



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

**CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY
Governing Board of Directors
Meeting Minutes
Wednesday, July 10, 2012 3 p.m.
Law Library Conference Room
Calhoun County Administrative Building**

The meeting was called to order by Chairman Frank Peterson at 3:01 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL

Directors Present: Frank Peterson, Chairperson
Sheriff Al Byam, Vice Chairperson
Brent Williams, City of Marshall
Steve Frisbie, Calhoun County Board of Commissioners
Mike Herman, City of Albion
Jeff Albaugh, Township Association
Susan Baldwin, City of Battle Creek
Lt. Dave Wood, Michigan State Police

Directors Excused: Ken Tsuchiyama, City of Battle Creek

Others Present: Jeff Troyer
Richard Lindsey
Jill Fish

AGENDA APPROVAL

A motion was made by Mike Herman to approve the July 2012 CCCDA agenda as presented. Susan Baldwin seconded the motion.

All in favor.

Motion approved.

MEETING MINUTES

A motion was made by Susan Baldwin to approve the June 12, 2012, CCCDA board minutes as presented. Brent Williams seconded the motion.

All in favor

Motion approved



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PUBLIC COMMENT

None

CONSENT AGENDA

1. Excuse Absent Board Members
2. June 2012 Check Register
3. 2012 Year-to-Date Budget Performance Report
4. 2012 Year-to-Date Statistics
5. Quality Assurance Reports
6. Calhoun County E911 Technical Surcharge Pool Report
7. Letter to Michigan Public Service Commission dated June 16,2012

A motion was made by Al Byam to approve the June 2012 Consent Agenda. The motion was seconded by Jeff Albaugh.

All in favor.

Motion Approved.

REPORTS

Technical Advisory Committee

Jeff Troyer reported that Calhoun County Medical Control Authority adopted changes to medical incident priorities. These changes will take effect August 15, 2012. Medical priorities will change from ECHO, Priority 1 and Priority 3 (highest priority to lowest priority), to Priority 1, Priority 2 and Priority 3 responses. These changes do not down grade the priority of medical incidents.

Jeff also advised the Board that the VHF sub-committee met with Brent Williams, Jeff Troyer and Jill Fish with regards to the current VHF fire frequencies. Jeff and Brent are working together to attain a viable solution to the requests made by the VHF sub-committee members. Jeff then noted that TAC Chairperson Tony Giegel asked all TAC members to share with their agency/department members that any issues or concerns about current CCCDA operational policies or dispatch issues be directed to the appropriate member(s) of the TAC committee as the TAC is the proper venue for dispatch issue, questions or concerns. Jeff will draft a letter for distribution to agencies and departments served by CCCDA outlining the Technical Advisory Committee's duties and responsibilities.



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Executive Director

Jeff noted that the MPSC approved the minimum dispatch training standard order that mandates all newly hired 9-1-1 dispatchers receive a minimum of two 40 hour classes – Basic 9-1-1 Dispatch and Advanced 9-1-1 Dispatch. In addition to these classes given to newly hired 9-1-1 dispatchers, all 9-1-1 dispatchers shall receive a minimum of 24 hours of training on 9-1-1 related topics on an annual basis. These training standards will go into effect in 2013. Jeff discussed H.B. 5465 that changes the sunset of the Act from 2013 to 2021, as well as targeting retailers to collect and remit surcharge monies on prepaid devices. A discussion regarding the pre-paid formula was had. The point of sale charges will be based on the number of minutes purchased that identify a 10 minute minimum. This bill was signed on June 26, 2012 and is now identified as P.A. 260 of 2012.

Jeff indicated that eight informal presentations were given with regards to the surcharge proposal since the last CCCDA board meeting.

Lake Michigan Mailers printed 5000 postcards for the same price as was quoted for 3,700. These were to be mailed to the absentee voters but there are 1300 left for general distribution.

OLD BUSINESS

Public Safety RFP

Jeff advised that dispatch staff members on the CAD Review team had two site visits to look at the two CAD vendor products in a live environment. All team members have submitted their individual reviews of the site visits and their assessments of the products they saw being used in real time to Director Troyer. Jeff has sent the reviews to Assistant County Administrator Brad Wilcox, who is a member of the RFP Committee. Jeff advised that the only thing they are waiting on is for the Law and Jail site visits to be conducted.

GIS Grant

The grant work has been completed, and final paperwork has been submitted to the State. The work required to accomplish the objectives of the grant were finished ahead of time. This allowed the interns to do some additional work with the private drive issues in the County.

NEW BUSINESS

Surcharge Proposal Informational Advertisement

Director Troyer presented the board with a proposed ½ page informational advertisement regarding CCCDA and the surcharge ballot proposal. Troyer's proposal was to run the ads in the Battle Creek Enquirer, Morning Star, Advisor Chronicle, Shopper, Neighbors Plus, Homer Index, and the Recorder the week leading up to the ballot proposal. The total cost for the advertisements proposed was \$2,606.48. Troyer advised if the Board chooses to run the advertisements, the advertising budget would need to be increased by \$2,000. A discussion was had about the informational advertisements.



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A motion to approve the informational advertisements and the budget amendment increasing Advertising by \$2,000.00 to be paid for from 2012 anticipated surplus was made by Jeff Albaugh. The motion was seconded by Mike Herman.

All in favor.

Motion approved.

Executive Director Performance Evaluation Committee

Frank Peterson advised board members that Troyer's contract expires this year in October and the Director has requested a performance evaluation. Chairman Peterson, in addition to himself, appointed Susan Baldwin, Richard Lindsey, and Kim Archambault (Calhoun County Human Resources Director) to participate on this committee. Frank indicated that a survey should be conducted that would reach out to the various users of CCCDA to assist the committee in compiling the Executive Director review and that there were just two meetings left to put this survey together. Steve Frisbie noted that measureable outcomes, staffing and budget should be a part of the review.

PUBLIC COMMENT

None

MEMBER COMMENTS

None

ADJOURNMENT

Meeting adjourned at 3:42 p.m.