



# 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 13<sup>th</sup>, 2017 3 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Vice-Chairperson Jeff Albaugh at 3:01 p.m. in the Law Library of the Calhoun County Administrative Building.

### **ROLL CALL:**

Directors Present: Matt Saxton, Chairman (via phone)  
Jeff Albaugh, Vice-Chairman  
Dave Wood, Michigan State Police  
Susan Baldwin, City of Battle Creek (Seat #2)  
Steve Frisbie, County Board of Commissioners  
Tim Hill, Area Metropolitan Services Agency

Directors Excused: Ken Snyder, City of Albion  
Brent Williams, City of Marshall  
Jim Blocker, City of Battle Creek (Seat #1)

Others Present: Rich Feole, CCCDA  
Kim Grafton, CCCDA  
Haley Snyder, CCCDA  
Michele Johnson, County Finance

### **AGENDA APPROVAL**

A motion was made by Susan Baldwin to approve the June 13, 2017 CCCDA Governing Board agenda. The motion was seconded by Dave Wood.

All in favor  
Motion approved

### **MEETING MINUTES**

A motion was made by Susan Baldwin to accept the May 9, 2017 CCCDA Governing Board minutes. The motion was seconded by Dave Wood.

All in favor

Motion approved

## **PUBLIC COMMENT**

### **CONSENT AGENDA**

The following items were listed on the Board's consent agenda:

1. Excuse Absent Board Members
2. Check Register: May 1<sup>st</sup> – May 31<sup>st</sup>
3. Year-to-Date Budget Performance Reports
4. 2017 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence

A motion was made by Susan Baldwin to approve the June 2017 Consent Agenda. The motion was seconded by Tim Hill.

All in favor

Motion approved

**EMPLOYEE OF THE QUARTER PRESENTATION** – Feole announced that Erin Allwardt has been named Employee of the Quarter 2017. Erin began her career with the City of Battle Creek in 2008 and continuing with CCCDA upon consolidation in 2010. She was promoted to Dispatch Supervisor in 2015 and serves as the Training Coordinator and a leader on the Public Education and Relations Committee (PERC).

### **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Feole reported on the following items:

1. **911 Funding Legislation** – Feole stated that legislation for 911 funding is moving forward. The legislation has been introduced in the Senate as Senate Bill 400. The proposed legislation would increase the State surcharge from \$.19 to \$.25.
2. **Project Updates** – Feole announced that a few issues with the new phone system are still being worked out with INdigital. An upgrade scheduled for July 5<sup>th</sup> will correct some of the issues dispatch has been dealing with.
3. **Michigan Chapter of NENA** – The Michigan Chapter of NENA has agreed to send a Dispatcher to the National NENA Conference. Sarah Schaafsma qualified through the Perfect Attendance Incentive to attend this year's NENA National Conference in San Antonio. Director Feole stated that he submitted an application for reimbursement through NENA. Feole stated that

the request was granted and CCCDA will be reimbursed by the Michigan Chapter of NENA for all of Sarah's expenses.

## **OLD BUSINESS**

- 1. Director Performance Review** – The Board of Directors were provided with a copy of the Executive Director Performance evaluation used in the past, as well as an evaluation used by the City of Battle Creek. A general conversation was held among the Board members regarding the two evaluations. The Board members unanimously agreed to utilize the evaluation format used by the City of Battle Creek.

## **NEW BUSINESS**

- 1. Director Agreement** – Chairman Saxton stated that Director Feole's Agreement does not address compensation raises. Saxton proposed to give the Executive Director the same raise (2.5%) as the other Dispatch staff in a one-time lump sum payment; prorated over seven (7) months. Moving forward, any future compensation raises for the Executive Director will begin at the first of the year.

A motion was made by Steve Frisbie, seconded by Tim Hill to approve Executive Director Feole's compensation raise (2.5%) for 2017, and any future raises to begin at the first of the year.

All in favor  
Motion approved.

- 2. Public Education Request** – Director Feole provided the Board with a Career Development Plan (CPD) submitted by Dispatch Supervisor, Lindsay Smith for consideration. Executive Director Feole has reviewed the application and is recommending approval of the course: Grant Writing for Government Project Grants. The total cost associated to the CDP is \$399.

A motion to approve Lindsay Smith's Career Development Plan application as presented in accordance with the Dispatch Supervisor's Career Development Employment Terms was made by Steve Frisbie, seconded by Dave Wood.

All in favor  
Motion approved.

## **PUBLIC COMMENTS**

No public comment provided.

## **ADJOURNMENT**

A motion was made by Dave Wood, seconded by Susan Baldwin to adjourn the meeting.

All in favor

Motion approved

Meeting was adjourned at 3:40pm by Vice-Chairperson Jeff Albaugh.