



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, March 13th, 2018 2:30 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairperson Matt Saxton at 2:31 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Matt Saxton, Chairman
Ken Snyder, City of Albion
Susan Baldwin, City of Battle Creek (Seat #2) (via phone)
Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners
Steve Buller, Area Metropolitan Services Agency
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused: Jeff Albaugh, Vice-Chairperson

Others Present: Rich Feole, CCCDA
Kim Grafton, CCCDA
Haley Snyder, CCCDA
Jim Dyer, CCCDA Corporate Counsel
Mike Olson, Emmett Police Department

AGENDA APPROVAL

A motion was made by Jim Blocker to approve the March 13, 2018 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Brent Williams to accept the February 13, 2018 CCCDA Governing Board minutes. The motion was seconded by Jim Blocker.

All in favor

Motion approved

PUBLIC COMMENT

CONSENT AGENDA

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

1. Excuse Absent Board Members
2. Check Register: February 1st – February 28th
3. Year-to-Date Budget Performance Reports
4. 2018 Year-to-Date Statistics
5. Quality Assurance Reports
6. TAC Meeting Minutes
7. General Correspondence

A motion was made by Ken Snyder to approve the March 2018 Consent Agenda. The motion was seconded by Steve Buller.

All in favor

Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Feole reported on the following items:

1. **AT&T Accounts** – Director Feole stated a new account rep has been assigned to CCCDA's accounts and has been very proactive in getting things taken care of.
2. **SB 400** – Feole reported that SB 400 was passed by the House and sent back to the Senate for minor changes and re-approval. The bill has been signed by Governor Snyder. With this bill, the State surcharge will remain the same (\$.42). Feole stated the Authority should see a small increase in the State 9-1-1 surcharge revenues due an increase in the formula used for prepaid phones, as well as the revenues shared equally among counties.
3. **18 ½ Mile Rd. Tower Site** – Feole stated while off on vacation it was discovered that the 18 ½ Mile Road tower site roof was damaged. X-Tream Roofing out of Battle Creek replaced the roof and did an excellent job. Director Feole thanked Deputy Director Grafton for taking care of the issue in his absence.
4. **On-Site MERS Representative** - On February 20th and 21st, a MERS Representative was on-site to meet with employees about retirement plans/options. Director Feole stated upon consolidation, all Dispatch Supervisors were granted a 2.5% COLA on their retirement. All documentation saved in the Authority's system does include the COLA benefit; however, MERS does not have record of the benefit being included in the plan offered to Dispatch

Supervisors. Feole stated after reviewing previous evaluations and speaking with MERS, the COLA benefit was never added to the supervisors plan. A \$400 evaluation can be conducted by MERS to determine the cost of adding the COLA benefit. Feole stated the fund is currently 103% funded. A general discussion was held.

The Governing Board recommends Executive Director Feole authorize MERS to conduct the \$400 evaluation to determine CCCDA's standings.

OLD BUSINESS

1. **Administrative Office Closing Policy** – Executive Director Feole presented the Board with an update to Personnel Policy 3.11 – Inclement Weather and other Emergencies for consideration. CCCDA's Administrative Office will remain open unless the Calhoun County building in Marshall is closed, or when jointly agreed upon by the Executive Director and CCCDA Board Chairperson or Vice-Chairperson.

A motion to approve the update to Personnel Policy 3.11 – Inclement Weather and other Emergencies as presented was made by Jim Blocker, seconded by Brent Williams.

All in favor
Motion approved

NEW BUSINESS

1. **Emmett Request to be on CCCDA Governing Board** – Executive Director Feole stated that Emmett Township has asked for the CCCDA Governing Board to consider adding them as a member to the Board. Corporate Counsel Jim Dyer discussed the steps that would need to be taken in order to add a member/representative to CCCDA's Governing Board. A general discussion was held amongst the Board Members. No action was taken.

PUBLIC COMMENTS

ADJOURNMENT

A motion was made by Jim Blocker, seconded by Brent Williams to adjourn the meeting.

All in favor
Motion approved

Meeting was adjourned at 3:17pm by Chairperson Matt Saxton.