



# 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, February 10<sup>th</sup>, 2015 3 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Chairperson Matt Saxton at 3:02 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  
Rebecca Fleury, City of Battle Creek

Directors Excused: Jim Coleman, Michigan State Police

Others Present: Jeff Troyer  
Richard Lindsey  
Rich Feole  
Haley Snyder

### **AGENDA APPROVAL**

A motion was made by Susan Baldwin to approve the February 10, 2015 CCCDA Governing Board agenda. The motion was seconded by Ken Snyder.

All in favor  
Motion approved

### **MEETING MINUTES**

A motion was made by Susan Baldwin to accept the January 13, 2015 CCCDA Governing Board minutes. The motion was seconded by Steve Frisbie.

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: January 9<sup>th</sup> – February 5<sup>th</sup>
3. Year-to-Date Budget Performance Report
4. 2015 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 February 2015 Consent Agenda. The motion was seconded by Steve Frisbie.

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 on January 22<sup>nd</sup> the go live for the first phase of the County Fire Simulcast System was a success. To date everything sounds fantastic and we have had no complaints regarding the new system. Albion Township, City of Albion, and Sheridan Township are now receiving pages in areas that they did not before.

Director Troyer also stated that plans are in the works for adding the Tekonsha and Athens tower sites as part of Phase II of the County Fire Simulcast System. Director Troyer has been working with Roe Comm. and Tekonsha Village Water Department to put together a plan for the Tekonsha Water Site. Jeff stated that he is hoping to get a written proposal to the Village

of Tekonsha by the end of this month. This proposed plan would eliminate the Girard Tower Lease Site.

2. **Text to 9-1-1** – Director Troyer stated as of February 11<sup>th</sup> we will be completely through the provisioning phase of Text to 9-1-1 and will be transitioning into a text ready state. However, this does not mean that our center will be able to receive live text but allows us to start testing with all service providers in our county. This is the last step before go-live with Text to 9-1-1.
3. **2014 Budget Year-End** – We are still receiving receipts from last year’s final quarter surcharge. Director Troyer will provide a 2014 year-end budget update at March’s meeting. The audit has been scheduled for April 15<sup>th</sup>-17<sup>th</sup>.
4. **Northern Michigan ESINET Meeting** – Director Troyer reported that we have received an invitation to attend the Northern Michigan ESINET meeting on Tuesday, March 3<sup>rd</sup> in Gaylord. They have invited all of their local entities, elected officials, and Governing Board members to attend the event. Several industry professionals (Intrado, Indigital, and Peninsula Fiber Networks) will be in attendance to provide presentations. Director Troyer will provide all Board Members with a detailed agenda once he has received it.
5. **State 9-1-1 Spring Technology Forum** – The spring State 9-1-1 Technology Forum will take place on March 18<sup>th</sup> at the State of Michigan General Office Building in Lansing. The event will begin at 9:00 a.m. and anyone from the Board is welcomed to attend. Director Troyer will provide the Board with the agenda once it has been finalized.

## **OLD BUSINESS**

## **NEW BUSINESS**

1. **2015 Call for Service Formula Recalculation** – Director Troyer provided the Governing Board with revised statistics and an explanation as to why the Call for Service Formula statistics for 2014 had to be recalculated. These statistics will be incorporated into the percent of total average calls for service. These will be distributed in MEMO format to the service users/municipalities on February 11<sup>th</sup>.

In addition, Director Troyer recommends approval of the following timeline for service users/municipalities to submit for a 10% cap exemption per the CFS Implementation Guidelines:

- Written Exemption Requests must be received by COB – Thursday, March 5, 2015
- Exemption Requests will be considered at the March 10, 2015 meeting

A motion was made by Steve Frisbie to approve the revised timeline for the 10% cap exemption allowed in the CFS Formula Implementation Guidelines. The motion was seconded by Tim Hill.

All in favor  
Motion approved

- 2. Amendment to Call for Service Formula Guidelines** – A general discussion was held in reference to amending the Call for Service Formula Guidelines to include the Nottawaseppi Huron Band of the Potawatomi as a “service user/municipality”. By doing so, CCCDA will issue this service user a separate percent total average calls for service as it relates to the Tribal Police Department and events that occur on the Reservation or at the Casino.

A motion was made by Jeff Albaugh to authorize the Director to meet and discuss the possibility of becoming a service user/municipality with the Nottawaseppi Huron Band of the Potawatomi tribe. The motion was seconded by Susan Baldwin.

All in favor  
Motion approved

#### **PUBLIC COMMENTS**

No public comment provided.

#### **ADJOURNMENT**

A motion was made by Ken Snyder, seconded by Steve Frisbie to adjourn the meeting.

All in favor  
Motion approved

Meeting was adjourned at 4:14 p.m. by Chairperson Matt Saxton.