



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

---

## **GOVERNING BOARD OF DIRECTORS Meeting Minutes Tuesday July 12, 2011**

The meeting was called to order by Chairman Frank Peterson at 2:00 p.m. in the Law Library of the Calhoun County Administrative Building.

### **ROLL CALL**

Directors Present: Frank Peterson, Chairman - AMSA  
Brent Williams, City of Marshall  
Steve Frisbie, Calhoun County Board of Commissioners  
Susan Baldwin, City of Battle Creek  
Ken Tsuchiyama, City of Battle Creek  
Mike Herman, City of Albion  
Lt. Dale Hinz, Michigan State Police  
Jeff Albaugh, Township Association

Directors Excused: Sheriff Al Byam, Calhoun County Sheriff's Department

Others Present: Jeff Troyer  
Richard Lindsey  
Kelli Scott  
Jill Fish  
Eric Miller

### **AGENDA**

Motion made by Ken Tsuchiyama and seconded by Brent Williams to approve the agenda as presented. All in favor  
Motion approved.

### **MEETING MINUTES**

Motion made by Brent Williams and, seconded by Susan Baldwin to approve the minutes from the June 2011 meeting. All in favor  
Motion approved.

### **PUBLIC COMMENTS**

None

## **CONSENT ITEMS**

Mike Herman asked for clarification regarding the Workers Comp Insurance payments reflected in the CCCDA Budget. Jeff Troyer stated that the payment for Comp Insurance had been paid through the year.

Motion made by Mike Herman and, seconded by Ken Tsuchiyama to approve the consent agenda as presented:

1. Excuse Absent Board Members
2. May Check Register
3. 2011 Budget Performance Report
4. 2011 Year-to-Date Statistics
5. PA 379 of 2008 – Surcharge Notice and Annual PSAP Report

All in favor.

Motion approved.

## **REPORTS**

### TAC

Jeff Troyer reported that there were two topics addressed by the TAC committee.

At the request of county fire departments who serve as Medical First Responders (MFR), Medical Control Authority approved deviations in standard MFR response to certain locations. An MFR form has been created that allows MFR agencies to designate what, if any, type of response they will make to a facility with skilled medical personnel on staff. In addition to the form, an agreement is required by medical control between the MFR agency, the ambulance service, and facility management in which the standard response deviation is going to occur. Also discussed was the new minimum ECHO response for MFR agencies that was approved by Medical Control.

There was a short discussion regarding CAD, Records Management Systems, and Jail Management Systems. Albion DPS advised that they were getting VHF pagers.

### Executive Director

Troyer advised the board that the second round of dispatch interviews was completed and two candidates have been chosen. They have successfully completed their physical and drug screen. A September start date is expected.

The narrowband project is slowly progressing. It is still unknown until we get a little closer if the projected dates in September will be accomplished.

## **OLD BUSINESS**

### MERS Update

Marshall and Albion have submitted their Joint Transfer Agreements. A clarification on the rider for the former City of Battle Creek Dispatch Supervisors was made that shows an E rider only; not an E2. MERS processed the change and will be sending a revised Joint Transfer Agreement to CCCDA and the City of Battle Creek.

## **NEW BUSINESS**

### 2010 Independent Auditor Report

Jeff Troyer reviewed the independent audit review for fiscal year 2010 with meeting attendees. There were two findings by the auditor: 1) Payroll Review Process and 2) Budget Approval Process. Troyer advised that he has met with the County to discuss the payroll review process. Finance will be sending both Jeff and Jill the hourly wages and benefit reports each pay period so that a review of hours worked by CCCDA employees can be reviewed in a timely manner; prior to processing payroll.

A motion to place the independent audit on file was made by Mike Herman and seconded by Steve Frisbie. All in favor  
Motion approved.

### 2010 E911 Technical Surcharge Pool Report

Troyer provided the annual E911 Technical Surcharge Pool Report that reflects expenses incurred by the telephone providers for delivering enhanced 9-1-1 service in Calhoun County.

A motion to place this report on file was made by Brent Williams and seconded by Ken Tsuchiyama. All in favor  
Motion approved.

### Future Funding Presentations

Troyer reported that a people attended only three (3) of the six public forums that were offered. Jeff asked what plan of action the board would like to consider. Frank Peterson stated that the board needs to make a choice. Williams believes local units of government should shoulder the cost. A discussion regarding the challenges of gaining support for putting the funding issue on a ballot was had. Board members asked Troyer to come up with a plan that would give local units of government time to add dispatch costs into their individual budgets. Jeff stated he would get the Funding Subcommittee together in order to review all feedback received and to discuss the two funding options remaining. The funding subcommittee will have a recommendation for the full board at the September board meeting. A discussion was had on the timeline for implementation of either plan that is chosen.

August Governing Board Meeting

Troyer advised that he will be in Philadelphia at the National APCO Conference and unable to attend the August meeting. Troyer advised there is no known business that needs immediate attention in August.

A motion was made by Albaugh and seconded by Williams to cancel the August Governing Board of Directors Meeting. All in favor.

Motion approved.

**PUBLIC COMMENT**

None

The next meeting of the CCCDA Governing Board of Directors will be held on Tuesday, September 13<sup>th</sup> at 3:00 p.m.

Chairman Peterson adjourned the meeting at 3:44 p.m.