



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, June 9th, 2015 3 p.m.

Law Library

Calhoun County Administrative Building

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

ROLL CALL:

Directors Present: Matt Saxton, Chairperson (call-in)
Jeff Albaugh, Vice-Chairperson
Susan Baldwin, City of Battle Creek
Brent Williams, City of Marshall
Steve Frisbie, County of Board of Commissioners

Directors Excused: Ken Snyder, City of Albion
Jim Coleman, Michigan State Police
Tim Hill, Area Metropolitan Services Agency
Rebecca Fleury, City of Battle Creek

Others Present: Jeff Troyer
Rich Feole
Haley Snyder

AGENDA APPROVAL

A motion was made by Brent Williams to approve the June 9, 2015 CCCDA Governing Board agenda. The motion was seconded by Susan Baldwin.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Brent Williams to accept the May 12th, 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: May 8th – June 5th
3. Year-to-Date Budget Performance Report
4. 2015 Year-to-Date Statistics
5. Quality Assurance Reports
6. TAC Meeting Minutes

A motion was made by Brent Williams to approve the June 2015 Consent Agenda. The motion was seconded by Susan Baldwin.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

1. **Application Process** – Director Troyer stated that we opened the application process for dispatchers on June 5th until June 26th. The job posting has been posted on CCCDA's Facebook page, Monster.com, and local newspapers. At this time we are accepting a pool of applications.
2. **Southern Michigan PSAP Alliance** - SMPA held a meeting on May 26th. The RFP deadline had passed and we received multiple bids. SMPA has selected three vendor finalists which include LR Kimball, Winbourne Consulting, and MCM Consulting. Director Troyer stated that reference checks have been conducted and that the next step will be to hold interviews with the three finalists.

3. **Text to 9-1-1** – Director Troyer reported that we will begin sending out official notices/press release regarding Text to 9-1-1 next Monday. A draft press release has been created and will be sent to Chairperson Saxton and Vice-Chair Albaugh for review.
4. **Pictometry** – Director Troyer stated that the Pictometry project is moving forward. The hard drives for the CAD consoles have been ordered. We should receive areal images sometime during the third week of June.
5. **Mobile Test Lab** – The Mobile Test Lab is another project for this year that will utilize a survey to help determine what mobile devices (Computers, IPad, Smartphones, tablets, etc.) and connections are being used in the field. The information will be used to make recommendations to TAC as far as what will work best for our applications. Our Systems Administrator, Tina Rasey is currently working on this survey.
6. **2014 Audit** – Director Troyer received the final copy of the 2014 audit. There were no findings or surprises. The Board will be provided with an official copy of the audit as well as a ten year outlook at July's Governing Board Meeting.

OLD BUSINESS

1. **Tekonsha Water Tower Space Lease Agreement** – Director Troyer provided the Board with an update regarding the Tekonsha Water Tower Space Lease Agreement. There were a couple of minor changes made to the Agreement after it was approved in May, but the changes do not obligate CCCDA to increased liability. Chairman Saxton has signed the originals and they have been delivered to Tekonsha Village for signature.

NEW BUSINESS

1. **REVISION – Policy 4.6 Family, Illness, Injury, and Pregnancy Leave** – The Director provided the board with revisions to Personnel Policy 4.6. The Director and CCCDA Counsel recommend approval of the attached revisions.

When CCCDA's personnel policies were drafted by Counsel Dave Fernstrum, there was significant discussion regarding the Family Medical Leave Act and all parties agreed that CCCDA was not subject to FMLA because we have less than 50 employees. However, it was the intent to still offer employees a similar type leave of absence. The policy – as currently written – has a few references to the Family Medical Leave Act that the HR Director and Counsel recommend be removed. Kim Archambault (County HR Director), Counsel Lindsey, and Director Troyer drafted the revised policy removing all references to FMLA.

A motion to approve the revision to personnel policy 4.6 – Family, Illness, Injury, and Pregnancy Leave as presented was made by Brent Williams, seconded by Susan Baldwin.

All in favor
Motion approved

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

A motion was made by Brent Williams, seconded by Susan Baldwin to adjourn the meeting.

All in favor
Motion approved

Meeting was adjourned at 3:28 p.m. by Vice-Chairperson Jeff Albaugh.