



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

## **GOVERNING BOARD OF DIRECTORS Meeting Minutes Tuesday, March 9<sup>th</sup>, 2010**

The Meeting was called to order by Chairman Peterson at 3:03 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  
Mike Herman, City of Albion  
Ken Tsuchiyama, City of Battle Creek  
Mike Rae, Calhoun County Board of Commissioners (arrived 3:05)

Directors Absent: Eric Wimbley, Michigan State Police  
Chris Simmons, City of Battle Creek  
Jeff Albaugh, Calhoun County Township Association (Excused)

Others Present: Jeff Troyer, CCCDA Executive Director  
Richard Lindsey  
Eric Miller  
Jill Fish  
Debbie Owen  
Mark Burke  
Bob Kiessling  
Sarah Lambert  
Debbie Owen  
Scott McDonald  
Tracy Hall  
Kathie Powers

Chairman Peterson advised that prior to moving into Consent Items, the city of Marshall dispatch staff has requested to address the Board and would like to invite them to do so at this time.

Dispatcher Kathie Powers read a statement to the Board: "I am Kathie Powers and I am here representing the dispatchers that are currently employed by the City of Marshall. We want the Board to be aware that the City of Marshall administration and dispatchers want the transition to the new dispatch center to be as painless and smooth as possible. The City of Marshall, the Marshall dispatchers and POLC-the Marshall dispatch union-have negotiated a very fair ending to

our employment and contract. In conclusion I want to say that the Marshall dispatchers are looking forward to working with the Authority and creating a professional and cohesive working environment.”

## **CONSENT ITEMS**

Motion by Byam, supported by Herman to approve the following consent items:

1. Excuse absent directors: Jeff Albaugh
2. Meeting Agenda for March 9<sup>th</sup>, 2010
3. Meeting Minutes from February 23<sup>rd</sup>, 2010

Discussion: None.

All in favor; motion carried.

## **REPORTS**

### Technical Committee

Eric Miller reported that the Technical Committee met on March 3<sup>rd</sup>. There was a round-table discussion reference the transition of dispatch services to the new Consolidated Dispatch Center. Troyer provided the committee with a tentative go-live plan.

### Executive Director's Report

Troyer briefed the Board on the following items:

1. State 9-1-1 Committee Training Funds – Troyer attended the February 24<sup>th</sup> meeting and received a YES recommendation from the Dispatcher Training Subcommittee to allow CCCDA's application versus the three separate city applications. Troyer advised upon receiving this recommendation, the three city applications were withdrawn.
2. Troyer received a call today from MMRMA advising that CCCDA has received a standard \$10,000 grant for the Priority Dispatch EMD Protocols project.
3. Primary Telephone numbers for the consolidated dispatch center will be: PUBLIC – 781-0911 and Public Safety Agencies/Employees – 781-0912.
4. MERS – Troyer has been in contact with Karima Porter from MERS in reference to the transfer. Porter has advised that they have some work to do on their end and she will make contact with each city once everything is ready to go on their end.
5. Tentative Go-Live Plan – Troyer briefly described the detailed go-live plan. Troyer stated that this will continue to be revised as necessary until the week of go-live (March 22<sup>nd</sup>).

## **OLD BUSINESS**

### Huron Potawatomi Police Department

Troyer advised the board that he has contacted several other Directors and inquired about tribal police department dispatch service. The only one remotely close to the same situation was Berrien County Central Dispatch and even though they were somewhat similar, the dispatch is a county department; not a separate body. Furthermore, Troyer also stated that Berrien had to add infrastructure to accommodate the tribal PD. Troyer advised that he has been in contact with the

tribe's interim Chief, Duane Sprague. Troyer recommends to the Board that CCCDA provide dispatch service to the tribal PD for \$8,500.00 for the first year. Chairman Peterson recommended we align it with CCCDA's fiscal year for ease of budgeting; others agreed. Troyer recommended only entering into the agreement for the remainder of the year (2010) so that it can be reevaluated once statistical data is obtained.

Motion by Williams, supported by Rae for Troyer and Lindsey to begin working on a services agreement to provide "full range" of dispatch services for the remainder of the year to the Huron Potawatomi Police Department prorated based on an annual cost of \$8,500.

Discussion: none.

All in favor; motion carried.

#### DRAFT 2 – Tentative 911 Plan

Lindsey presented the board with the second draft of the tentative 9-1-1 plan that included the actual changes/corrections that were tracked. Lindsey requested that the board approve the Tentative Plan and then it will proceed to the Board of Commissioners as a recommendation for approval from the Authority. There were questions regarding why the plan refers to the Board of Commissioners under the surcharge. Troyer advised that the surcharge authority remains with the Board of Commissioners as does the adoption of the 911 plan by statute. Thus the reason for adding terminology such as "...Board of Commissioners, in coordination with the Authority Board..."

Motion by Tsuchiyama, supported by Rae to approve and recommend approval to the Board of Commissioners the TENTATIVE 9-1-1 Plan as presented.

Discussion: None.

All in favor; motion carried.

### **NEW BUSINESS**

#### Albion Dispatch Primary Phone Number

Troyer advised that in addition to transferring the Albion Dispatch telephone number for an initial period of time, they are requesting that a local number be provided to the residents so that it is not long distance to call the dispatch center. Troyer stated that the cost related to changing the current number over to a POTS line and then call forwarding that would cost an estimated \$43.00 per month (initial cost of \$42.25 to switch from DID to POTS) plus long distance charges. Williams pointed out that there may be other residents that have to pay a long distance charge other than just Albion residents. Herman suggested that Troyer look into the costs associated to an "800" number. Troyer advised that he will investigate different long term options but would like to proceed with this method temporarily.

Motion by Williams, supported by Rae for CCCDA to proceed with the transfer of the Albion Dispatch number at the cost of \$43.00 per month plus long distance charges until the Director can find a long term solution.

Discussion: None.

All in favor; motion carried.

#### Budgetary Update

Troyer provided the board with an update on the balances from the 2009 operational and construction/capital project budget as well as the status of the 2010 budget and cash flow. Construction/Capital costs are projected to be below initial projections. Troyer stated that even

though costs are within budget we will be cutting it close on cash flow for normal operations for the first quarter. Troyer requested the board make decisions on: 1) 1<sup>st</sup> Quarter 2010 Local Surcharge revenues, 2) When to send out dispatching service invoices, and 3) Loan of funds distribution from Battle Creek.

Motion by Tsuchiyama, supported by Williams to distribute first quarter 2010 local surcharge revenues under the same distribution methods and percentages as it was in 2009.

Discussion: None.

All in favor; motion carried.

Motion by Herman, supported by Rae to send out dispatching service invoices to municipalities/entities and make them due by April 10<sup>th</sup>.

Discussion: None.

All in favor; motion carried.

Motion by Herman, supported by Rae to request the remainder of the loan funds from the City of Battle Creek for the construction/capital project equal to \$500,000.00.

Discussion: None.

All in favor; motion carried.

#### Pending Litigation

Motion by Rae, supported by Tsuchiyama for the board to enter into executive session for pending litigation.

Discussion: None.

All in favor; motion carried.

The Governing Board entered executive session.

Motion by Herman, supported by Tsuchiyama for the board to exit executive session.

Discussion: None.

All in favor; motion carried.

The Governing Board exited executive session at 3:57 p.m.

Motion by Herman, supported by Williams to have Fernstrum (labor counsel) extend recognition to POAM as the union of record for negotiations of a new collective bargaining agreement for the Emergency Telecommunicators employed by CCCDA as an offer of settlement to the pending Unfair Labor Practice.

Discussion: Chairman Peterson stated that Fernstrum will draft the above response after he returns from vacation.

All in favor; motion carried.

#### **PUBLIC COMMENTS**

None were offered.

#### **ADJOURNMENT**

The next regular scheduled CCCDA Governing Board Meeting scheduled for March 23<sup>rd</sup> is CANCELLED due to the go-live schedule. Therefore, the next Governing Board of Directors meeting will be Tuesday, April 13<sup>th</sup>, 2010.

Chairman Peterson adjourned the meeting at 4:04 p.m.