



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, August 9th, 2016 3:00 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, Chairperson
Jeff Albaugh, Vice-Chairperson
Susan Baldwin, City of Battle Creek (Seat #2)
Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners
Tim Hill, Area Metropolitan Services Agency
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused: Ken Snyder, City of Albion
Jim Coleman, Michigan State Police

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

AGENDA APPROVAL

A motion was made by Brent Williams to approve the August 9, 2016 CCCDA Governing Board agenda. The motion was seconded by Steve Frisbie.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Jim Blocker to accept the July 12th, 2016 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: July 6th – August 3rd
3. Year-to-Date Budget Performance Reports
4. 2016 Year-to-Date Statistics
5. Quality Assurance Reports
6. TAC Meeting Minutes
7. General Correspondence

A motion was made by Tim Hill to approve the August 2016 Consent Agenda. The motion was seconded by Jeff Albaugh.

All in favor

Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Feole reported on the following items:

1. **EOM August 2016 – Larissa Griffith** – Executive Director Feole reported that Larissa Griffith has been named CCCDA's Employee of the Month August 2016. Larissa began her career in 2007 with Battle Creek. She is a Communication Training Officer and a member of the Public Education and Relations Committee (PERC).
2. **PERC Events** – Executive Director Feole stated that the Public Education and Relations Committee (PERC) has participated in the National Night Out Event in Battle Creek and Albion's 9-1-1 Camp. The group is preparing for the Calhoun County fair – August 13th – 20th.
3. **Technical Surcharge** – Director Feole stated that legislation is currently being drafted to raise the current technical surcharge \$.06 cents. The money collected from this surcharge is deposited into a State technical fund that is used to reimburse phone companies for 9-1-1 services throughout the state of Michigan. The current technical surcharge is not covering the costs for 9-1-1 services and the fund is quickly becoming depleted. If the State technical fund is depleted, municipalities would then become responsible for covering such costs.

OLD BUSINESS

NEW BUSINESS

- 1. Job Description & Wage Scale – Executive Administrative Assistant** – Executive Director Feole presented the Governing Board of Directors with an Executive Assistant classification and wage scale that better matches the duties done by the current Administrative Assistant. The wage scale and job description is similar to Calhoun County’s Executive Assistant position with the County Administrator’s Office. A general discussion was held regarding the new job description and wage scale.

A motion to approve the Executive Assistant classification and wage scale proposed by the Executive Director was made by Jim Blocker, seconded by Brent Williams.

All in favor
Motion approved

- 2. Deputy Director Position** – A general discussion was held regarding PTO accrual and retirement benefits for the internal candidates applying for the Deputy Director position. The Deputy Director position has a defined contribution retirement plan and a set PTO accrual amount for the year. Current Dispatch Supervisors have a defined benefit retirement plan and PTO accrual is more than the current start amount for the Deputy Director position. No action was taken.
- 3. City Fire VHF Project** – Executive Director Feole reported that originally \$50,000 was budgeted for the City Fire VHF radio upgrades and generator replacement. After meeting with Radio Communications, it was decided that the current equipment still has several years of useful life left and that there are several backups available. Chief Schmaltz with BCFD is aware of the change in direction.

Radio Communications has quoted CCCDA for equipment that needs replaced within the Dispatch Center. A general discussion was held regarding the recommended upgrades within the Dispatch Center. No action was taken.

PUBLIC COMMENTS

ADJOURNMENT

A motion was made by Jim Blocker, seconded by Tim Hill to adjourn the meeting.

All in favor
Motion approved

Meeting was adjourned at 3:53pm by Chairperson Matt Saxton.