



## Calhoun County Consolidated Dispatch Center Authority Governing Board

Meeting Minutes  
Tuesday, March 10, 2009

Members Present: Chris Simmons, City of Battle Creek  
Mike Herman, City of Albion  
Sherriff Al Byam, Calhoun County Sherriff  
Frank Peterson, AMSA  
Brent Williams, City of Marshall  
Mike Rae, Calhoun County Board of Commissioners  
Jeff Albaugh, Calhoun County Township Association

Members Excused: Dale Peet, Michigan State Police  
Ken Tsuchiyama, City of Battle Creek

Also Present: John Bawol, Success Communications  
Eric Miller, City of Albion  
Kelli Sproule, Calhoun County

The Meeting was called to order by Chairman Peterson at 3:05 p.m., in the Law Library of the Marshall County Building.

### **I. Consent Items**

Motion by Mr. Rae, supported by Mr. Williams that the Consent Agenda be approved, with a clarification to Section IV, paragraph eight of the March 3, 2009 minutes to read "revisit the budget," in lieu of "reconsider Battle Creek's proposal." All in favor.

### **II. Success Communications Update**

Mr. Bawol went over the budget drafted by Success Communications. Based on actual receipts, he believes surcharge revenues will be above the original projections. He recommended adding funds for training, and set the Director's pay at 5% above the Deputy Director's. He used a higher multiplier for fringe benefits, but said they could fall as low as 38% of base wages. He also lowered the anticipated overtime expenses from the original estimate and added benefits to the CAD Administrator position.

Mr. Herman stated that he would like to use less part-time dispatchers, but to work the part-time dispatchers more hours. He believes this will improve the quality of the part-time dispatchers. Mr. Bawol stated that these and other numbers would fluctuate depending on the dispatch model, personnel issues, and other variable expenses.

Mr. Rae asked if we explored all options as far as shift length. Mr. Simmons wondered if we could use a hybrid system where some employees work longer shifts. Mr. Bawol said the shift length will be the Board's ultimate decision, but said that some employees like longer shifts because it leads to more days off, while others do not like the long shifts.

Mr. Bawol stated that most of the other items on the draft budget were taken directly from the original.

Mr. Miller stated that originally Marshall and Albion's rent for the building included phone access. We should talk with Brad Wilcox.

Ms. Sproule said that her notes indicated that IT and special telecommunication services are not intended to be included. Only utilities like electricity, water, sewer, and gas would be included.

Mr. Rae asked about the current Motorola contracts. Mr. Bawol stated that he was still reviewing them and needed to gather a little more info before he could make an accurate estimate on the annual costs for such agreements. Mr. Williams said that some equipment would not need maintenance agreements.

Mr. Herman asked Mr. Bawol to pull together an equipment list to determine our related needs and expenses.

Mr. Bawol finished summarizing his proposed budget, and said that the Authority can afford an executive director, and should hire one as soon as possible. He passed out a proposed job description and list of places to advertise the opening. Mr. Williams agreed and added that the Director would want/need to be involved in the as soon as possible.

Motion was made by Mr. Rae and supported by Mr. Albaugh to request Success Communications to create a final job description and hiring process proposal to be approved at the next meeting. All in favor.

Mr. Bawol also agreed to compile a list of media and related costs for advertising the position.

### **III. Technical Committee Update**

Eric Miller stated that all of their subcommittees were moving forward. He should have proposals for policies in place by mid May. The Technical Committee will meet on the 11<sup>th</sup> to make a recommendation on the final dispatch design.

Eric Miller stated that Convis Township has a special relationship with Bellevue Fire, and they would like us to consider dispatching their fire needs directly to Bellevue Fire via UHF signal.

The Meeting was adjourned at 4:20, the next meeting will be March 24, 2009 at 3p.