



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday March 12, 2013 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Vice Chairman Matt Saxton at 3:00 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Sheriff Matt Saxton, Vice Chairman, Calhoun County Office of the Sheriff
Brent Williams, City of Marshall
Susan Baldwin, City of Battle Creek
Ken Tuschiyama, City of Battle Creek
Jeff Albaugh, Township Association
Steve Frisbie, Calhoun County Commissioner

Directors Excused: Mike Herman, City of Albion
Frank Peterson, Chairperson, City of Springfield
Lt Jim Coleman, Michigan State Police

Others Present: Jeff Troyer Jim Zoss
Rich Feole Steve Wart
Richard Lindsey Tom Sprau
Larry Hausman Rob Behnke
Mike McKenzie Kathy Schley

AGENDA APPROVAL

A motion was made by Brent Williams to approve the March 12, 2013 CCCDA Governing Board agenda. This motion was seconded by Ken Tsuchiyama.

All in favor

Motion approved

MEETING MINUTES

A motion was made by Jeff Albaugh to accept the February 12, 2013 CCCDA Governing Board minutes. The motion was seconded by Brent Williams.

All in favor

Motion approved

PUBLIC COMMENT

None provided

CONSENT AGENDA

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

1. Excuse Absent Board Members
2. February 2013 Check Register
3. 2012 Year-to-Date Budget Performance Report
4. 2013 Year-to-Date Budget Performance Report
5. 2013 Statistics
6. Quality Assurance Reports

A motion was made by Sue Baldwin to approve the March 2013 Consent Agenda. The motion was seconded by Jeff Albaugh.

All in favor.

Motion approved

REPORTS

TAC –Jeff reviewed and explained the sectional siren activation plan. Jeff sent the proposed plan to the City of Battle Creek and Calhoun County Emergency Managers to review. Discussion was held about National Weather Service polygon warning system and how it would be used in the sectional siren activation plan. TAC will be reviewing the plan at their next meeting on March 20th, 2013.

Executive Director's Report –Jeff advised that he will be leaving Sunday for 911 Goes to Washington Conference and will return on Wednesday, March 20th. Jeff gave an update on the three dispatchers in the training program and stated all are doing well and he hopes to have them complete training by early summer.

OLD BUSINESS

D & C Siren Activation

Jeff received a quote from Radio Comm for \$3985 to add a base station and programming costs. Jeff has had correspondence with Mike McKenzie to see if there is any hardware currently owned by Battle Creek that could be used in place of buying a new base station.

Brent Williams asked for clarification that cost is something Battle Creek is willing to pay for. Ken Tsuchiyama was in agreement and advised they would pay for it. Brent recommended that CCCDA move forward with the project.

A motion was made by Steve Frisbie to support the quote from Radio Comm and complete the D & C siren activation project.

The motion was seconded by Brent Williams.

All in favor.

Motion approved

Small Claims Suit-Case No. 130449SC-10th District Court of Michigan

Richard Lindsey stated the Pretrial will be next Monday and he hopes to have it dismissed quickly.

NEW BUSINESS

Local Surcharge Collection-July 2013 thru June 2014

A motion was made by Jeff Albaugh to recommend to the County Board of Commissioners to collect the .60 cent surcharge. The motion was seconded by Brent Williams.

All in favor.

Motion approved

SunGard Public Sector Capital Project and Agreement (CAD & MCT)

Jeff discussed the SunGard package and gave a break down on the costs for the different segments. Component Systems, which includes the interfaces, licenses and mobile system totaled \$228,670. Pay agency (third party products) totaled \$68,892. Custom modification fees equaled \$9000. Services (which include travel, project management and training) totaled \$167,740. A \$10,000 contingency amount and \$20,000 for advanced authentication implementation was also included. Total project cost of \$495,902. Jeff advised the anticipated go live date will be March or April of 2014. The deadline for the advanced authentication is the end of 2013, but as long as plans are in place to have a system in place, the deadline can be extended.

Jeff proposed two different funding options. The first option would be to pay for the project up front using fund balance. Doing so would decrease the fund balance to \$757,196, which is still within the Fund Balance and Reserve policy suggested amount.

The second option would be to borrow \$250,000 from the City of Battle Creek and pay back over three years at 2% interest. Under the second option, the project would still be paid for up-front using

fund balance. Then in July, the \$250,000 from the City of Battle Creek would become available and the fund balance would be replenished that same amount.

Discussion was held about the current CAD maintenance amount of \$143,000 and with the new system, it would be just under \$70,000.

A motion was made by Jeff Albaugh to use the second option and purchase the SunGard Capital project financing \$250,000 of the cost through the Battle Creek bonds and paying the balance out of the project from fund balance. The motion was seconded by Brent Williams.

A roll call vote was done.

Jeff Albaugh yes

Sue Baldwin yes

Ken Tsuchiyama yes

Brent Williams yes

Steve Frisbie yes

Matt Saxton yes

Motion approved

General Discussion- 2012 Budget Surplus

Adjusted fund balance, with amount that will be spent towards CAD, is \$1,007,196. A discussion was held if a rebate should be given to the agencies that have contributed to the CCCDA fund balance. It was determined that \$300,000 would be the maximum amount that could be given back and keep the fund balance within the 20-25% that the reserve policy states. \$130,000 would be the minimum that could be given back to stay within the policy. Discussion was held about the upcoming July 1st date when Call for Service formula funding starts and the impact if some of the agencies do not pay. Steve Frisbie asked for input from audience members Rob Behnke and Tom Sprau. Rob Behnke felt that the money should not be rebated at this time. Discussion was held about the Interlocal agreement and the expiration of the agreement. Tom Sprau questioned the number of calls that went to Bedford Township and didn't feel there was enough transparency to what was happening. Jeff explained that there were certified mailings sent out to all municipalities that showed the number of calls for service over the last three years. Tom Sprau questioned why the county's calls dropped to 14,000. Discussion was held on how calls for service were determined. Brent felt that there has been adequate transparency and a lot of data has been provided and feels the formula is the most equitable method for funding and should be used. Sue Baldwin asked what the amount difference would be between the AMSA Interlocal agreement and the new funding formula. Jeff calculated that if all municipalities paid the lesser of the two funding formulas were used the funding would be about \$224,000 per quarter less, or approximately \$450,000 total for the 6 month time period. If the rest of the municipalities that weren't contributing are subject to the call for service formula, that number would be reduced.

A motion was made by Brent Williams to table the rebate discussion. The motion was seconded by Sue Baldwin.

All in favor.

Motion approved

At the next meeting, Jeff will have a spreadsheet showing how the budget is affected by implementing the Calls for Service formula in July only for those municipalities that are not in the Interlocal agreement or would pay a lesser amount than the interlocal agreement. Steve Frisbie recommended that this information be distributed to the municipalities as well so the board could get their feedback. Jeff Albaugh would like an explanation on why the Sheriff Department's numbers decreased. Jeff stated he had a few theories on why that occurred and would look into it before the next Board meeting.

General Discussion- Call for Service Funding Formula Implementation Date

The call for service formula goes into effect on July 1st, 2013.

Public Comments

Mike McKenzie asked for some clarification on the D & C channel as being a temporary fix or permanent. Matt Saxton stated that the motion made at the last Board meeting was that it would be a temporary fix until a permanent solution was developed. The goal was to have the sirens working for this coming storm season. Brent Williams stated that the frequency belongs to the city and they can do what they want with it. He assured Mike McKenzie that the siren activation will be in place for this spring season.

Jim Zoss questioned if there is a backup system in place for the repeater located at 18 ½ mile tower. Jeff stated there is base station access set up and a spare repeater (MTR2000) that is on-hand if the repeater fails.

Meeting adjourned at 4:50 pm by Vice Chairman Matt Saxton.