



# 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 July 9th, 2013 3 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Chairman Frank Peterson at 3:00p.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  
Sheriff Matt Saxton, Vice Chairman, Calhoun County Office of the Sheriff  
Lt Dave Wood, Michigan State Police  
Mike Herman, City of Albion

Directors Excused: Jeff Albaugh, Township Association

Others Present: Jeff Troyer  
Rich Feole  
Richard Lindsey

### **AGENDA APPROVAL**

A motion was made by Matt Saxton to approve the July 9th, 2013 CCCDA Governing Board agenda. The motion was seconded by Susan Baldwin.

All in favor

Motion approved

### **MEETING MINUTES**

A motion was made by Ken Tsuchiyama to accept the June 11th, 2013 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: June 7<sup>th</sup>- July 2nd
3. 2013 Year-to-Date Budget Performance Report
4. 2013 Year to Date Statistics
5. Quality Assurance Reports
6. Annual E911 Technical Surcharge Pool Report

A motion was made by Matt Saxton to approve the July 2013 Consent Agenda. The motion was seconded by Mike Herman.

All in favor  
Motion approved

### **REPORTS**

#### TAC

The law enforcement representatives requested that BOL's be distributed by email. Jeff is researching the LEIN requirements. If any LEIN information was in the BOL, all email systems would have to meet certain encryption levels. There were questions about how medical calls are classified and Jeff reminded the EMS representatives that those decisions need to come from Medical Control Authority. Updates were given on the CAD project, VHF radio project and Circuit Court warrants.

#### Executive Director's Report

The LEIN audit results are back and satisfactory scores were received in all areas except for technical security. An unsatisfactory rating was received because our CAD workstations do not meet the minimum standards for password protection. That will be resolved with the new CAD system when we go live in December. It was also mentioned in the audit that firewalls were not active on the mobile computers but Troyer advised the State during the audit that CCCDA does not have control over the mobile computers and that responsibility falls with each agency because it's their mobile hardware. Jeff will remind the State of that in his response. The FBI and CJIS Security Policy Board passed new wording in the Advanced Authentication policy that states a law enforcement patrol car is a secure location and does not require advanced authentication. The FBI Director still needs to sign

the changed policy. The radio project is progressing. The license transfer agreement for the Township fire frequency was received from Battle Creek. The microwave license transfer agreement was received from the County and we are still waiting for the microwave license agreement from Battle Creek. Brent processed the County microwave license transfer with the FCC and Jeff has already received the new one. Jeff is waiting for a password from Mike McKenzie so that the Township Fire license can be processed with the FCC. Bedford site work is continuing and the Sonoma site upgrades were approved this week. Jeff will be meeting with the dispatchers Bargaining unit on July 22<sup>nd</sup> to begin negotiations. Jeff distributed a spreadsheet on the invoices that were sent out showing which municipalities had paid and which ones haven't. Sheriff Saxton asked if the phone companies ever gave a reason for the 911 outages in the SE corner of the county. Jeff explained how Frontier and AT&T are both claiming the issue is the other company's equipment. The issue has occurred four times over the last two months. A discussion was held on whom to report the issue of the phone companies not fixing the problem to. Brent suggests that Jeff writes a letter to Frontier and AT&T, and ask them to provide an action plan to resolve the 911 outage issue that has been occurring in the Homer area of Calhoun County.

A motion was made by Steve Frisbie to authorize Jeff to write a letter to Frontier and AT&T requesting them to provide explanations and the plan they have to resolve the issue. The motion was seconded by Susan Baldwin.

All in favor.

Motion approved

## **OLD BUSINESS**

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

Jeff stated that we are waiting for GIS information to be uploaded into the new CAD system. Once that occurs, then the map layers can be built. The code tables are being loaded and are progressing quite well. The project is still on schedule.

## **NEW BUSINESS**

### 1. MML Workers' Compensation Fund 2013 Trustees Ballot

Jeff distributed information on the Trustee ballot for the MML Workers' Compensation fund.

A motion was made by Matt Saxton authorizing CCCDA to cast the ballot for the MML Workers' Compensation fund incumbent trustees. The motion was seconded by Mike Herman.

All in favor

Motion approved

2. General Discussion - Rebates

A discussion was held about the amount to be rebated and what percentage the fund balance should be kept at. Jeff inquired about the municipalities that still have not paid their invoice. Jeff stated that all should pay their invoice amount prior to receiving a rebate. The board agreed that any rebate would be withheld until the municipalities pay their 2013 3<sup>rd</sup> Quarter Invoices.

A motion was made by Matt Saxton to rebate \$300,000 to the municipalities that were signatories to the Interlocal Agreement. The motion was seconded by Ken Tsuchiyama.

All in favor

Motion passed

**Public Comments**

**Adjournment**

Meeting adjourned at 3:45 pm by Chairman Frank Peterson.