



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 13th, 2014 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairperson Matt Saxton at 3:07 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Matt Saxton, Chairperson
Susan Baldwin, City of Battle Creek
Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners
Rob Behnke, Area Metropolitan Services Agency

Directors Excused: Jeff Albaugh, Vice-Chairperson
Ken Snyder, City of Albion
Jim Coleman, Michigan State Police
Dave Schmaltz, City of Battle Creek

Others Present: Jeff Troyer
Rich Feole
Richard Lindsey
Haley Snyder
Laveta Hardish
Erin Cummings

AGENDA APPROVAL

A motion was made by Susan Baldwin to approve the May 13th, 2014 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Brent Williams to accept the March 11th, 2014 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: March 6th – May 8th
3. 2014 Year-to-Date Budget Performance Report
4. 2014 Year-to-Date Statistics
5. Quality Assurance Reports
6. TAC Meeting Minutes – March 19th, 2014
7. General Correspondence:
 - a. MEMO to Springfield, Pennfield Township, & Calhoun County – CFS Formula RECALCULATION: Percent of Total Average Calls

A motion was made by Susan Baldwin to approve the May 2014 Consent Agenda. The motion was seconded by Steve Frisbie.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

1. Township Fire Simulcast System – Jeff advised the new township fire simulcast system went live on March 18th. All in all the system is functioning well and has accomplished the goals originally set forth. Roe Comm is still working a few small technical issues but nothing major. Jeff also advised that site preparation work has begun on the county fire VHF system.
2. Southern Michigan NG9-1-1 Workgroup – Jeff reported that the first meeting went well. The workgroup held a round table discussion about each 911 center that was represented. We did an inventory of all primary systems used in each 911 center to gather an idea of where we are at

with equipment and what needs need to be focused on within the next couple of years. Overwhelmingly, 70 percent of the 911 centers represented at the meeting will be purchasing or will have to purchase a Next Gen. 9-1-1 phone system within the next couple of years. The workgroup decided that the Next Gen. 9-1-1 phone system is the first thing that they wanted focus and work together on. Haley has done a good job of putting together the presentations that have been requested to 911 phone providers. We have asked the two largest phone providers in the country, which are Intrado and Cassidian to come in and give our group a presentation. The Intrado presentation was held on April 29th and the Cassidian presentation will be held on June 9th.

3. Anne Gilmore's Retirement – Jeff stated that Anne Gilmore retired on April 17th after dedicating 30 years to the 9-1-1 industry. A successful reception was held in the lobby entrance of the Dispatch center.
4. 2013 Fiscal Year Audit – Jeff reported that the auditors were on site on March 24th-26th and March 31st-April 3rd. Jeff received the draft financials sometime last week and sent in the draft management discussion and analysis on May 12th. Jeff expects to have the final draft by the next Governing Board of Directors meeting. The CCCDA had another successful year with no findings.
5. Emergency Telecommunicator Applications – Jeff reported that the application period was posted for both full and part time dispatchers. The application period closed on April 18th after being posted for three weeks. The posting was classified in all of our normal places (Advisor & Chronicle, CCCDA website, Calhoun County website). The posting was also posted on Olivet College, Albion College, JCC, KCC and LCC's employment office websites. We received the fewest number of applications that we have ever received with only 38 applicants. First round interviews were conducted last week by Jeff and Rich. Thirteen applicants will be moving forward to our testing portion of the candidate selection process. The testing will take place on May 14th and will be conducted by Rich and Haley.

OLD BUSINESS

N/A

NEW BUSINESS

1. PUBLIC HEARING – Address Modifications: 5103 48th Street S., 5141 48th Street S., & 5573 48th Street S.

Chairman Saxton opened the public hearing in accordance with the Calhoun County Address Ordinance for road name and numeric modifications for 5103 48th Street S., 5141 48th Street S., & 5573 48th Street S.

No public comments were offered. Chairman Saxton closed the public hearing.

A motion was made by Steve Frisbie, seconded by Susan Baldwin to approve CCCDA Resolution 2014-01 as presented:

Resolution Requesting an Address Modification

WHEREAS, the Calhoun County Consolidated Dispatch Authority (“CCFDA”), which is charged with dispatching emergency services for all of Calhoun County, discovered (and subsequently verified through its own records) that the following properties in Leroy Township:

5103 48th Street S. 5141 48th Street S. 5573 48th Street S.

(the “properties”) are addressed in a manner inconsistent with the street name and numeric requirements of the Calhoun County Address Ordinance (Ordinance 2000-1) (the “Ordinance”); and

WHEREAS, the CCCDA on more than one occasion has experienced situations in which emergency responders were unable to locate one or more of the properties due to the manner in which they are currently addressed;

WHEREAS, the Executive Director of the CCCDA, per Section 6.01 of the Ordinance, submitted to the Calhoun County Address Administrator a written request on February 6 and April 1, 2014, requesting numeric (section 6.02) and street name (section 6.04) modifications for the properties; and

WHEREAS, notice was given of a public hearing regarding the request for changes in the addresses for the properties as required by the Ordinance; and

WHEREAS, a public hearing was held by the CCCDA Governing Board of Directors on May 13, 2014, at which time the owners of the properties had the opportunity to appear and provide comment regarding the proposed change;

NOW, THEREFORE BE IT RESOLVED the CCCDA Governing Board of Directors does hereby find that the current addresses for the properties creates confusion relative to the dispatch of emergency services by the CCCDA within the meaning of Sections 6.02(D) and 6.04(B) of the Ordinance; and

BE IT FURTHER RESOLVED the CCCDA Governing Board of Directors hereby requests the Administrator of the Ordinance, for public safety purposes and for the reasons set forth in Sections 6.02(D) and 6.04(B) of the Ordinance, change the addresses of the properties so that each address for each property is consistent with the numeric and street naming requirements of the Ordinance.

All in favor
Motion approved

2. Calhoun County Medical Examiner (contractor) Request for Service

Jeff stated that the county changed contractors for ME services effective January 1st, 2014. During the initial meeting with the new ME contractor, they stated that they have several other contracts within the area where the 911 and dispatch centers contact them via call-out process. Prior to this new contract, CCCDA has had a streamline system when dealing with afterhours call-outs. The

new ME service approach is to provide the dispatch center with a call-out schedule for afterhours. The center is then responsible for looking and determining who is on-call for the evening and then must call that person. If you do not reach the person on-call, call them back and if still no contact, you must then call the Chief Investigator. The center receives the on-call calendar at the beginning of each month. If a ME has something come up and the schedule changes, they contact the dispatch center to report the changes that needs to be made to the schedule. This process has started to become a problem for the dispatch center. Jeff has suggested that all of the ME's be added to the text notification system. Anytime a ME incident is created a message would be sent to the appropriate group

PUBLIC COMMENTS

ADJOURNMENT

Meeting was adjourned at 3:52pm by Chairperson Matt Saxton.