



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

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## **CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY**

**Governing Board of Directors**

**Meeting Minutes**

**Tuesday February 12, 2013 at 3 p.m.**

**Law Library**

**Calhoun County Administrative Building**

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

### **ROLL CALL:**

Directors Present: Frank Peterson, Chairperson  
Brent Williams, City of Marshall  
Sheriff Matt Saxton, Calhoun County Office of the Sheriff  
Susan Baldwin, City of Battle Creek  
Lt. Dave Wood, Michigan State Police  
Ken Tuschiyama, City of Battle Creek  
Jeff Albaugh, Township Association  
Steve Frisbie, Calhoun County Commissioner

Directors Excused: Mike Herman, City of Albion

Others Present: Jeff Troyer  
Jill Fish  
Rich Feole  
Richard Lindsey  
Larry Hausman  
Mike McKenzie  
Bill Woodard

### **AGENDA APPROVAL**

A motion was made by Brent Williams to approve the February 12, 2013 CCCDA Governing Board agenda. This motion was seconded by Sheriff Saxton.

All in favor

Motion approved

## **PUBLIC COMMENT**

None

Jeff introduced Rich Feole, new Deputy Director, to the members of the CCCDA Board of Directors.

## **MEETING MINUTES**

A motion was made by Jeff Albaugh to accept the January 8, 2013 CCCDA Governing Board minutes. The motion was seconded by Brent Williams.

All in favor

Motion approved

## **CONSENT AGENDA**

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

1. Excuse Absent Board Members
2. January 2013 Check Register
3. 2012 Year-to-Date Budget Performance Report
4. 2013 Year-to-Date Budget Performance Report
5. 2013 Statistics
6. Quality Assurance Reports
7. 2012 Audit Engagement Letter
8. Call for Service Formula Implementation Guidelines Memo dated January 15, 2013
9. Call for Service Formula-Percent of Total Average Calls and Cost dated January 15, 2013
10. 2013 State 9-1-1 Committee Dispatcher Training Fund Application

A motion was made by Jeff Albaugh to approve the February 2013 Consent Agenda. The motion was seconded by Brent Williams.

All in favor.

Motion approved

## **REPORTS**

TAC –Jeff indicated he went back to the TAC Committee with the questions from the CCCDA Board.

Executive Director's Report –Jeff advised that he, along with Jill and Richard Lindsey, met with County Clerk Ann Norlander regarding the possibility of Circuit Court entered warrants. A second meeting is planned for February 25<sup>th</sup> to study the feasibility of Circuit Court employees entering their warrants. That meeting will include members of the Circuit Court Clerk staff, Circuit Court Administrator, CCCDA Admin staff and Richard Lindsey.

Jeff advised that three new employees have been hired and are currently in training. Leah Edgell, Samantha Troyer and Kurnin Pace have joined the CCCDA staff.

## **OLD BUSINESS**

Public Safety System- Jeff met last week with Jim Ritsema, Brad Wilcox and Kathy Schley to discuss the kickoff for negotiations that will begin the last week of February. Jeff has also met with LifeCare with regards to the CAD to CAD interface between CCCDA dispatch and LifeCare. Steve Frisbie from LifeCare stated they would pay for their cost of connecting to the CAD. LifeCare covers areas in Branch and Cass Counties that both use the OSSI CAD software.

D & C – At the last TAC meeting, the TAC members asked for more information from the City of Battle Creek. Ken Tsuchiyama has met with Larry Hausman and Mike McKenzie regarding this issue. Ken feels it is important for this discussion to be had. Jeff Troyer reviewed Tony Geigle's email with CCCDA Board members. Tony's email had questions regarding the financial, administrative and operational issues concerning the D&C frequency being re-installed in the dispatch center. Jeff brought up the question about the equipment that had recently been purchased by the City of Battle Creek and if that equipment would be compatible with CCCDA siren frequency. Jeff indicated there was a question about the ownership of the transmitters and receivers and the maintenance of D&C. TAC determined there were two separate issues: the ability to activate sirens with a geographical sectional method which CCCDA can accomplish, and the second being the use, monitoring and recording of D&C for the Battle Creek Fire Department. A discussion was had about the equipment purchased by the City of Battle Creek. Jeff indicated there would be costs associated with both issues that TAC addressed. Steve Frisbee indicated that these issues needed to be addressed more quickly with spring weather approaching.

Jeff Troyer indicated that a letter went out to all municipalities advising that if they wanted CCCDA to be able to activate their outdoor sirens, their equipment would have to be upgraded (narrowbanded) and programmed to the CCCDA outdoor warning frequency. Jeff Troyer stated that he received a request from the City of Battle Creek to extend the deadline for use of D&C, which was granted by Chairman Peterson, and that extension ran out without Battle Creek advising what they were going to do. Steve Frisbee stated that the City of Battle Creek needed to create a plan to do one of two things. The first issue was to change frequencies to allow CCCDA to remotely activate their sirens or secondly, to activate the sirens themselves.

Mike McKenzie spoke about the history of the use of D&C. He stated that D&C was 100 % narrowbanded.

Jeff noted that the Alert Weather monitors currently located in schools, health care facilities and other public and commercial buildings in the Battle Creek area are outdated and cannot be narrow banded. These alert monitors are not activated when outdoor warning sirens are tripped. There was a discussion about the use of NOAA all hazard alert radios. Jeff Troyer asked Mike if the receivers for the sirens that Battle Creek had ordered were dual frequency. Mike was unsure. Brent also asked how many of Battle Creek's receivers had been replaced and Mike was not sure about the specific number of receivers that had been replaced. Brent agreed with Steve in that action needed to be

taken on the siren activation issue. Steve asked if there was a way to activate the Battle Creek sirens on D&C from the current siren activation button on the radio counsel. Jeff said it is absolutely possible, but the tones would not go out simultaneously. Jeff also indicated that if D&C is reinstalled in dispatch that a base station would have to be added to the CCCDA equipment room.

Susan Baldwin had some questions about how hazardous weather information is received and disseminated.

It was decided that a discussion would be held between Jeff Troyer and Larry Hausman before the next CCCDA Board meeting to review all issues associated with re-implementing D & C in the CCCDA dispatch center.

Motion was made by Brent Williams to reinstall D&C on the CCCDA radios for siren activation only.

Motion seconded by Ken Tsuchiyama.

All in favor.

Motion approved

Audit requirements for 9-1-1 surcharge monies – Jeff advised the Board that the State 9-1-1 office has rescinded the additional audit requirements. Jeff spoke with the CCCDA auditor at Rehmann Robson, who agreed to lower the cost to \$500, but for now the audit is on hold.

## **NEW BUSINESS**

Proclamation Recognizing Jill Fish – Jill was recognized for her many years of service. The Board presented Jill with a Proclamation and a plaque.

Interlocal Agreement- Receiving and dispatching Hospital Transfers for MAFFAA - Jeff noted that he had met with Marshall City Manager Tom Tarkiewicz, MAFFAA Director Mark Burke, City Councilor/MAFFAA Board Member Nick Metzger and Brent Williams, Marshall City Council and CCCDA Board member. A tentative agreement was reached that will provide hospital transfer services (receipt and dispatch) to MAFFAA through CCCDA for \$12,500 annually. Jeff reviewed the statistics of hospital transfers for MAFFAA and how these calls are processed by CCCDA dispatch staff.

Matt Saxton made a motion to approve the Interlocal agreement between MAFFAA and CCCDA for the receiving and dispatching of normal hospital transfer calls. Motion was supported by Jeff Albaugh. All in favor.

Motion approved

FireKeepers Local Revenue Sharing Board-Application for Specific Actual –Jeff presented the CCCDA application to the Firekeeper’s Local Revenue Sharing Board (LRSB). A discussion regarding the increase in cost incurred as a direct result of the operations of the casino during 2012.

A motion was made to approve the application for reimbursement to the FireKeepers LRSB was made by Matt Saxton and seconded by Brent Williams.

All in favor.

Motion approved

2013 VHF Radio Upgrades –Jeff advised that he had met with three different radio equipment vendors and asked them to provide him with their plan to improve coverage for Township and County fire frequencies, as well as outlining a plan for a second All Tone fire frequency. Only two vendors submitted responses. One vendor gave a quote of roughly \$600,000 and the second vendor provided a quoted of \$800,000 - \$850,000.

Jeff noted that \$300,000 had been earmarked by the CCCDA board from the 2013 CCCDA budget that would begin the radio reception improvement plan for Leroy and Newton Township Fire Departments as well as the Township and County fire frequencies.

Jeff noted that the two methods outlined in these quotes were very different. One used the current microwave links and the second quote established new microwave links. Jeff stated that work will begin on upgrading the township and county frequencies. A discussion was held about the pros and cons of using a microwave radio system. Jeff noted that we would continue to use our current electrical vendor, Motor Shop.

Small Claims Suit-Case No. 130449SC-10<sup>th</sup> District Court of Michigan –Richard Lindsey and Jeff reviewed the small claims suit that was served to CCCDA on February 6<sup>th</sup>, 2013. Richard sent the plaintiff a motion to dismiss her claim. Richard will move to have this case dismissed at the District Court level.

Out of State travel –As president of Michigan APCO, Jeff Troyer has an opportunity to attend 9-1-1 Goes to Washington. If the board agrees to this, Michigan APCO will pay his travel expenses and he will be gone from March 17<sup>th</sup>-March 20<sup>th</sup>.

Motion made by Steve Frisbee to approve this out of state travel. Seconded by Brent Williams.

All in favor.

Motion approved

CAD Administrator and Dispatch Supervisor 2013 wage rate – Jeff met with members of the CCCDA supervisory staff and the CAD administrator with regards to their wage scale. Jeff is proposing a 1.5% increase for these employees, based on their annual performance evaluation and awarded to the employee on their anniversary date. The employees wage will not exceed the top pay. Discussion occurred.

Motion made by Matt Saxton to approve the 1.5% wage increase. Seconded by Steve Frisbee.

All in favor.

Motion approved

Current Fund Balance –Jeff addressed the agreement to keep a 20-25% balance of funds in our operational budget. The 2012 fiscal year balance was \$831,261. A discussion was had about giving back monies to the agencies that have supported CCCDA from the beginning of our operations. The amount of giveback ranges from \$200,000 to \$400,000. If \$400,000 were given back, we would still keep the required 25% operational fund balance. If we were to rebate \$200,000 to these municipalities, we could refund those dollars with one invoice. If \$400,000 were rebated, it would be spread over two invoices.

This topic led to Jeff Albaugh noting that he had attended a meeting on this date that included a majority of township supervisors and other municipal officials to discuss the 911 Call for Service billing as these entities had received, through certified mail, the anticipated dollar amount that would be invoiced to each municipality on a quarterly basis. Jeff Albaugh noted there was a considerable amount of concern voiced by those present at the meeting. Jeff Albaugh asked Jeff Troyer to attend a future meeting with these officials. Jeff Albaugh also noted that both he and Rob Benke corrected several misconceptions about a number of issues related to the Call for Service invoicing process. It was brought up during this meeting that the township supervisors supported putting the Surcharge initiative back on the ballot. A discussion was had about the cost of placing this initiative back on the on a future countywide ballot. This topic will be addressed in future CCCDA Board meetings.

### **Public Comments**

Bedford Township resident Bill Woodard advised that Bedford Township officials were not able to answer his questions about “Surcharge invoicing”. Bill asked how the billing would work for Bedford Township. Jeff Troyer provided Mr. Woodard with details on how calls for service are tallied and averaged for three years (2010-2012) and how cost percentages are drawn from these averages. Mr. Woodard was concerned that 9-1-1 calls for medical responses in Bedford Township were being charged to the Township. Jeff noted that the statistics are related to resident having access to the 9-1-1 service versus whether or not Bedford Fire Department is dispatched. Troyer also provided a short overview what Bedford Township currently pays and what they will pay under the Call for Service formula.

Meeting adjourned at 4:51 pm by Chairman Frank Peterson.