



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, August 8th, 2017 3 p.m.

Law Library

Calhoun County Administrative Building

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

ROLL CALL:

Directors Present: Matt Saxton, Chairman
Jeff Albaugh, Vice-Chairperson
Ken Snyder, City of Albion
Dave Wood, Michigan State Police
Susan Baldwin, City of Battle Creek (Seat #2)
Tim Hill, Area Metropolitan Services Agency

Directors Excused: Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners
Jim Blocker, City of Battle Creek (Seat #1)

Others Present: Rich Feole, CCCDA
Kim Grafton, CCCDA
Haley Snyder, CCCDA
Jim Dyer, Corporate Counsel

AGENDA APPROVAL

A motion was made by Dave Wood to approve the August 8, 2017 CCCDA Governing Board agenda. The motion was seconded by Susan Baldwin.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Susan Baldwin to accept the July 11, 2017 CCCDA Governing Board minutes. The motion was seconded by Ken Snyder.

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: July 1st – July 31st
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 August 2017 Consent Agenda. The motion was seconded by Jeff Albaugh.

All in favor

Motion approved

EMPLOYEE OF THE QUARTER PRESENTATION – Chairman Saxton presented Sheila Smith with an Employee of the Quarter 2017 certificate. Sheila began her career with the City of Marshall in 1991 and continuing with CCCDA upon consolidation in 2010. Sheila has had perfect attendance for the past several years. In addition to her duties as Emergency Telecommunicator, Sheila serves as a Communication Training Officer.

2016 BUDGET AUDIT REPORT – Joe Verlin with Gabridge & Company provided the Governing Board of Directors with a copy of the financial report for the 2016 fiscal year. Mr. Verlin provided an overview of the findings. CCCDA had a clean audit with no findings for the 2016 fiscal year.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Feole reported on the following items:

1. **PERC Events** – Feole announced that the Public Education and Relations Committee (PERC) participated in Battle Creek's National Night Out on August 5th. The event was a great success. PERC will have a booth at the Calhoun County Fair (August 13th – August 19th).
2. **Smart 911** – A soft-go-live for Smart 911 occurred on August 7th. Feole announced that all dispatchers have been trained on the program. Individuals will be able to receive information and/or create a user profile at the PERC booth next week at the Calhoun County Fair. Feole stated that the state has approved funding for Smart 911 through 2018.

3. **POAM Meeting** – Director Feole, Deputy Director Grafton, and Corporate Counsel Jim Dyer recently met with CCCDA’s POAM union group to discuss issues with the new healthcare plan. Feole stated that the meeting was a prelude to the opener of wage and healthcare benefits.
4. **CCCDA Website** – CCCDA’s website has been experiencing issues and is unable to be updated. Feole stated that they are currently looking into a new website provider.
5. **MERS Conference** – The annual MERS Conference will take place September 21st – 22nd. Feole stated that Steve Frisbie has been registered and will attend the conference as a CCCDA Governing Board member.
6. **911 Goes to Lansing** – Feole announced that Michigan Communication Directors Association (MCDA) has hired a lobbyist for SB 400 and HB 4651. The proposed legislation would increase the State surcharge from \$.19 to \$.25. Feole stated that on September 12th, 911 Directors from all over Michigan are scheduled to meet with legislators.

OLD BUSINESS

1. **Director Performance Review** – Executive Director Feole presented the Governing Board with the completed self-assessment portion of the Performance Evaluation. A general discussion was held regarding the next step in the evaluation process.

Each Board member will add their feedback to the Executive Director Performance Evaluation and submit via email to Executive Administrative Assistant, Haley Snyder by September 5th, 2017. Haley will then compile all feedback onto one form and provide copies to all Board members at the September meeting.

NEW BUSINESS

1. **Resolution to Support SB 400 and HB 4651** – Executive Director Feole presented the Governing Board with a copy of a resolution requesting support for SB 400 and HB 4651 amending the Emergency Telephone Services Act. A general discussion was held regarding the proposed legislation.

A motion to approve the resolution requesting support for SB 400 and HB 4651 amending the Emergency Telephone Services Act was made by Susan Baldwin, seconded by Ken Snyder.

All in favor
Motion approved

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

A motion was made by Dave Wood, seconded by Jeff Albaugh to adjourn the meeting.

All in favor

Motion approved

Meeting was adjourned at 3:46pm by Chairperson Matt Saxton.