will be on site to reconnect the legacy CentraLink 9-1-1 System. AT&T will be monitoring the 9-1-1 trunks remotely and it will not have any impact on anyone calling 9-1-1. Jill Fish and Tina Rasey from BC are coordinating efforts with Radio Communications to make this a smooth transition.
3. First Pre-Employment Orientation Meeting held on Monday, February 8<sup>th</sup>, 2010 – Troyer advised the Board that he held one of two pre-employment orientation meetings on Monday. This was a very lengthy meeting and employees expressed several concerns but he believes the meeting ended on a good note. Troyer stated that the three main concerns employees had were: 1) the allotment of Paid Time Off (PTO) hours from their current employers over to the Authority was capped at 40, 2) having to complete the CCCDA Application that was included in their pre-employment packets, and 3) the health, dental, and vision insurance coverage as well as employee's out of pocket cost.

Discussion occurred regarding the PTO hours and the application.

Motion by Mike Rae, supported by Brent Williams to increase the allowable Paid Time Off (PTO) "carry over" hours from forty (40) to eighty (80).

All in favor; motion carried.

Motion by Mike Rae, supported by Brent Williams to waive the requirement for prospective employees currently working full-time for the cities of Albion, Marshall, and Battle Creek Dispatch Centers to complete the CCCDA Application. It should also be noted that in the future should anyone wish to apply for an impending/different position(s) within the Authority they will be required to complete the CCCDA Application.

All in favor; motion carried.

The Board agreed that the health, dental, and vision coverage would be re-evaluated in the future; no action taken at this time.

## **OLD BUSINESS**

No items.

## **NEW BUSINESS**

### Huron Potawatomi Police Department

Troyer advised the board that Chief Craig Schwartz has formally requested that the Authority provide the Huron Potawatomi Police Department with a “full range of services as a dispatch center”. This would include but may not be limited to: dispatching calls for service, LEIN requests, maintenance and monitoring the Department’s ORI, etc. Troyer stated that prior to him bringing a recommendation for the Board to consider he would like to know how they want him to approach this request. Troyer related that they are a public safety agency and he believes that decisions made regarding the “charge for service” may set the precedence for future decisions.

A lengthy discussion occurred. Chairman Peterson stated that he does not believe the Tribal PD should be treated like other law enforcement agencies in the county because there are no general tax dollars being contributed from the agencies direct constituents. Board members present all agreed with this analysis.

Troyer advised that he would prepare a couple of different recommendations for the Board to consider.

### Calhoun County Dispatcher Training Fund Application

Troyer advised the training fund application is complete and ready for signatures. He discussed with board members the statutory requirements for PSAPs and necessity to apply for training funds both as individual city PSAPs as well as on consolidated PSAP. Troyer will be attending the State 9-1-1 Committee Dispatcher Training Subcommittee meeting February 24<sup>th</sup> to further explain our application approach.

Motion by Brent Williams, supported by Jeff Albaugh to authorize Chairman Peterson and Vice-Chairman Byam to sign State 9-1-1 Committee form DTS-101.

All in favor; motion carried.

Chairman Peterson stated that unless there were objections, he would like to consider item #4 (Amendment to Executive Director’s Employment Agreement) prior to #3 (Police Officers Association of Michigan) on the agenda. Hearing none, Chairman Peterson moved to item #4 on the agenda.

### Amendment to Executive Director’s Employment Agreement

Richard Lindsey (CCDA General Counsel) presented the board with two amendments to the Executive Director’s Employment Agreement. Lindsey advised members that when the agreement was signed there were several unknowns. Therefore, the parties incorporated a modification section in the agreement and both parties understood that certain sections may need to be revisited. Section 13 is the Director’s Sick/Disability leave. There was a question raised by the County’s Human Resource Department regarding this section’s wording and interpretation in conjunction with PTO time available to the Director. Originally, this section should have included hours available when the Director is absent due to illness and short term disability and the way it was being interpreted was only to include hours for disability leave. Section 14 is the Director’s

Retirement plan. At the time the agreement was signed, there were no retirement plans set up for the Authority. Now that there are two plans, Lindsey recommends that the Board adjust the agreement to reflect that the Director will participate in the MERS Defined Contribution plan with a 7% employer contribution rate. Lindsey also advised the Board that to date, there have been no contributions made by the Authority on behalf of the Director's retirement and recommended that a contribution be authorized when the plan is established to catch up the Director's contributions per the agreement.

Motion by Mike Rae, supported by Jeff Albaugh to approve the amendments to sections 13 and 14 of the Executive Directors Employment Agreement as presented and for the Authority to deposit a sum equal to 7% of the Director's wages dating back to October 12, 2009.  
All in favor; motion carried.

#### Police Officers Association of Michigan – Voluntary Recognition Request

Motion by Mike Rae, supported by Jeff Albaugh to enter into closed session for strategies and negotiations related to collective bargaining.

Discussion: Williams advised that he does not believe this qualifies for closed session. Counsel Lindsey advised that it was opinion that due to the nature of the discussion, a closed session could be held but was not required. Further discussion occurred.

Mike Rae requested to withdraw the motion if allowed by Jeff Albaugh. Albaugh allowed the withdrawal; motion died. Board continued in open session.

Troyer advised the Board that he has conversed with Dave Fernstrum (CCCD Labor Counsel) regarding this matter. Troyer stated that he supports Fernstrum's recommendation to not voluntarily recognize POAM as the Battle Creek Dispatchers Association but to extend recognition to POAM with respect to a bargaining unit consisting of all regular full-time Emergency Telecommunicators employed by CCCDA. Brent Williams stated that is not what this request is asking the Board to do. Jeff Albaugh expressed concerns regarding a voluntary recognition as did Peterson and Rae. Further discussion occurred.

Motion by Brent Williams, supported by Jeff Albaugh to deny the request for voluntary recognition of POAM as the Union of record for all negotiations. The record shall reflect that we encourage prospective employees that choose to organize, to follow proper election procedures with the Michigan Employment Relations Commission.  
All in favor; motion carried.

### **PUBLIC COMMENTS**

No public comments.

### **ADJOURNMENT**

The next CCCDA Governing Board Meeting will be Tuesday, February 23<sup>rd</sup>, 2010. Chairman Peterson adjourned the meeting at 3:50 p.m.