



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, February 13th, 2018 2:30 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairperson Matt Saxton at 2:30 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Matt Saxton, Chairman
Jeff Albaugh, Vice-Chairman
Susan Baldwin, City of Battle Creek (Seat #2) (via phone)
Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners
Steve Buller, Area Metropolitan Services Agency
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused: Ken Snyder, City of Albion
Jim Coleman, Michigan State Police

Others Present: Rich Feole, CCCDA
Kim Grafton, CCCDA
Haley Snyder, CCCDA
Jim Dyer, CCCDA Corporate Counsel
Kelsey Gentry, CCCDA

AGENDA APPROVAL

A motion was made by Jeff Albaugh to approve the February 13, 2018 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Jim Blocker to accept the January 9, 2018 CCCDA Governing Board minutes. The motion was seconded by Brent Williams.

All in favor
Motion approved

PUBLIC COMMENT

EMPLOYEE OF THE QUARTER PRESENTATION – Chairman Saxton presented Kelsey Gentry with an Employee of the Quarter 2018 certificate. Kelsey began her career with CCCDA in September 2011. In addition to her duties as an Emergency Telecommunicator, Kelsey serves as a Communication Training Officer, training new employees.

CONSENT AGENDA

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

1. Excuse Absent Board Members
2. Check Register: January 1st – January 31st
3. Year-to-Date Budget Performance Reports
4. 2018 Year-to-Date Statistics
5. Quality Assurance Reports
6. TAC Meeting Minutes
7. General Correspondence

A motion was made by Steve Frisbie to approve the February 2018 Consent Agenda. The motion was seconded by Jim Blocker.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Feole reported on the following items:

1. **AT&T Accounts** – Director Feole stated there has been an ongoing issue with CCCDA's AT&T accounts. All of the accounts rose significantly back in January 2017. Director Feole stated that the accounts have not been paid on. Feole has been in contact with the account rep throughout the year and finally credits are beginning to be applied to the accounts.
2. **Feole out of Office** – Feole stated he will be off on vacation from February 23rd – March 3rd. During this time, Deputy Director Grafton will be the first point of contact for anything dispatch related.

Feole stated Midstate Security was on-site this week to install a security camera outside of the Administrative Office.

OLD BUSINESS

NEW BUSINESS

1. **2018 CFS Recalculations** – Executive Director Feole presented the Governing Board with the Calls for Service Formula recalculations for 2018. A general discussion was held. No action taken at this time.
2. **Administrative Office Closing Policy** –A general discussion was held regarding the development of a policy on when to close the CCCDA Administrative Office. The Governing Board asked Executive Director Feole to develop a policy to present at March’s meeting.

No action taken at this time.

PUBLIC COMMENTS

Jim Blocker stated Summit Pointe will be hosting a Crisis Intervention Team (CIT) Training in April and recommends CCCDA to participate in the training.

ADJOURNMENT

A motion was made by Steve Frisbie, seconded by Jim Blocker to adjourn the meeting.

All in favor

Motion approved

Meeting was adjourned at 3:32pm by Chairperson Matt Saxton.