



# 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, May 9<sup>th</sup>, 2017 3 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Chairperson Matt Saxton at 3:00 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  
Dave Wood, Michigan State Police  
Susan Baldwin, City of Battle Creek (Seat #2)  
Steve Frisbie, County Board of Commissioners  
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused: Brent Williams, City of Marshall  
Tim Hill, Area Metropolitan Services Agency

Others Present: Rich Feole, CCCDA  
Kim Grafton, CCCDA  
Haley Snyder, CCCDA  
Jim Dyer, Corporate Counsel

### **AGENDA APPROVAL**

A motion was made by Jeff Albaugh to approve the May 9, 2017 CCCDA Governing Board agenda. The motion was seconded by Jim Blocker.

All in favor  
Motion approved

### **MEETING MINUTES**

A motion was made by Ken Snyder to accept the March 14, 2017 CCCDA Governing Board minutes. The motion was seconded by Steve Frisbie.

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: March 1<sup>st</sup> – March 31<sup>st</sup>
3. Check Register: April 1<sup>st</sup> – April 30<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
8. Dispatch Newsletter

A motion was made by Jim Blocker to approve the May 2017 Consent Agenda. The motion was seconded by Steve Frisbie.

All in favor

Motion approved

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

Executive Director Feole reported on the following items:

1. **Employee of the Year – Erica Nageldinger** – Feole announced that Erica Nageldinger has been named Employee of the Year 2017. Erica was named Employee of the Month July 2017. She began her career with CCCDA in 2013. Erica is a Communication Training Officer and a member of the Public Education and Relations Committee (PERC).

Feole stated that the Employee of the Month program will be changing to Employee of the Quarter. Nominations for the Employee of the Quarter will be open to all staff.

2. **Project Updates** – Feole announced that the cutover to the new phone system has occurred. There were a few hiccups during the cutover process; however, everything has been worked out and is operating.

Feole reported that installation of the Smart 911 hardware has been completed. Smart 911 will allow individuals to create an online user profile which would contain any useful information for first responders. All user profile information will be stored in a protected

database. CCCDA does not have access to the database. Feole announced that training on the program will begin within the next few weeks for all Dispatch staff.

- 3. Break Room Remodel** – For this year’s Emergency Telecommunicator Appreciation Week, the break room was remodeled for the staff. New furniture and décor was purchased for the room. Feole thanked Deputy Director Kim Grafton and Executive Assistant Haley Snyder for all of their hard work on the project. The newly remodeled break room offers a more relaxing environment for the dispatchers.
- 4. New Backup Center** – Feole stated that Radio Communications has checked over Battle Creek Fire Station #1 and has decided that it would be a good location for the backup center. The room would be set aside for dispatch use only. Feole stated that they are looking into a second possible location over by the Federal Center. The new backup center will be located in one of the two Battle Creek locations.
- 5. Wellness Program** – Feole announced that a wellness program has recently been created to promote good health within the center. A ten (10) week Biggest Loser Challenge was created to kick off the wellness program. Fourteen individuals are participating in the challenge. The participants are required to weigh in each week with Haley. Feole stated that they are in the third week of the challenge and that the group is currently down 74lbs.

## **OLD BUSINESS**

- 1. 911 Funding** – Executive Director Feole provided the Governing Board with information regarding CCCDA’s funding over the past five (5) years as well as estimated election costs. A general discussion was held. No action was taken at this time.

## **NEW BUSINESS**

- 1. Director Contract/Performance Review** – In accordance with Section 5 of the Executive Director’s Employment Agreement, the employee will receive an annual performance review to be completed by June 30<sup>th</sup>, 2017. A general discussion was held regarding Executive Director Feole’s performance review process. A subcommittee was formed to review the performance evaluation used in the past. The subcommittee consists of: Matt Saxton, Jeff Albaugh, Jim Blocker, and Haley Snyder.
- 2. Director PTO Carryover Request** – The current Executive Director Agreement does not allow accrued PTO to be compounded from one year to another. Executive Director Feole requests that any accrued PTO not used by May 10<sup>th</sup>, be allowed to be carried over and added to the PTO added on May 10<sup>th</sup>.

A motion to allow Executive Director PTO carryover was made by Jim Blocker, seconded by Dave Wood.

All in favor  
Motion approved

**PUBLIC COMMENTS**

No public comment provided.

**ADJOURNMENT**

A motion was made by Dave Wood, seconded by Jim Blocker to adjourn the meeting.

All in favor  
Motion approved

Meeting was adjourned at 4:12pm by Chairperson Matt Saxton.