



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

## **GOVERNING BOARD OF DIRECTORS Meeting Minutes Tuesday, February 23<sup>rd</sup>, 2010**

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

### **ROLL CALL**

Directors Present: Franklin Peterson, AMSA  
Brent Williams, City of Marshall  
Sheriff Al Byam, Calhoun County Sherriff  
Jeff Albaugh, Calhoun County Township Association  
Mike Herman, City of Albion  
Ken Tsuchiyama, City of Battle Creek

Directors Excused: Eric Wimbley, Michigan State Police  
Chris Simmons, City of Battle Creek  
Mike Rae, Calhoun County Board of Commissioners

Others Present: Jeff Troyer, CCCDA Executive Director  
Richard Lindsey  
Eric Miller  
Kelli Scott  
Jill Fish  
Tom Hardy  
Mark Burke  
Bob Kiessling  
Sarah Lambert  
Debbie Owen  
Annie Gilmore  
Tracy Hall

### **CONSENT ITEMS**

Motion by Albaugh, supported by Tsuchiyama to approve the following consent items:

1. Excuse absent directors: Chris Simmons, Eric Wimbley, and Mike Rae
2. Meeting Agenda for February 23<sup>rd</sup>
3. Meeting Minutes from February 9<sup>th</sup>, 2010
4. CORRESPONDENCE placed on file:
  - a. State 9-1-1 Training Fund Application (2/9/10)

- b. Letter to Tom Griffin, POAM Business Agent (2/10/10)
- c. Emergency Call boxes and/or Telephones MEMO (2/12/10)
- d. POAM Voluntary Recognition Request (received 2/12/10)

Discussion: None.

All in favor; motion carried.

## **REPORTS**

### Technical Committee

Eric Miller reported that the Technical Committee will be meeting next Wednesday, March 3<sup>rd</sup>.

### Executive Director's Report

Troyer briefed the Board on the following items:

1. Construction Update – Troyer advised the Board that the cut-over from the Vesta Pallas phone system to old CentraLink 9-1-1 system occurred on February 16<sup>th</sup> without any problems whatsoever. Troyer noted that Radio Communications did a fabulous job with prep and actual transition. Technology is starting to be moved into the new center this week. Dispatch Consoles are completely installed. Antenna work on the roof of the building has begun as well as the 4.9 microwave link is installed on Marshall's tower. Things are coming along and the construction walkthrough checklist is scheduled for the first week in March. Troyer further advised that an initial meeting is being scheduled for sometime next week to start discussing specific details for the cut-over.
2. Second Pre-Employment Orientation Meeting held on February 12<sup>th</sup>, 2010 – Troyer advised the Board that they had the second pre-employment orientation meeting on Friday the 12<sup>th</sup>. The second meeting went much smoother than the first. Employees were very appreciative of the adjustments the Board made at the February 9<sup>th</sup> meeting to the PTO "carry over" hours allotment and the waiver allowed to current full-time staff members from completing the CCCDA Employment Application. Troyer further stated that the prospective employees expressed discontent at this meeting as well about the cost of the Health Insurance.

## **OLD BUSINESS**

### Huron Potawatomi Police Department

Troyer advised the board that the Department's Chief, Craig Schwartz, has resigned his position. Troyer is working with Richard Lindsey in an attempt to find a point of contact for the Tribal PD's request. Troyer will have a proposal for the Governing Board's consideration at the next meeting.

### 2009 Audit – Rehmann Robson

Troyer advised the Board that the quote provided by Rehmann Robson for the 2009 Audit is within the budgeted amount. Troyer recommends approval.

Motion by Herman, supported by Williams to authorize the Executive Director to sign the "Understanding of Services" agreement with Rehmann Robson to provide CCCDA with 2009 audit services.

Discussion: None.

All in favor; motion carried.

## **NEW BUSINESS**

### MERS Retirement Plans

Troyer advised that a decision has to be made in regards to prospective employees currently participating in a defined benefit retirement plan at the cities. There are two different options regarding the defined benefit plan transfer: Transfer all assets and liabilities from the city to the Authority, or Freeze all assets and liabilities from existing employer and assets and liabilities start over with CCCDA; the employee retains years of service and vesting period.

Discussion occurred regarding the two different options.

Motion by Albaugh, supported by Herman to allow the cities to transfer all assets and liabilities of the employee's current retirement plan and for the cities to coordinate with MERS so that employees transfer at the B-4 level.

Discussion: None.

All in favor; motion carried.

### Employees Start Date

Troyer provided the board with a brief overview of the tentative go-live schedule: March 23<sup>rd</sup> – move CAD System from Battle Creek to Marshall and bring it back on-line; verify network connectivity, March 24<sup>th</sup> – during the early morning hours cut-over Marshall dispatch and then Battle Creek, and March 25<sup>th</sup> – during the early morning hours cut-over Albion dispatch. Troyer recommends that prospective employees' CCCDA employment begin at midnight on March 24<sup>th</sup>.

Motion by Herman, supported Williams to make the official start date for the prospective employees midnight on March 24<sup>th</sup>.

Discussion: None.

All in favor; motion carried.

### First Draft of the Calhoun County Tentative 9-1-1 Plan

Troyer advised the board that due to several loose ends and necessary clarifications there is a need to open the County's 9-1-1 Plan that was last modified and approved in October of 2008. Troyer advised the board that the presented plan is in its first DRAFT form. He advised there is still significant work to be done, however he wanted the directors to have the draft in order to start reviewing it. Discussion occurred.

## **PUBLIC COMMENTS**

Director Williams inquired about the Health Insurance plans and asked if anything was being done at this time. Troyer believes that the Health Insurance Plans CCCDA offered is comparable to their current plans. It is the employee's portion of the annual premium that is different than their current employer (cities). Troyer provided examples and asked the board if they would like him to research and re-evaluate the employee's portion of the annual premiums. The directors agreed that it was not necessary at this time.

## **ADJOURNMENT**

The next CCCDA Governing Board Meeting will be Tuesday, March 9<sup>th</sup>, 2010. Chairman Peterson adjourned the meeting at 3:40 p.m.