



Calhoun County Consolidated Dispatch Center Authority Governing Board

Meeting Minutes
Tuesday, February 17, 2009

Members Present: Chris Simmons, City of Battle Creek
Mike Herman, City of Albion
Ken Tsuchiyama, City of Battle Creek
Sherriff Al Byam, Calhoun County Sherriff
Frank Peterson, AMSA (via telephone)
Brent Williams, City of Marshall

Members Excused: Mike Rae, Calhoun County Board of Commissioners
Jeff Albaugh, Calhoun County Township Association
Dale Peet, Michigan State Police

Also Present: Kelly Rasmussen, Success Communications
John Bawol, Success Communications
Mark Burke, MFFAA
Eric Miller, City of Albion
Brad Wilcox, Calhoun County
Bob Kiessler, City of Marshall
Kelli Sproule, Calhoun County

The Meeting was called to order by Vice Chairman Allen Byam at 3:00 p.m., in the Law Library of the Marshall County Building.

I. Consent Items

Motion by Mr. Tsuchiyama, supported by Mr. Williams that the Consent Agenda and Minutes of the February 3, 2009 Meeting be approved. On a voice vote – motion carried.

II. Budgeting Update

Mr. Stuhldreher provided the Board with an update of the revenue side of the FY09 Financial Report.

The Board discussed how bills should be paid. Currently invoices are approved by the Board as they come in. Motion by Mr. Williams, supported by Mr. Tsuchiyama to continue to have invoices approved by the Board as they come in since the Board is meeting weekly. Once the dispatch center is operational, the Board will re-address the policy. On a voice vote – motion carried.

III. Facility Update

Randy Case provided the Board with a PowerPoint presentation showing the proposed consolidated dispatch area. The area will be secured all around, handicap accessible and there will be a computer floor in the main dispatch area. The basement ceiling has a lot of piping that would make running wiring extremely difficult so a computer floor will be the most efficient option.

The Board discussed the configuration of the dispatch area and whether call takers will have separate work stations. The Board decided to refer these discussions to the Technical Committee.

IV. Success Communications Update

Kelly Rasmussen of Success Communications gave the Board an update on their progress and information they have recognized they will need. Training requirements for staff needs to be remembered because it can be costly to meet the considerable requirements. The goals for the consolidated dispatch team will be to develop operational consistency and to face and overcome challenges. The consolidated dispatch needs to be prepared at a state level such as being centrally located and prepare for a future migration. The dispatchers have expressed a readiness to move forward but they have a lot of questions on leadership and labor negotiations. Success will need to know more about an equipment inventory, surcharges, the number of communication lines, maintenance contracts and media kit preparation. Success will be working on a staff meeting with the dispatchers (possible Q&A), meeting with Fire Chiefs in March, start the hiring process for a Director and to explore additional funding sources such as COPS grants or Emergency Management as they become available.

V. Technical Committee Update

Mr. Miller informed the Board that the Technical Committee decided that staff should be trained in Emergency Medical Dispatching. It has been discussed with the ambulance services and they are okay with being dispatched by the consolidated staff. Mr. Miller also informed the Board that three subcommittees for policies and procedures have been formed.

VI. Informational Items

Mr. Tsuchiyama stated that City of Battle Creek representatives are concerned that the budget isn't going to support the staff levels and using the services of the City will provide savings because an Executive Director will not be needed. Mr. Tsuchiyama distributed a proposal from the City outlining such services. The Board will read the proposal and discuss at the March 3, 2009 meeting.

Mr. Herman stated that the labor attorney from the County needs to read the proposal from the City of Battle Creek and give his opinion. The Board would be responsible for any attorney charges but it's important for an unbiased attorney to review the options.

The Next Governing Board meeting will be held February 24, 2009 at 3p in the Law Library Conference Room. Meeting adjourned at 4:15 p.m.