



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 12th, 2015 3 p.m.

Law Library

Calhoun County Administrative Building

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

ROLL CALL:

Directors Present: Matt Saxton, Chairperson
Ken Snyder, City of Albion
Susan Baldwin, City of Battle Creek
Brent Williams, City of Marshall
Steve Frisbie, County of Board of Commissioners
Rebecca Fleury, City of Battle Creek

Directors Excused: Jeff Albaugh, Vice-Chairperson
Jim Coleman, Michigan State Police
Tim Hill, Area Metropolitan Services Agency

Others Present: Jeff Troyer
Kelli Scott

AGENDA APPROVAL

A motion was made by Susan Baldwin to approve the May 12, 2015 CCCDA Governing Board agenda. The motion was seconded by Ken Snyder.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Brent Williams to accept the April 14, 2015 CCCDA Governing Board minutes. The motion was seconded by Susan Baldwin.

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 9th – May 7th
3. Year-to-Date Budget Performance Report
4. 2015 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence

A motion was made by Ken Snyder to approve the May 2015 Consent Agenda. The motion was seconded by Rebecca Fleury.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

1. **Text to 9-1-1** – Director Troyer reported that we are live with three out of the four major providers (Sprint, AT&T, and Verizon). We are currently waiting on T-Mobile. We have received two texts to 9-1-1. For one of the incidents the individual was able to make a phone call into the dispatch center, however, the second incident was not able to do so. Our dispatcher was able to send assistance to the individual texting to 9-1-1. Dispatchers are still adjusting to the small delay with texting compared to receiving information immediately via phone.

Director Troyer sent out an email to all Governing Board members detailing the FCC that was released on April 27th. The FCC was an update to the PSAP readiness registry. The PSAP's listed on the map are ready to receive texts to 9-1-1. Calhoun County was the third county to go live in Michigan with text to 9-1-1.

- 2. Staffing** – We currently have three individuals going through the training process (two full-time and one part-time). We recently had one of our current full-time dispatchers submit their resignation, however, they would like to come back and work as a part-time dispatcher. Our current part-time dispatcher has accepted the last open full-time position.

OLD BUSINESS

NEW BUSINESS

- 1. Tekonsha Water Tower Space Lease Agreement** – Director Troyer provided all Governing Board Members with a copy of an agreement for consideration between CCCDA and the Village of Tekonsha. This agreement will allow CCCDA to utilize the Water Tower in Tekonsha for the County Fire VHF radio communications system.

In addition to the engineering and installation costs of CCCDA's equipment at the site, this agreement obligates CCCDA to the following future liabilities: 1) install and maintain a back-up power system and generator for CCCDA and village equipment at the site, 2) installation of a security fence to protect the integrity of the back-up power system and access to the base of the water tower, and 3) future utility bills (monthly electric and gas) for the site.

If approved by both parties, this will alleviate the need for the Girard Tower Lease Agreement which currently costs CCCDA \$920 to \$960 per month.

A motion was made to approve the Tekonsha Water Tower Space Lease Agreement as presented as well as any minor changes as long as it does not obligate the Authority to additional liabilities by Rebecca Fleury, seconded by Susan Baldwin.

All in favor
Motion approved

- 2. 2015 Budget Amendment – Revision I** – Director Troyer provided the Board Members with a copy of the 2015 Budget Amendment – Revision I. This budget amendment takes into consideration the following items:
 1. Use of fund balance to cover costs for this year as a result of the Pictometry Agreement.
 2. Revenue reductions due to granting TWO municipalities with CFS Formula 10% CAP Exemptions.
 3. Additional revenue to be generated by VA PD back-up LEIN services agreement.
 4. During examination of pre-audit (2014) balance sheets, it was discovered that CCCDA was only invoiced for \$245K in principal from Battle Creek (Loan Funds Agreement). Upon further investigation, City of Battle Creek agreed with this analysis and therefore, CCCDA still owes Battle Creek \$5,000 in principal from the loan.

A motion was made to approve the 2015 Budget Amendment (Revision I) as presented by Brent Williams, seconded by Steve Frisbie.

All in favor
Motion approved

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

A motion was made by Steve Frisbie, seconded by Rebecca Fleury to adjourn the meeting.

All in favor
Motion approved

Meeting was adjourned at 3:25 p.m. by Chairperson Matt Saxton.