



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday April 9, 2013 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairman Frank Peterson at 3:09 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Frank Peterson, Chairperson, City of Springfield
Sheriff Matt Saxton, Vice Chairman, Calhoun County Office of the Sheriff
Brent Williams, City of Marshall
Ken Tsuchiyama, City of Battle Creek
Jeff Albaugh, Township Association
Steve Frisbie, Calhoun County Commissioner
Mike Herman, City of Albion

Directors Excused: Susan Baldwin, City of Battle Creek
Lt Jim Coleman, Michigan State Police

Others Present: Jeff Troyer
Rich Feole
Richard Lindsey
Tom Sprau
W. Brenner

AGENDA APPROVAL

A motion was made by Brent Williams to approve the April 9, 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 March 12, 2013 CCCDA Governing Board minutes.

The motion was seconded by Brent Williams.

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
2. March 2013 Check Register
3. 2013 Year-to-Date Budget Performance Report
4. 2013 Statistics
5. Quality Assurance Reports
6. Video Surveillance Agreement with Calhoun ISD
7. Surcharge letter to County Board of Commissioners dated March 26, 2013

A motion was made by Ken Tsuchiyama to approve the April 2013 Consent Agenda. The motion was seconded by Jeff Albaugh.

All in favor.

Motion approved

REPORTS

TAC

Jeff was in Washington DC and was not able to attend the last TAC meeting. A Summary was sent to Tony Geigle for the meeting. At the TAC meeting Rich gave an update on the CAD/MCT project and VHF & Tower site project. Rich explained the Siren Activation Plan that was developed. A motion was made and passed to accept the plan. Rich also discussed at TAC the idea of entering warrants off of a fax and the Committee was opposed to doing that. Jeff discussed the status of the Siren Activation Plan. Jeff has contacted the entities that need to have sirens reprogrammed to find out which vendor they prefer perform the work.

Executive Director's Report

Jeff gave a update on the VHF radio project. Rich, Jeff and Isaac from Motor Shop visited the tower sites at Bedford, Pennfield, Sonoma and Emmett. An assessment was done at each site. We are now waiting to hear back from Isaac on the results of that assessment. Several of the buildings need repair

and clean up done. Brent and Jeff will now be working on getting licenses for the two simulcast sites for Township fire, before doing anything on County fire. Jeff stated that the southern part of Township fire is the weakest, by far, of all the frequencies. That will be the first step in the process and then working on the Albion site, probably late this summer.

An RFQ was sent out for equipment shelters at three tower sites. This will allow equipment that is currently housed in buildings at the site to be moved into better equipped shelters. Bids were due on March 25th and Jeff will be reviewing those this week. Isaac was able to get information on some refurbished shelters that were used by cell phone companies that may prove to be a good option. Jeff gave an update on the public education program. Kim Grafton and Jill Fish started this program and Kim has taken it over and really ran with it in the last few months. She has taught five other dispatchers to teach the program and has had great success with it. The first outing was the Sheriff's Department Family Outdoor Safety Day and seven other schools have already been scheduled. National Telecommunicator Week is next week. Jeff explained that we have several things planned to celebrate the week with the staff.

Jeff stated the CAD and MCT project is underway. We have been assigned a Project Manager and hope to have the CAD Administrator training done by Memorial Day. Jeff is still waiting to hear from LifeCare on the interface for CAD –to- CAD. Steve Frisbie stated they are waiting to hear back from their vendor, Zoll. Jeff advised that the servers for the OSSI CAD have been ordered and will be shipped to SunGard for loading of the application. The workstation pc's have not been ordered yet because we were able to find a less expensive offer going directly with Dell and that part of the order from SunGard will be pulled out. Jeff has sent a draft agreement to the city of Battle Creek for the loan of \$250,000 to put towards the CAD/MCT project. Jeff advised the Board that CCCDA will be going through a LEIN audit on May 22nd.

OLD BUSINESS

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

Richard Lindsey stated the plaintiff failed to show for the Pretrial; the case should be dismissed.

NEW BUSINESS

Career Development Plan Application-Kim Grafton

Supervisor Kim Grafton is pursuing the Business Management program at Kellogg Community College. The first two classes that she submitted for approval were Accounting 101, a four credit class and Business Administration 101, a three credit class. The proposal is in accordance with the Dispatch Supervisors' employment terms and is recommended by Troyer for approval. Total cost will be \$674.50, which will be reimbursed to Kim after completion of the class with at least a 2.50 GPA. Motion was made by Jeff Albaugh to approve the Career Development Plan for Kim Grafton. It was seconded by Ken Tsuchiyama.

All in favor.
Motion approved.

General Discussion- July-December 2013 Discount/Rebates

A discussion was held over the cost differences between what the current amount that each entity pays now and what they will pay as of July 1st. Jeff provided documents that showed the comparison between CFS Formula and Interlocal Agreement for each municipality/service user. Frank Peterson felt staying with the CFS Formula and providing a rebate would be a better way to go. Further discussion was held on whether or not to allow the service users to pay the lesser of the two amounts. It was decided that a lot of work had been put into establishing the CFS Formula and it should be used as planned. Tom Sprau had a question about billing. It was explained that Bedford Township will receive their invoice from CCCDA and will have to work out their agreement with BCPD separately.

A motion was made by Mike Herman to reaffirm the CCCDA Board's position to continue with the CFS Formula funding beginning July 1st and to look into the possibility of rebates at or before the August CCCDA Board meeting. Motion was seconded by Brent Williams.

All in favor.
Motion passed.

Public Comments

No public comment was provided.

Meeting adjourned at 4:00 pm by Chairman Frank Peterson.