



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, June 10th, 2014 3 p.m.

Law Library

Calhoun County Administrative Building

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

ROLL CALL:

Directors Present: Jeff Albaugh, Vice-Chairperson
Ken Snyder, City of Albion
Jim Coleman, Michigan State Police
Susan Baldwin, City of Battle Creek
Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners
Dave Schmaltz, City of Battle Creek

Directors Excused: Matt Saxton, Chairperson
Rob Behnke, Area Metropolitan Services Agencies

Others Present: Jeff Troyer
Rich Feole
Richard Lindsey
Haley Snyder

AGENDA APPROVAL

A motion was made by Brent Williams to approve the June 10th, 2014 CCCDA Governing Board agenda. The motion was seconded by Susan Baldwin.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Jim Coleman to accept the May 13th, 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 9th – June 5th
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 (Discussion Meeting Minutes)

A motion was made by Ken Snyder to approve the June 2014 Consent Agenda. The motion was seconded by Brent Williams.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

1. VHF Projects – Jeff stated that the VHF projects continue to make progress. The generator for the 18 ½ Mile Rd. has been ordered as well as the new building for the Athens Tower Site. The concrete slab for the Athens site has been poured. We are currently waiting for the building to be finished and then they will be installing the new building. Once the new building has been installed, the old fiber glass shell building will have some repairs done and then be installed at the Albion Site.
2. Village of Tekonsha Water Tower – Jeff stated that we are waiting to hear back from Joyce Shaffer, regarding the Tekonsha water tower. Preliminaries have been run for the Tekonsha water tower to see if we could enter into an agreement similar to the one we have with Homer. We have a tower site in Homer located on top of the water tower. The agreement would eliminate a lease that we have on the Girard Site. Our hopes are to enter the agreement with the Village of

Tekonsha with the understanding that a larger generator would be installed to run our equipment and their water tower. Under the agreement CCCDA would not be charged for being on the water tower. Jeff stated that he will be following up with Joyce to see if the Village is interested in pursuing the agreement.

3. 3rd Quarter Call for Service Invoices – Jeff reported that Haley will be sending out the 3rd quarter Call for Service invoices tomorrow (6/11).
4. Emmett Township Request – Jeff stated that he received another request in email form from Emmett Township. They are requesting copies of our by-laws and the Interlocal Agreement to pursue a seat on the Governing Board. The information has been forwarded to them as well as Sheriff Saxton and Richard Lindsey.

OLD BUSINESS

N/A

NEW BUSINESS

1. 2013 Audit Results and 10-Year Financial Outlook

Jeff stated that everyone should have received an original copy of the audit results in the mail. There were no findings on the audit and very few notes to this year's audit that will have a significant impact on the Dispatch Authority next year. Jeff presented a financial analysis for the Dispatch Authority for the next 10 years.

A motion was made by Brent Williams, seconded by Susan Baldwin to approve the 2013 Audit Results and 10-Year Financial Outlook.

All in favor
Motion approved

2. 2014 Budget Amendment – Revision II

Jeff recommended that CCCDA pay-off the three year \$250,000 loan from the City of Battle Creek. This would require the use of fund balance of approximately \$170,000 and to increase the loans principal amount by the same in order to pay-off the remaining loan balance. Repayment of the loan will save CCCDA \$5,100 in interest over the next two years. In addition, a request to transfer \$50,000 from CCCDA's general fund balance to CCCDA's Benefits Fund was recommended to reduce CCCDA's risk of large health claims. Jeff noted that this is a lateral transfer from one fund balance to another.

A motion was made by Jim Coleman, seconded by Brent Williams to approve the 2014 Budget Amendment Revision II.

All in favor
Motion approved

3. Out-of-State Travel Request

The Michigan chapter of APCO is sending their board to the National APCO Conference. The conference will take place August 2nd -7th in New Orleans. All of Jeff's costs related to the trip will be covered by Michigan APCO. Jeff is requesting authorization for out-of-state travel.

A motion was made by Jim Coleman, seconded by Brent Williams to approve Jeff's out-of-state travel to the National APCO Conference.

All in favor
Motion approved

4. CareHere Clinic Participation

Jeff reported that the CareHere Health and Wellness Clinic is a partnership between the county, City of Battle Creek and Toyota. The clinic opened earlier this year and is located in Battle Creek. The clinic offers an opportunity for employees to receive walk-in services similar to an urgent care facility. The physicians are paid for and operated by the participating employers. Jeff stated that the clinic is a benefit to self-insured employers because there is no mark-up for services; just for the actual cost. The clinic has been fully operational for about two months now. Dave Schmaltz stated that he has gone to the CareHere clinic and was very satisfied with the services that he received.

A motion was made by Steve Frisbie, seconded by Susan Baldwin to permit our employees to utilize the CareHere Clinic services starting July 1st.

All in favor
Motion approved

PUBLIC COMMENTS

Brent Williams stated that everything has been worked out regarding the joint law enforcement center. All of the documentation and negotiations have been signed. Brent said that they hope to break grounds within the next month.

ADJOURNMENT

Meeting was adjourned at 4:18pm by Vice-Chairperson Jeff Albaugh.