



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

GOVERNING BOARD OF DIRECTORS Meeting Minutes Tuesday, August 10th, 2010

The Meeting was called to order by Chairman Peterson at 3:02 p.m., in the Law Library of the Calhoun County Building.

ROLL CALL

Directors Present: Franklin Peterson, AMSA
Brent Williams, City of Marshall
Ken Tsuchiyama, City of Battle Creek
Susan Baldwin, City of Battle Creek
Mike Herman, City of Albion
Jeff Albaugh, Calhoun County Township Association
Al Byam, Calhoun County Sheriff
Mike Rae, Calhoun County Board of Commissioners

Directors Excused: Eric Wimbley, Michigan State Police

Others Present: Jeff Troyer, CCCDA Executive Director
Eric Miller
Richard Lindsey

AGENDA APPROVAL

Motion by Rae, supported by Tsuchiyama to approve the agenda as presented.

Discussion: None.

All in favor; motion carried.

MEETING MINUTES

Motion by Rae, supported by to approve the July 13th meeting minutes as presented.

Discussion: None.

All in favor; motion carried.

CONSENT ITEMS

Motion by Albaugh, supported by Williams to approve the following consent items:

1. Excuse Absent Board Members: Eric Wimbley
2. July Check Register

Discussion: None.

All in favor; motion carried.

REPORTS

Technical Committee

TAC Chairman Eric Miller advised board members that the Committee is working on standard 800 MHz templates for Fire and Law Enforcement. The Fire Communications Subcommittee is going to reconvene in an attempt to streamline some of the VHF radio issues. The TAC discussed protocol for dispatching EMS and MFRs when public safety personnel are on scene requesting EMS.

Executive Director

Executive Director Troyer briefed the board on the following items:

1. Funding Proposals Presentation – The only presentation scheduled at this point is the Townships Association Meeting on September 21st at Marshall Township Hall.
2. Dispatch Supervisor position was posted internally on July 19th; posting closed on July 28th. Three applicants applied and interviews will be forthcoming.
3. The CCCDA website is up and running but Troyer advised it is still a “work in progress”. Troyer requested that board members take a look at it and provide feedback.
4. We submitted for reimbursement of our expenses related to the Pro QA Software (Emergency Medical Dispatch Protocol Software) under the MMRMA RAP Grant CCCDA received. Troyer advised that he received the reimbursement of the \$10,000 on August 3rd.
5. Dispatcher Candidates – Troyer advised it appears that we will be offering positions to three candidates that were interviewed. Richard Knox is coming to us from Hillsdale County where he was a part-time dispatcher; Martin Ftacek has accepted a position and is coming over from Lifecare; and Kristine Chobot from St Joseph County Central Dispatch. Kristine will have a delayed start/hire date because we currently do not have a full-time vacancy but one will become available mid-September.

OLD BUSINESS

MERS

Troyer presented the board with a proposed resolution written by MERS for municipalities accepting CCCDA’s unfunded actuarial accrued liability in the event the Authority dissolves. A lengthy discussion occurred regarding which municipalities should or would accept the unfunded actuarial accrued liability.

Motion by Tsuchiyama, supported by Rae to authorize CCCDA Counsel Richard Lindsey to draft an agreement detailing the pro-rata basis for distributing the unfunded actuarial accrued liability between the cities of Albion, Marshall, Battle Creek, Springfield, and Calhoun County.

Discussion: Tsuchiyama reiterated that this agreement should be in place prior to the adoption of the proposed resolution so each municipality’s board/council would understand the liability they are assuming. Peterson advised that he believed the resolution could be adopted at the same meeting as the agreement because the agreement will outline the pro-rata basis.

All in favor; motion carried.

Motion by Rae, supported by Albaugh to approve the MERS resolution as written and request that the resolution accompany the agreement detailing the pro-rata basis for distributing the MERS unfunded actuarial accrued liability for governmental unit consideration.

Discussion: None.

All in favor; motion carried.

Emmett Township

Troyer presented the board with a list of possible service reductions as directed by the board at the July meeting. Troyer advised that he believes the service reductions will impact how Emmett DPS conducts normal business but does not have a direct impact on the citizens. Richard Lindsey also provided the board his evaluation of Emmett Township's (legal counsel's) response to the negotiations meeting that was held in early July. Emmett Township's response communicated that they would be making a proposal to CCCDA but it would be *less than* the original amount.

Motion by Rae, supported by Albaugh to direct Troyer to communicate to Emmett Township that the Governing Board's position is that we expect "full-payment" for the outstanding invoices.

Discussion: None.

All in favor; motion carried.

Motion by Williams, supported by Rae to direct Troyer to implement the list of service reductions (as presented) on August 21st in the event full payment is not received from Emmett Township by the due date – August 20th.

Discussion: Williams advise that this is not his preferred method of dispatch service but Emmett Township hasn't left us a choice.

All in favor; motion carried.

NEW BUSINESS

Negotiations/Bargaining Demand

Troyer advised that it has been four (4) months since he first provided POAM with bargaining dates to begin negotiations. Several additional requests have been made since then thru POAM's business agent with no progress.

Motion by Rae, supported by Williams to give labor counsel authorization to demand bargaining without an obligation to do so.

Discussion: None.

All in favor; motion carried.

Mission Statement

Troyer advised that CCCDA has not yet adopted a mission statement. Troyer recommends adoption of the following:

Our mission is to provide the residents and visitors of Calhoun County with a timely and accurate communication link to emergency response services. We are committed to answering all 9-1-1 and non-emergency calls with professionalism, integrity and compassion, and efficiently dispatching public safety personnel/agencies within Calhoun County. With a commitment to continued education and excellence, we are determined to make a difference by helping to save lives and protect property 24 hours a day; 7 days a week.

Motion by Williams, supported Albaugh to adopt the mission statement presented.

Discussion: None.

All in favor; motion carried.

CCCDA Fiscal Policies

Troyer presented the board with five (5) fiscal policies for their consideration. Troyer pointed out a minor correction to the Fund Balance and Reserves Policy and the Investment Policy.

Motion by Williams, supported by Albaugh to approve the following as presented with corrections: CCCDA General Accounting Practices, Fund Balance and Reserves Policy, Expenditure/Bill Pay Policy, Investment Policy, and Procurement Card Policy.

Discussion: None.

All in favor; motion carried.

CCCDA's Position of HB5927

As a follow up to the July meeting, Troyer presented the board with proposed legislation pertaining to forced consolidation. Troyer advised the only *current* pending legislation is House Bill 5927 which forces "call centers" to consolidate if they serve a population less than 100,000. Troyer further advised that while this is the only bill currently, additional bills are expected to be introduced that will increase the population serviced up to 400,000. Discussion occurred; no action taken.

PUBLIC COMMENTS

None were offered.

Troyer presented the board with July's work load statistics which should have been included in the Executive Director report. Baldwin expressed concerns regarding the call load being significantly higher than the "projections". Troyer advised that the "projections" listed were a yearly average based on 2009 statistics from Albion, Marshall, and Battle Creek Dispatch Centers. Baldwin requested Troyer to obtain 2009 call loads specific to individual months versus yearly average. Troyer advised that he would report back at the September meeting with comparable statistics.

ADJOURNMENT

Chairman Peterson adjourned the meeting at 3:54 p.m.

The next regular scheduled CCCDA Governing Board of Directors Meeting is scheduled for Tuesday, September 14th at 3:00 p.m.