



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday May 14, 2013 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairman Frank Peterson at 3:05 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Frank Peterson, Chairperson, City of Springfield
Brent Williams, City of Marshall
Ken Tuschiyama, City of Battle Creek
Steve Frisbie, Calhoun County Commissioner
Mike Herman, City of Albion

Directors Excused: Sheriff Matt Saxton, Vice Chairman, Calhoun County Office of the Sheriff
Susan Baldwin, City of Battle Creek
Lt Jim Coleman, Michigan State Police
Jeff Albaugh, Township Association

Others Present: Jeff Troyer
Rich Feole
Richard Lindsey
Steve Wart

AGENDA APPROVAL

A motion was made by Mike Herman to approve the May 14, 2013 CCCDA Governing Board agenda. This motion was seconded by Ken Tsuchiyama.

All in favor

Motion approved

MEETING MINUTES

A motion was made by Mike Herman to accept the April 9, 2013 CCCDA Governing Board minutes. The motion was seconded by Steve Frisbie.

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. April 1st thru May 10th Check Register
3. 2013 Year-to-Date Budget Performance Report
4. 2013 Year to Date Statistics
5. Quality Assurance Reports
6. Memo to Participating Municipalities dated 4/12/13
7. Budget Amendment Memo to Finance Department dated 4/16/13
8. State 9-1-1 Committee Annual Report and Certification

A motion was made by Brent Williams to approve the May 2013 Consent Agenda. The motion was seconded by Mike Herman.

All in favor.

Motion approved

REPORTS

TAC

Circuit Court warrant entries were discussed at TAC meeting and TAC asked for a deadline to be set for CCCDA entering warrants and orders. This will be discussed further in New Business section of meeting. Kathy Schley was named the primary Battle Creek representative, replacing Larry Hausman. Mike McKenzie was named alternate representative.

Executive Director's Report

Jeff discussed a complaint he had received about a comment that was made on Facebook about calling police dispatch and being on hold for several minutes. The investigation showed that the citizen had called 411 and not 911. Jeff believes the person may have been routed to an old dispatch number at Battle Creek PD. Steve Frisbie thanked the CCCDA staff for the work done in investigating this issue. The citizen was contacted and advised of why this had happened. Jeff gave update on Siren Sectional Activation Plan. Costs related to implementing the plan will be about \$1400 and well within the maintenance budget. Therefore, there is no need for further action from the board. The plan will go into effect at 9 am on Thursday May 16th. Steve Frisbie asked if the plan had been sent to the Emergency Managers. Jeff advised that it was sent to both of them at the request of the TAC. Tony Geigle and Durk Dunham responded with input. Jeff will contact the local RACES group to make sure they too are aware of the changes. Jeff advised that there will be a LEIN audit on Wednesday, May 22nd and the state NENA conference will be Lansing May 20th thru 23rd. CCCDA has two

Telecommunicators and one Supervisor attending. Jeff announced that four staff members received a letter of commendation from Battle Creek PD. Rebecca Leach, Beth Schaub, Marty Ftacek and Larissa Griffith received the award for a robbery/police chase call that they handled on March 5th, 2013. Jeff thanked the Public Education group which includes Kim Grafton, Larissa Griffith, LaVonne March, Beth Schaub and Lindsay Russell. The group made presentations at seven schools this spring. The group offered an art contest for the schools to participate in and four will be doing so. Rich was able to work with the Marshall McDonalds and receive ten free Happy Meal coupons. Rich also applied for a donation from the Beckley Rd Meijer store and they donated a \$120 gift card to be used to purchase prizes for the art contest. Public Education Committee will meet on March 23rd to select the winners. The winning drawings will be framed and displayed throughout the center. Jeff advised that he will be in Canada May 25th until June 3rd.

OLD BUSINESS

1. Public Safety System Update-CAD and MCT Project

Jeff advised that Paul Brandsma was named our Project Manager. The new servers were delivered in April and the Stratus server was installed last week. The project kick off meeting was well attended. SunGard technicians are on site this week and installing the server operating systems and software applications. CAD admin training will be June 17th thru June 21st. The build team will include Tina Rasey, Marty Ftacek, Jeff and Rich. Jeff explained that the 911 TAC group will be the Core team and be involved in operational decisions, coding etc. Mike Herman asked how many municipalities will have the RMS system and there was discussion on how others can join later.

NEW BUSINESS

1. 2013 Audit Review: Report and Financial Statements

Jeff pointed out a few key items from the audit. There were no findings and the end result was very close to original projections. There was discussion about the MERS retirement funding.

2. Perfect Attendance Incentive: Out of State Travel-Uldriks & Grafton

CCCD A had four staff members that had perfect attendance for calendar year 2012: Sheila Smith, Marty Uldriks, Kim Grafton and Kathie Powers. As part of CCCDA's perfect attendance incentive, these individuals were offered the opportunity to select one of five national conferences offered. Marty chose the 2013 APCO conference and Kim chose the 9114911 Conference. Sheila and Kathie decided not to attend a conference.

A Motion was made by Mike Herman to approve the out of state travel for Marty Uldriks and Kim Grafton. The motion was seconded by Ken Tsuchiyama.

All in favor

Motion approved

3. Circuit Court Warrant and Order Entry Deadline

Jeff discussed the steps that have been taken in an attempt to get Circuit Court to enter their warrants and orders. Jeff explained that there are about 1000 warrants and orders for Circuit Court and that District Court has approximately 10,000. After a second meeting with court, county, and clerk officials, the TAC was asked again to consider entering Circuit Court warrants off of a faxed copy. TAC reaffirmed their position and passed a motion not to enter off of fax copies except in emergency circumstances. TAC also passed a motion for the CCCDA Governing Board to set a date when CCCDA would stop entering warrants and orders. Jeff and Rich suggested a date of December 3rd, 2014 allowing the County and/or Court ample time to get the systems in place and staff trained to assume these responsibilities. There was discussion about why the deadline was a year and a half out.

A motion was made by Mike Herman to set the date that CCCDA would no longer enter warrants and orders for Circuit Court at December 3rd, 2013. The motion was seconded by Ken Tsuchiyama.

All in favor
Motion passed

Member Discussion

There was discussion about the amount of funds that may be rebated to the municipalities and how it would affect fund balance percentage. Mike said that if we rebate \$300,000 it would put fund balance at 21%. Mike asked if the debt services payment for the CAD project would lower the fund balance below the levels set by policy. Jeff explained that half of the project is being paid for up front and the half is being financed. The yearly operational budget can withstand the debt service payment over the next three years because other capital project monies become available and we will be saving about \$70K per year in annual maintenance.

Public Comments

No public comment was provided.

Adjournment

Meeting adjourned at 4:02 pm by Chairman Frank Peterson.