



# 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 14<sup>th</sup>, 2017 3 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Chairperson Matt Saxton at 3:01 p.m. in the Law Library of the Calhoun County Administrative Building.

### **ROLL CALL:**

Directors Present: Matt Saxton, Chairman  
Jeff Albaugh, Vice-Chairman  
Ken Snyder, City of Albion  
Jim Coleman, Michigan State Police  
Susan Baldwin, City of Battle Creek (Seat #2)  
Brent Williams, City of Marshall  
Steve Frisbie, County Board of Commissioners  
Tim Hill, Area Metropolitan Services Agency  
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused:

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

### **AGENDA APPROVAL**

A motion was made by Tim Hill to approve the March 14, 2017 CCCDA Governing Board agenda. The motion was seconded by Ken Snyder.

All in favor  
Motion approved

### **MEETING MINUTES**

A motion was made by Jeff Albaugh to accept the February 14, 2017 CCCDA Governing Board minutes. The motion was seconded by Brent Williams.

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 1<sup>st</sup> – February 28<sup>th</sup>
3. Year-to-Date Budget Performance Reports
4. 2017 Year-to-Date Statistics
5. Quality Assurance Reports
6. TAC Meeting Minutes
7. General Correspondence

A motion was made by Brent Williams to approve the March 2017 Consent Agenda. The motion was seconded by Jeff Albaugh.

All in favor  
Motion approved

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

Executive Director Feole reported on the following items:

1. **EOM March – Kurnin Pace** – Feole announced that Kurnin Pace has been named Employee of the Month March 2017. Kurnin began her career with CCCDA in January 2013. In addition to her duties as Emergency Telecommunicator, Kurnin serves as a Communication Training Officer.
2. **Project Updates** – Feole stated that installation of the new phone system is complete with cut-over scheduled for March 15<sup>th</sup>. During cut-over, the backup center will be utilized to handle all 911 calls. Kalamazoo City will also serve as a backup during this time.

Feole stated that Smart 911 will continue after go-live with the new phone system.

3. **Staffing Update** – Feole stated that first round interviews for Emergency Dispatchers were held on March 7<sup>th</sup> and 9<sup>th</sup>. Twenty-two individuals were interviewed and twenty will be moving forward to the testing phase. Feole reported that Mary Townsend and LaVonne March submitted their resignations with CCCDA.

- 4. New Backup Center** – Director Feole stated that they are looking into new locations for a new backup center. Possible locations include securing a room at the new Battle Creek Police department, BCFD Station #1, or a room at the airport. Feole stated that they are currently leaning towards the fire station. Radio Communications will be checking out the area to see if this location is feasible.

## OLD BUSINESS

## NEW BUSINESS

- 1. 911 Funding** – A general conversation was held regarding a possible surcharge increase for CCCDA's 911 funding. The Governing Board asked that Director Feole look into CCCDA's funding over the past five (5) years as well as election costs. No action was taken at this time.
- 2. 700 MHz Use by Marshall City** – A general conversation was held regarding the possibility of Marshall City utilizing the 700 MHz frequency. Brent Williams stated that there are plenty of channels available and it would not interfere with other talk groups.

A motion to authorize Executive Director Feole to draft a letter to Region 21 Regional 700 MHz Committee Chair, Keith Bradshaw, supporting the use of 700 MHz frequency use in the City of Marshall vehicular repeaters was made by Jeff Albaugh, seconded by Steve Frisbie.

All in favor  
Motion approved

- 3. Part-Time Employee Staffing** – A general discussion was held regarding the possibility of increasing part-time employee staffing levels from two (2) to four (4) and to lower the required number of hours worked before step increases take effect.

A motion to increase the number of part-time positions to meet the need but not exceed the allotted budget was made by Steve Frisbie, seconded by Jim Blocker.

All in favor  
Motion approved

Second motion to allow the Executive Director to take any necessary steps to add additional part-time positions was made by Jeff Albaugh, seconded by Jim Blocker.

All in favor  
Motion approved

## PUBLIC COMMENTS

No public comment provided.

## **ADJOURNMENT**

A motion was made by Susan Baldwin, seconded by Jim Blocker to adjourn the meeting.

All in favor

Motion approved

Meeting was adjourned at 4:19pm by Chairperson Matt Saxton.