



# 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, March 11th, 2014 3 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Chairperson Matt Saxton at 3:07 p.m. in the Law Library of the Calhoun County Administrative Building.

### **ROLL CALL:**

Directors Present: Matt Saxton, Chairperson  
Jeff Albaugh, Vice-Chairperson  
Ken Snyder, City of Albion  
Jim Coleman, Michigan State Police  
Susan Baldwin, City of Battle Creek  
Brent Williams, City of Marshall  
Steve Frisbie, County Board of Commissioners  
Rob Behnke, Area Metropolitan Services Agency  
Dave Schmaltz, City of Battle Creek

Directors Excused:

Others Present: Jeff Troyer  
Rich Feole  
Richard Lindsey  
Haley Snyder

### **AGENDA APPROVAL**

A motion was made by Susan Baldwin to approve the March 11<sup>th</sup>, 2014 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All in favor  
Motion approved

### **MEETING MINUTES**

A motion was made by Susan Baldwin to accept the February 11<sup>th</sup>, 2014 CCCDA Governing Board minutes. The motion was seconded by Jeff Albaugh.

All in favor  
Motion approved

#### **PUBLIC COMMENT**

No public comment was provided.

#### **CONSENT AGENDA**

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

1. Excuse Absent Board Members (no members absent)
2. Check Register: February 8<sup>th</sup> – March 5<sup>th</sup>
3. 2013 Year-to-Date Budget Performance Report
4. 2014 Year-to-Date Budget Performance Report
5. 2014 Year-to-Date Statistics
6. Quality Assurance Reports
7. TAC meeting minutes – February 19<sup>th</sup>, 2014
8. General Correspondence:
  - a. February 25<sup>th</sup> – Local 9-1-1 Surcharge letter to County Board of Commissioners
  - b. February 26<sup>th</sup> – FireKeepers Local Revenue Sharing Board Application
  - c. March 4<sup>th</sup> – City of Battle Creek Governing Board Appointment

A motion was made by Brent Williams to approve the March 2014 Consent Agenda. The motion was seconded by Susan Baldwin.

All in favor  
Motion approved

#### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Troyer provided reported on the following items:

1. VHF Radio System Upgrades - The new County Fire VHF microwave link between the Marshall and Albion towers is live and operating well and the Township Fire Simulcast System is set to go-live March 18<sup>th</sup>. Rich and Jeff met with Isaac Burkwalt to discuss 2014 tower site preparation work for the County fire system.

2. Southern Michigan NG9-1-1 Workgroup – Jeff indicated that they have initiated a workgroup made of counties as far east as Lenawee and west to the lakeshore, to begin discussions about NG9-1-1 networks and what 9-1-1 Centers can do together to save costs.
3. Staffing Update – Jeff announced that both part-time emergency telecommunicator positions are open and he anticipates a full-time position becoming available soon too due to an upcoming retirement.
4. April 14<sup>th</sup> – Jeff announced the State 9-1-1 Committee’s Emerging Technology Subcommittee is hosting a Technology Forum on April 14<sup>th</sup> 9:00 a.m. – 4:00 p.m. If any board members are interested in attending, please let Rich or Jeff know so they can RSVP.
5. Administrative Office Space – There has been some renovation progress but not a lot. At this point it appears it will be mid-April before the space can be occupied.
6. Local Revenue Sharing Board Application – Jeff will be in Traverse City the day of the Local Revenue Sharing Board hearings. Rich will be present in Jeff’s absence to answer any questions about the Authority’s application.

## **OLD BUSINESS**

### **1. Call for Service Formula Implementation Guidelines**

Jeff discussed the request from Springfield City and Pennfield Township to be invoiced directly for all calls for service in their municipalities; including the calls handled by the Sheriff’s Department. Jeff is requesting guidance from the Board as well as whether or not the Board wishes to amend the guidelines or if this allowed under the current guidelines. Chairman Saxton advised the reason for the request is due to an additional five (5%) percent administrative fee the Sheriff’s Department includes in their service contracts. If the municipalities are invoiced for all of the calls, there is no 5% admin fee. Rob Behnke stated this can easily be recalculated so that the calls for service go directly to the municipality. Troyer advised he will have to go back and recalculate Springfield, Pennfield, and Calhoun County’s percentages which will consist of recalculating the last three years statistics due to the averages. Further discussion occurred.

The Board directed Troyer to invoice Springfield and Pennfield directly for all calls for service; including the Sheriff’s Department. In addition, the board agreed that this can be done under the current Call for Service Formula Guidelines; no amendment is necessary. Furthermore, the Board directed CCCDA Counsel – Richard Lindsey – to draft a Memorandum of Understanding with these municipalities so the Board has it in writing.

## **NEW BUSINESS**

### **1. Pre-Audit 2013 Year End Financial Status**

Jeff presented the Board with a pre-audit financial summary for fiscal year 2013. The analysis provided an overview of the operational and special projects business units; excluding the training

and benefit funds. Training and benefits are accounted for separately because the balances are carried over from year to year and are dedicated funds. Jeff stated total revenues were down \$41,898 for 2013 primarily due to continued decline in local 9-1-1 surcharge revenues. Operational expenditures for the 2013 were \$305,001 less than budgeted however this amount includes \$83,520 in projects that were started in 2013 but were not completed. This amount will need to carry forward to 2014 to cover the final costs of the projects. Jeff also indicated the CAD and MCT Software Project (special projects business unit) came in \$37,416 under budget.

The 2013 year-end is a balance of \$303,582. After subtracting the \$83,520 which will need to carry over to 2014's budget, CCCDA is anticipated to add approximately \$220,062 to the fund balance. Jeff reiterated that these are pre-audit numbers and while is confident the audit will show similar results, no action should be taken until the audited financials are received.

## **2. 2014 Budget Amendment – Revision 1**

Jeff advised the board that two projects were budgeted in 2013 that were started but not completed by year-end:

1. Administrative Office Renovation & Furniture/Equipment (renovation costs - \$8,300 and outfit new office costs - \$8,000)
2. Township Fire Simulcast System (final system implementation payment - \$47,667 and system spares - \$19,553).

Jeff is recommending the Board amend the 2014 budget to include the expenditure carry-overs for these two projects to be paid for from fund balance.

Motion by Brent Williams to approve the recommended 2014 Budget Amendment (Revision 1): Increase Carry Over Revenues by \$83,520 and Increase expenditure accounts 2911.976.000 - \$8,300, 2911.980.010 - \$8,000, and 2911.980.00 - \$67,220. The motion was seconded by Jeff Albaugh.

All in favor  
Motion approved

## **PUBLIC COMMENTS**

## **ADJOURNMENT**

Meeting was adjourned at 4:06pm by Vice Chairman Jeff Albaugh.