



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY Governing Board of Directors Meeting Minutes February 14, 2012

The meeting was called to order by Chairman Frank Peterson at 3:04 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL

Directors Present: Frank Peterson, Chairman, AMSA
Sheriff Al Byam, Vice Chairman, Office of the Sheriff Calhoun County
Brent Williams, City of Marshall
Steve Frisbie, Calhoun County Board of Commissioners
Ken Tsuchiyama, City of Battle Creek
Mike Herman, City of Albion
Lt. Dale Hinz, Michigan State Police

Directors Excused: Jeff Albaugh, Township Association
Susan Baldwin, City of Battle Creek

Others Present: Jeff Troyer
Richard Lindsey
Jill Fish
Lt. Dale Wood, Michigan State Police

AGENDA APPROVAL

A motion was made by Mike Herman to approve the agenda as presented. Ken Tsuchiyama seconded the motion.

All in favor.

Motion approved.

MEETING MINUTES

A motion was made by Sheriff Byam to approve the January 10, 2012 CCCDA board minutes as presented. Ken Tsuchiyama seconded the motion.

All in favor

Motion approved

PUBLIC COMMENT

None



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CONSENT AGENDA

1. Excuse Absent Board Members
2. January Check Register
3. 2011 Year-to-Date Budget Performance Report
4. 2012 Statistics Year-to-Date Budget Performance Report
5. 2012 Year-to-Date Statistics
6. MOA between CCCDA and Center for Shared Solutions (GIS)
7. Letter of Non-Harmful Interference dated January 10, 2012

A motion was made by Sheriff Byam to approve the Consent Agenda as presented. Mike Herman seconded the motion.

All in favor.

Motion Approved.

REPORTS

Technical Advisory Committee

No Report. Several TAC issues will be addressed by Jeff Troyer in the Executive Director report.

Executive Director

Jeff Troyer advised that during the narrowbanding VHF conversion, coverage was somewhat reduced by 3 to 4 decibels. Jeff noted that he continues to meet with Brett Williams and Radio Comm to evaluate options to address several areas with weak VHF signal strength in Calhoun County. Jeff advised that he has met with Calhoun County fire chiefs to discuss the communications issues. A number of the issues being experienced with the VHF systems were in existence prior to narrowbanding, and that the conversion process has exacerbated these issues. The areas where there is little or no coverage is not the result of 3 or 4 decibel degradation from narrowbanding. Jeff thinks that some significant dollars may be required to address the various problems that have occurred with the narrowbanding issues. Reduced VHF coverage has been noted in the following townships or township areas: southern Leroy and Newton Townships, Sheridan and Albion Township, City of Albion, northern Bedford and Pennfield Townships, and the village of Tekonsha. Jeff will be sending out updated information as we get answers about the coverage issues.

Jeff passed out the 2011 statistics to CCCDA board members. A discussion was had about the various factors outlined in the call for service totals for 2011. Jeff noted that he would be contacting the members of the 9-1-1 funding subcommittee to produce a funding formula prior to the August surcharge vote so that all township and municipal governments would have knowledge of the call-for-service formula for the formulation of their budgets.



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OLD BUSINESS

Public Safety RFP for the City of Battle Creek

Jeff advised that the City has issued an addendum to this RFP. Jeff is working with the City of Battle Creek's Purchasing Agent, Chris Huff to get –the CAD and MCT portion of the RFP accurate. Additionally, language has been added regarding a CAD-to-CAD interface(s) for LifeCare's Zoll Data Systems RightCAD, and a detailed cost breakdown of maintenance for the first five years.. The timeline for the RFP has been extended for this RFP. Ken Tsuchiyama noted that five vendors have shown interest in the City's RFP.

Jeff Troyer noted that he received information on February 13, 2012 about the tribal grants and the primary focus is technology and increased capabilities with other local law public safety agencies. . Jeff will be meeting with Tribal representatives to discuss the grant opportunity

9-1-1 GIS Grant

CCCDA was awarded an Enhanced 9-1-1 GIS Grant for \$28,873 (\$7,000 less than requested in the grant application) from the State for enhancing our current center-line dataset.

There are three objectives that must be met to satisfy the grant:

- Enhance street center-lines and spatial accuracy.
- Review/Verify zero and overlapping ranges.
- Each road segment (15,329) shall have a Left and Right ESN assigned.

The grant allows for one or two interns to be hired to do some of the work required by this grant. Brent Thelen from Calhoun County GIS, and Barry Adams from the Calhoun County Road Commission will work with Tina Rasey, CCCDA CAD Administrator, to complete this process along with the intern(s) hired for the project. An agreement between CCCDA, Calhoun County GIS and the Calhoun County Road Commission will be created to note the participants, outline the expectations, and develop a relationship moving forward.

NEW BUSINESS

School Video Surveillance System Access Agreement

Richard Lindsey and Jeff Troyer met with members of the CISD regarding the school camera project. CISD representatives initially requested each CCCDA employee to sign an agreement with them making CCCDA employees subject to CISD policies. This request was denied and the CISD was advised any such agreement would be with CCCDA since our employees are subject to our policies; not the CISD. The primary reason focus of the agreement for CISD was FERPA and to make sure that no pictures or recordings would be made when CCCDA access the school camera systems. . Brent Williams stated that we might be handicapping ourselves by not recording this data. Richard felt that CCCDA employees would be put in the middle of a situation that was not necessary but there are some benefits as well. Susan Baldwin stated that if the CISD staff was making demands directed toward CCCDA staff then we should remove the CCCDA camera access to the CISD facility so as to remove CCCDA from any liability. Jeff and Richard will be discussing the proposed agreement with CISD and report back in March.



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Out of State Travel Request – Ftacek, March, and Uldriks

Jeff Troyer noted that there were five employees who had perfect attendance for calendar year 2011: Lavonne March, Marty Uldriks, Sheila Burlingame-Smith, Kathie Powers, and Marty Ftacek. Upon approval of the CCCDA Board, Jeff would like to send these employees to three out-of-state 9-1-1 conferences. The employees will receive some fantastic training and it also rewards them for their dedication. It should be noted that Sheila Burlingame-Smith and Kathie Powers did not want to travel out of state.

Brent Williams made a motion to allow out-of-state travel for the Lavonne March (Navigator Conference in Baltimore MD, April 2012), Marty Uldriks (APCO Conference in Minneapolis, August 2012), and Marty Ftacek (NENA Development Conference, Orlando FL 2013). Mike Herman seconded the motion.

All in favor.

Motion approved.

2012 FLRSB Application for Reimbursement of Specific Actual Costs

Jeff advised that CCCDA received the application paperwork regarding the FireKeepers Local Revenue Sharing Board - Actual Cost Reimbursement process. Jeff indicated that CCCDA applied for reimbursement last year based on the Call for Service formula and was denied reimbursement with 6-Yes and 1-No vote (vote must be unanimous). The Board directed Troyer to submit an application for 2011 actual costs.

PUBLIC COMMENT

None

MEMBER COMMENTS

None

ADJOURNMENT

Meeting adjourned at 4:12 p.m.