



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, August 12th, 2014 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairperson Matt Saxton at 3:03 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Matt Saxton, Chairperson
Jeff Albaugh, Vice-Chairperson
Jim Coleman, Michigan State Police
Susan Baldwin, City of Battle Creek
Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners
Dave Schmaltz, City of Battle Creek

Directors Excused: Ken Snyder, City of Albion
Rob Behnke, Area Metropolitan Services Agency

Others Present: Jeff Troyer
Rich Feole
Richard Lindsey
Haley Snyder

AGENDA APPROVAL

A motion was made by Brent Williams to approve the August 12th, 2014 CCCDA Governing Board agenda. The motion was seconded by Steve Frisbie.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Dave Schmaltz to accept the July 8th, 2014 CCCDA Governing Board minutes. The motion was seconded by Jim Coleman.

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 3rd – August 11th
3. 2014 Year-to-Date Budget Performance Report
4. 2014 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence
 - a) CCCDA Bylaws (Revised 7/8/14)
 - b) Line Item Transfer dated 7/28/14

A motion was made by Brent Williams to approve the July 2014 Consent Agenda. The motion was seconded by Jim Coleman.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

1. **Employment** – Jeff stated that all of the full time positions are currently filled and only one part time position is vacant. The two new trainees have started (Brandie Whitford 7/21 – Mary Kirby 7/27). Erica Nageldinger and Helen Ure are currently in the shadowing phase of training and will be released to work on their own starting August 24th.
2. **CCCDA Facebook Page** – Jeff reported that the CCCDA Facebook page is still being designed by Haley. Rich has identified a core group of individuals to participate and manage the

Facebook page. Many of the Dispatch Supervisors and six (6) dispatchers will continue to work on this project.

3. **Text to 911** – Jeff reported that he has reviewed a couple of very good products (web based solutions and web browser based solutions) that are rather inexpensive. He stated that not every dispatch console will need to be outfitted with Text to 911. It is recommended that there be a dual point of access for internet connectivity for web browser based solutions. Jeff stated that they are still evaluating a back door solution for the internet connectivity. There is one county in Michigan that currently uses Text to 911.

OLD BUSINESS

1. 2014 Budget Amendment – Revision II

A motion was made by Jeff Albaugh, seconded by Brent Williams to authorize CCCDA Counsel Richard Lindsey to meet with City of Battle Creek Counsel to discuss any issues with paying the remaining balance of the loan.

All in favor
Motion approved

NEW BUSINESS

1. MOA – Michigan State Police and CCCDA for Access to CCCDA Applications

Jeff provided everyone on the board with a Memorandum of Agreement between the Michigan State Police and CCCDA for access to CCCDA Applications (CAD and MCT). There is no additional cost obligation with this MOA. It provides written documentation to allow MSP to access our MCT/CAD system. CCCDA Counsel Richard Lindsey has reviewed the agreement. Executive Director Troyer is recommending approval of the MOA.

A motion was made by Steve Frisbie, seconded by Brent Williams to approve the Memorandum of Agreement between the Michigan State Police and CCCDA for access to CCCDA Applications as presented.

All in favor
Motion approved

2. Sharing Administrative Staff and Services

Sheriff Saxton reported that St. Joe County has recently contacted CCCDA about the possibility of sharing Administrative services between the two entities. St Joe County has recently lost their

Executive Director and Deputy Director. Steve Frisbie stated that he thinks that it would be a great opportunity to explore sharing resources between the two entities. Lt. Coleman stated that St. Joe County does have a lot of problems and does need a lot of help. They are looking for Administrative help until they are able to hire a full-time Director.

A motion was made by Brent Williams, seconded by Steve Frisbie to authorize the Executive Director to discuss Administrative Services with St. Joe County.

All in favor
Motion approved

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

Meeting was adjourned at 3:38pm by Chairperson Matt Saxton.