



# 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 14<sup>th</sup>, 2017 3 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Chairperson Matt Saxton at 3:01 p.m. in the Law Library of the Calhoun County Administrative Building.

### **ROLL CALL:**

Directors Present: Matt Saxton, Chairman  
Jeff Albaugh, Vice-Chairman  
Ken Snyder, City of Albion  
Susan Baldwin, City of Battle Creek (Seat #2)  
Brent Williams, City of Marshall  
Steve Frisbie, County Board of Commissioners  
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused: Jim Coleman, Michigan State Police  
Tim Hill, Area Metropolitan Services Agency

Others Present: Rich Feole, CCCDA  
Kim Grafton, CCCDA  
Haley Snyder, CCCDA

### **AGENDA APPROVAL**

A motion was made by Jim Blocker to approve the February 14, 2017 CCCDA Governing Board agenda. The motion was seconded by Susan Baldwin.

All in favor  
Motion approved

### **MEETING MINUTES**

A motion was made by Jim Blocker to accept the January 10, 2017 CCCDA Governing Board minutes. The motion was seconded by Ken Snyder.

All in favor

Motion approved

## **PUBLIC COMMENT**

### **CONSENT AGENDA**

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

1. Excuse Absent Board Members
2. Check Register: January 1<sup>st</sup> - January 31<sup>st</sup>
3. Year-to-Date Budget Performance Reports
4. 2017 Year-to-Date Statistics (year-end)
5. Quality Assurance Reports
6. TAC Meeting Minutes
1. General Correspondence

A motion was made by Steve Frisbie to approve the February 2017 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. EOM February - Adam Vanderleun** – Feole announced that Adam Vanderleun has been named CCCDA's Employee of the Month February 2017. Adam began his career with CCCDA in April 2015. In addition to his role as Emergency Telecommunicator, Adam serves as a Communication Training Officer.
- 2. Project Updates** – Feole stated that installation of the new phone system is still on track for the end of the month. Training for the new system is scheduled for February 28<sup>th</sup> – March 3<sup>rd</sup>.

Feole stated that Smart 911 installation has been delayed. AT&T is waiting to receive an adaptor and another piece of equipment before proceeding. Feole announced that if the project continues to be delayed, we will wait to implement after installation of the new phone system.

- 3. Hiring Process** – Two trainees (Heather Wilkins and Andrew Libbrecht) have been released from the training program. Feole stated that there is one full-time and one part-time position currently available. The hiring process to fill those positions has begun with first round interviews scheduled for March 7<sup>th</sup> and March 9<sup>th</sup>.

4. **2016 Audit** – Feole stated that he has met with and has received the prep work from the auditors. All of the required documentation will be completed and provided to them by March 8<sup>th</sup>.

## **OLD BUSINESS**

## **NEW BUSINESS**

1. **2017 CFS Recalculation** – After the first of the year, within ten days, the CFS formula has to be recalculated. The recalculations have been done and were sent out to all municipalities on January 13<sup>th</sup>. Director Feole stated that Marengo Township does qualify for the 10% cap exemption per the CFS Guidelines; however, at this time no requests have been received.
2. **Out of State Travel Approval for Perfect Attendance Incentive** – CCCDA had another great year for the perfect attendance incentive. Five Dispatch employees qualified for the perfect attendance incentive this year (Dispatch Supervisors – Mary Uldriks and Erin Allwardt. Dispatchers – Sarah Schaafsma, Sheila Smith, and Helen Ure).

The perfect attendance incentive allows for Dispatch staff (full-time Dispatchers and Supervisors) with perfect attendance during the calendar year to attend a national conference. In addition to full-time Dispatchers and Supervisors, Director Feole requests that CAD Administrator Tina Rasey attend this year's APCO National Conference. Feole stated that Tina misses very little work and fills in for Supervisors often.

- Helen Ure and Erin Allwardt: National Public Safety Educator Conference – Vancouver, WA July 16<sup>th</sup> – 19<sup>th</sup>
- Sheila Smith, Marty Uldriks, and Tina Rasey: APCO National Conference – Denver, CO August 13<sup>th</sup> – 16<sup>th</sup>
- Sarah Schaafsma: NENA National Conference – San Antonio, TX June 3<sup>rd</sup> – 8<sup>th</sup>

A motion to approve the out of state travel requests for Tina Rasey and staff receiving the 2016 Perfect Attendance Incentive was made by Jeff Albaugh, seconded by Brent Williams.

All in favor  
Motion approved.

## **PUBLIC COMMENTS**

No public comment provided.

## **ADJOURNMENT**

A motion was made by Susan Baldwin, seconded by Jim Blocker to adjourn the meeting.

All in favor

Motion approved

Meeting was adjourned at 3:28pm by Chairperson Matt Saxton.