



# 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 10<sup>th</sup>, 2016 3:00 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Chairperson Matt Saxton at 3:08 p.m. in the Law Library of the Calhoun County Administrative Building.

### **ROLL CALL:**

Directors Present: Matt Saxton, Chairperson  
Jeff Albaugh, Vice-Chairperson  
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: Ken Snyder, City of Albion  
Jim Coleman, Michigan State Police

Others Present: Rich Feole, CCCDA  
Haley Snyder, CCCDA  
Mike Olson, Emmett Township Department of Public Safety  
Jim Schwartz, Marshall Police Department

### **AGENDA APPROVAL**

A motion was made by Susan Baldwin to move up the Executive Director deliberations on the May 10, 2016 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All in favor  
Motion approved

### **MEETING MINUTES**

A motion was made by Susan Baldwin to accept the April 12, 2016 CCCDA Governing Board minutes. The motion was seconded by Tim Hill.

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. Check Register: April 8<sup>th</sup> – May 3<sup>rd</sup>
3. Year-to-Date Budget Performance Reports
4. 2016 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence

A motion was made by Brent Williams to approve the May 2016 Consent Agenda. The motion was seconded by Susan Baldwin.

All in favor  
Motion approved

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

Interim Executive Director Feole reported on the following items:

1. **Dispatcher Interviews and Observations** – Interim Director Feole stated that interviews and observations have been completed for Dispatcher positions. At this time, four candidates have been offered full time positions.
2. **2016 Project Updates** – Calhoun and Barry County will view product demonstrations from each of the vendor finalists for the new CPE system. The demonstrations will be held at Barry County Central Dispatch on May 12<sup>th</sup> and 17<sup>th</sup>.

Interim Director Feole stated that seven basic and nine premium licenses for SunGard's Freedom Application have been ordered. The basic licenses will be used primarily by the fire agencies and the premium licenses will be used by law enforcement agencies.

#### **OLD BUSINESS**

1. **Executive Director Deliberations** – The Governing Board of Directors held a general discussion regarding each interview for the Executive Director position. During the discussion, the Board of

Directors allowed the public to provide any comments they may have regarding each candidate. The Governing Board of Directors agreed unanimously to move forward and negotiate contracts with Richard Feole.

A motion to form a subcommittee to create and negotiate contracts with Richard Feole was made by Steve Frisbie, seconded by Jeff Albaugh.

All in favor  
Motion approved

## **NEW BUSINESS**

- 1. Discovery Benefits Documents** – Calhoun County has changed the administrator of the Flexible Spending Account from Infinisource to Discovery Benefits. The change was made due to issues with the management of the account and to reduce costs. The County Board of Commissioners approved the Administrative Services Agreement with Discovery Benefits in December 2015. County HR has requested the Supplemental Participation Agreement and Adopting Resolution be signed and approved by the CCCDA Governing Board of Directors.

A motion to approve the Discovery Benefits Supplemental Participation Agreement and Adopting Resolution was made by Jim Blocker, seconded by Susan Baldwin.

All in favor  
Motion approved

## **PUBLIC COMMENTS**

## **ADJOURNMENT**

A motion was made by Tim Hill, seconded by Jeff Albaugh to adjourn the meeting.

All in favor  
Motion approved

Meeting was adjourned at 3:57pm by Chairperson Matt Saxton.