



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY Governing Board of Directors Meeting Minutes April 10, 2012

The meeting was called to order by Vice Chairperson Sheriff Byam at 3:02 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL

Directors Present: Frank Peterson, Chairperson (joining via conference call)
Sheriff Al Byam, Vice Chairman, Office of the Sheriff Calhoun County
Brent Williams, City of Marshall
Steve Frisbie, Calhoun County Board of Commissioners
Ken Tsuchiyama, City of Battle Creek
Mike Herman, City of Albion
Lt. Jim Coleman, Michigan State Police

Directors Excused: Susan Baldwin, City of Battle Creek
Jeff Albaugh, Township Association

Others Present: Jeff Troyer
Richard Lindsey
Jill Fish
Rhonda Siegel
LaVonne March
Chief Jim Schwartz
Officer A. Ottjepka
Cassandra Leaf
Kelli Scott
Erin Allwardt
Sarah Schaafsma
Jaimee Owens
Lt. Scott McDonald
Corinne Kellogg

AGENDA APPROVAL

A motion was made by Ken Tsuchiyama to approve the agenda as presented. Steve Frisbie seconded the motion.

All in favor.

Motion approved.

MEETING MINUTES

A motion was made by Ken Tsuchiyama to approve the March 13, 2012 CCCDA board minutes as presented. Brett Williams seconded the motion.

All in favor

Motion approved



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PUBLIC COMMENT

None

CONSENT AGENDA

1. Excuse Absent Board Members
2. March 2012 Check Register
3. 2011 Year-to-Date Budget Performance Report
4. 2012 Year-to-Date Budget Performance Report
5. 2012 Year-to-Date Statistics

A motion was made by Brett Williams to approve the Consent Agenda. The motion was seconded by Mike Herman.

All in favor.

Motion Approved.

REPORTS

Technical Advisory Committee

Chairperson Tony Geigle was not present. Jeff Troyer noted that he had received a request from TAC members for an X X-Ray SOP for law enforcement use during a hostage situation. Members from the TAC also requested a 'firefighter down' also known as a 'May-Day' policy. The X X-Ray policy has been completed and will be reviewed at next weeks meeting. Troyer noted that the revised Fire Communications Plan (narrowbanding) has been implemented with the exception of the on-scene communications portion; the use of tactical radio channels. Jeff will be attending the Calhoun County Fire Chief's Council on April 11, 2012 to discuss this issue. Sheriff Byam asked Jeff Troyer if he had received any complaints from members of the law enforcement community about the MPSCS 800 MHz talkgroups (Metro and County). Jeff indicated that he had not received any complaints from law enforcement with the exception of a member of the Tribal Police Department. Jeff noted that the TAC Committee members had approved the 800 MHz law enforcement talkgroups originally and that would be the avenue to review the same. Sheriff Byam indicated that he'd received comments made about how busy the law enforcement talkgroups. Jeff noted that both law enforcement talkgroups frequently average 20 to 25 officers per talkgroup. This is not considered to be overloaded by any means and is actually much lesser than several other dispatch centers throughout Michigan. Jeff also noted that dispatch staff can activate the alternate talkgroups during priority incidents.

Executive Director

Jeff noted that at the March CCCDA Board meeting, Richard Logan had presented a number of written questions to Jeff about CCCDA operations. Jeff stated that Mr. Logan had visited the



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9-1-1 dispatch center for several hours yesterday. Mr. Logan spent time in the dispatch center with Jill Fish reviewing the operation, various pieces of technical equipment, and observing dispatchers during the course of their shift. Mr. Logan then met with Jeff and had an opportunity to learn more about the dispatch operation, budget, and the surcharge issue. Mr. Logan was very impressed with the dispatch center and the information he gleaned from his visit. Jeff stated that initial dispatch applicant interviews had been completed for the one full time dispatch position, and the two part-time dispatch positions. The hiring process continues and should be complete by August.

Jeff advised that he had the opportunity to present at the MAC Legislative Conference. His presentation addressed consolidating 9-1-1 dispatch centers. Jeff received a number of questions about consolidation from various attendees. Jeff also noted that Representative LeBlanc has publicly announced that he will not be introducing legislation pertaining to PSAP consolidation.

OLD BUSINESS

Public Safety System RFP

Jeff noted that not much of an update was available. The review committee will be meeting to narrow down the proposals soon. Ken Tsuchiyama stated that the timeline for this process should be completed by this summer.

GIS Grant

Jeff noted that the process is about 1/3 of the way done with the specific objectives that were identified in the grant. He submitted the necessary mid-term reports and request for reimbursement. Two interns/temporary employees will be hired and will start not later than May 7th.

School Video Access Agreement

The ISD's legal counsel and possible ISD representatives will be attending the May CCCDA board meeting to discuss the School Video Access Agreement.

NEW BUSINESS

Certificates of Appreciation Presentation

Marshall Police Chief Jim Schwartz presented the following CCCDA dispatch staff employees with Certificates of Appreciation: Dispatch Supervisor Rhonda Siegel, Telecommunicators LaVonne March, Erin Allwardt, Jaimee Owens, Brandi Jones, Sarah Schaafsma, and Cassandra Leaf. These CCCDA employees coordinated a number of law enforcement agencies during a high speed chase during which the suspect was taken into custody. No officers or members of the public were hurt or injured during the course of this dangerous chase that went through a number of law enforcement jurisdictions. Chief Schwartz spoke of the importance of radio communications which is much more seamless since the consolidation with the shared



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talkgroups. He also emphasized the effectiveness of the dispatch staff coordinating the efforts. Both of these elements led to the successful outcome of this incident.

Budget Amendment – VHF Radio System Proposal

Jeff Troyer requested the board approve a budget amendment which will allow for the replacement of the antenna for the county fire system's central repeater (18 ½ Mile Rd. tower site). Jeff specifically described the work that would be done at that antenna site. Jeff advised the board the the second quote for service is for the Township fire frequency. This is a temporary fix until the simulcast solution can be implemented. This will add a simplex tone repeater to the Sonoma Rd. tower site. The tone repeater will re-transmit Newton and Leroy FD's tones and original dispatch message allowing fire personnel in both the Newton and Leroy areas to receive a much needed increase in coverage for the southern 2/3's of their townships. Brent Williams made a motion to approve the budget amendment as presented in the amount of \$13,765 for the work required at the 18 ½ Mile Road and the Sonoma Road tower sites. Mike Herman seconded the motion.

All in favor

Motion approved.

Resolution 2012-01: General Fund Contributions to CCCDA

A discussion was had regarding proposed CCCDA Resolution 2012-01.

RESOLUTION: 2012-01

General Fund Contributions to CCCDA

WHEREAS, THE CITIES OF ALBION, BATTLE CREEK, MARSHALL, AND SPRINGFIELD, THE TOWNSHIPS OF BEDFORD, EMMETT, LEROY, NEWTON, AND PENNFIELD, AND THE COUNTY OF CALHOUN have contributed general fund revenue to the Calhoun County Consolidated Dispatch Authority (CCCDA) in accordance with the 2008 Interlocal Agreement that created the CCCDA; and

WHEREAS, THE CCCDA GOVERNING BOARD OF DIRECTORS AND THE CALHOUN COUNTY BOARD OF COMMISSIONERS have voted to place a proposal on the August 2012 county-wide ballot seeking support for a fair, equitable, and stable funding solution to provide 911 service to the residents of Calhoun County; and

WHEREAS, THE PROPOSED FUNDING SOLUTION is an increase in the all-device surcharge from \$.60 per month up to \$2.25 per month, per device; and

WHEREAS, THE ALL-DEVICE SURCHARGE PROPOSAL will solely fund the CCCDA and replace the current general fund contributions being made by said municipalities.



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Serving Our Community One Call at a Time

NOW, THEREFORE BE IT RESOLVED BY THE CCCDA GOVERNING BOARD OF DIRECTORS that we request your full support by resolution of the proposed 9-1-1 surcharge as a *fair and equitable* funding mechanism for providing 9-1-1 service to your citizens.

BE IT FURTHER RESOLVED BY THE CCCDA GOVERNING BOARD OF DIRECTORS that we ask your municipality's governing body to declare the intent of any general fund savings realized as a result of an affirmative vote by your voters for the 9-1-1 surcharge proposal.

Frank Peterson advised that the City of Springfield voted to support the 9-1-1 surcharge initiative and noted that if the surcharge initiative passed that Springfield dedicated the monies saved on public safety. Frank stated that other local units of government should be encouraged to do the same and advise their residents what their intent is to do with any monies saved. Ken Tsuchiyama stated that he liked what the City of Springfield did and that he would encourage Battle Creek Commissioners to adopt a similar resolution.

Ken Tsuchiyama made a motion to approve CCCDA Resolution 2012-01. Brent Williams seconded the motion.

All in favor

Motion approved.

Public Education (Information) Officer

Sheriff Byam lead a discussion regarding the possible need for CCCDA to consider a Public Education Officer or a consulting firm to assist with informing and educating residents about the August 7th ballot proposal. The Sheriff advised that CCCDA is doing a good job currently but he feels we need some expertise to outreach and inform the masses. A lengthy discussion occurred regarding this topic.

The board directed the Executive Director to draft an RFP geared toward Voter Education and Outreach and report back at the next Meeting. Troyer advised he will complete an RFP to be presented at the May meeting.

PUBLIC COMMENT

None

MEMBER COMMENTS

None

ADJOURNMENT

Motion to adjourn made by Mike Herman and seconded by Brett Miller

All in favor

Motion approved. Meeting adjourned at 4:21 p.m.