



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

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## **CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY**

**Governing Board of Directors**

**Meeting Minutes**

**Tuesday June 11th, 2013 3 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Chairman Frank Peterson at 3:07p.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 Tsuchiyama, City of Battle Creek  
Steve Frisbie, Calhoun County Commissioner  
Susan Baldwin, City of Battle Creek  
Jeff Albaugh, Township Association

Directors Excused: Sheriff Matt Saxton, Vice Chairman, Calhoun County Office of the Sheriff  
Lt Jim Coleman, Michigan State Police  
Mike Herman, City of Albion

Others Present: Jeff Troyer  
Rich Feole  
Richard Lindsey  
Steve Wart

### **AGENDA APPROVAL**

A motion was made by Susan Baldwin to approve the June 11, 2013 CCCDA Governing Board agenda. This motion was seconded by Brent Williams.

All in favor

Motion approved

## **MEETING MINUTES**

A motion was made by Susan Baldwin to accept the May 14, 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. May 11<sup>th</sup> thru June 6<sup>th</sup> Check Register
3. 2013 Year-to-Date Budget Performance Report
4. 2013 Year to Date Statistics
5. Quality Assurance Reports
6. Circuit Court Warrants and Orders letter dated May 17<sup>th</sup>, 2013.

A motion was made by Jeff Albaugh to approve the June 2013 Consent Agenda. The motion was seconded by Steve Frisbie.

All in favor

Motion approved

## **REPORTS**

### TAC

The Sectional Siren Activation plan was discussed at TAC and the plan went live on May 16<sup>th</sup> at 9am. An update on the CAD/MCT project was given. It was discussed that the TAC may have to meet more often to be able to provide input for the CAD build. The June meeting was moved up to June 12<sup>th</sup> because of the CAD/Admin training that will be held June 17-21. VHF project update was given. The Bedford site improvements are underway. The action taken by the CCCDA Governing Board on Circuit Court warrants was discussed. Emmett Township thanked the dispatch staff for the great job they did during the Cereal City recycling fire.

### Executive Director's Report

The invoices for the CFS formula funding plan were sent out. At this time, only one letter, from Leroy Township, was received with questions about the possible rebates and funding (Troyer provided members with a copy of the email). The Public Education Committee held their drawing contest. Pictures of the winners were passed around. Jeff thanked the committee and Kim Grafton for the

great work they did. Articles will be run in the Advisor and Shopper. The winning drawings will be framed and hung in the dispatch center. Meijer on B Drive and Marshall McDonalds donated prizes for the winners. A letter was sent to Judge Kingsley about the Circuit Court warrants was included in Consent Agenda. Jeff received a letter from Circuit Court Administration summarizing their position and the necessity to get the key people involved to discuss the transition. They may ask the CCCDA Governing Board to extend the deadline to the end of the year if there are budgetary implications. There was further discussion about the rebate and fee structure. Frank agreed to reach out to Leroy Township's Supervisor to discuss the issue.

## **OLD BUSINESS**

### **1. Public Safety System Update-CAD and MCT Project**

The go live date has been moved to December 2013. The weeks of October 15<sup>th</sup> and 22<sup>nd</sup> will be train the trainer courses for MCT's. 80 Train the trainers will go through the class and those individuals will train their agency staff. Just before Thanksgiving will be the CAD training for the dispatch staff. Steve Frisbie discussed their CAD to CAD solution that LifeCare was investigating. The cost was going to be too high and they were looking at doing something different.

## **NEW BUSINESS**

### **1. Loan of funds agreement with City of Battle Creek**

Troyer presented a draft agreement between the City of Battle Creek and CCCDA. The agreement is for the loan of funds for the CAD and MCT project in the amount of \$250,000. The wording in this agreement is very similar to the loan of funds agreement for the capital project (renovation/build out).

A motion was made to accept the Loan of Funds agreement with the City of Battle Creek as presented by Jeff Albaugh. The motion was seconded by Brent Williams.

All in favor

Motion passed

## **Public Comments**

Steve Frisbie commented on the statistical analysis on the quality of the emergency medical calls were excellent and glad that the effort was put into that area and is very happy with the results. Jeff Albaugh asked about the status of a reverse 911 system and discussion was held about the various systems available and the costs involved. Jeff stated that it is a mass notification system that is usually used by Emergency Management. Discussion was held about smart phone apps that are available. Jeff also explained how Smart 911 works. He stated we have a lot of the same capabilities in our phone and CAD systems but the information has to be entered by dispatch staff and not the citizen.

**Adjournment**

Meeting adjourned at 3:50 pm by Chairman Frank Peterson.