



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, September 8th, 2015 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairperson Matt Saxton at 3:00 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Matt Saxton, Chairperson
Jeff Albaugh, Vice-Chairperson
Ken Snyder, City of Albion
Susan Baldwin, City of Battle Creek
Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners
Rebecca Fleury, City of Battle Creek

Directors Excused: Jim Coleman, Michigan State Police
Tim Hill, Area Metropolitan Services Agency

Others Present: Jeff Troyer
Richard Lindsey
Sherri Sherban
Rich Feole
Haley Snyder

AGENDA APPROVAL

A motion was made by Susan Baldwin to approve the September 8, 2015 CCCDA Governing Board agenda. The motion was seconded by Jeff Albaugh.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Brent Williams to accept the August 11th CCCDA Governing Board minutes. The motion was seconded by Rebecca Fleury.

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: August 7th – September 4th
3. Year-to-Date Budget Performance Report
4. 2015 Year-to-Date Statistics
5. Quality Assurance Reports
6. TAC Meeting Minutes – August 19th
7. General Correspondence and Reports
 - a. CISD Dean/Tower Space Lease Agreement

A motion was made by Rebecca Fleury to approve the September 2015 Consent Agenda. The motion was seconded by Ken Snyder.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

- **AMSA Meeting** – The next AMSA meeting will take place on September 30th. Executive Director Troyer stated that he will be presenting a brief historical perspective of CCCDA and the Calls for Service Formula. At this time, any questions or concerns regarding the formula will be addressed and answered.

- **2016 Budget** – Executive Director Troyer reported that the 2016 budget process is underway. They are working with the County HR and Finance departments to get the personnel budgeting added into the system to help get a better outlook on next year.
- **2015 APCO Conference** – The 2015 fall APCO Conference will take place September 22nd – 25th in Tustin, Michigan. Executive Director Troyer, Deputy Director Feole and three others from the dispatch center will be attending this year’s conference.
- **VHF Fire System Updates** – Executive Director Troyer stated that the VHF work for Phase II of the simulcast system is still in process. The work on the Tekonsha Water Tower will be done by the end of the month. All purchase orders have been cut for the remainder of the work. The licensing process went through smoothly without any problems.

OLD BUSINESS

NEW BUSINESS

1. **Marshall Public Schools Video Surveillance Agreement** – Director Troyer stated that Marshall Public Schools wishes to enter into the “template” Video Surveillance Agreement that CCCDA approved with the Calhoun Intermediate School District. The Governing Board was provided with a copy of the template agreement with the corresponding name change. The other item that is identified in this draft that will need to be changed is the corresponding statutory references. Marshall Public School’s legal counsel is currently working on that piece.

Director Troyer and Corporate Counsel Lindsey recommend the Board approve the draft agreement authorizing the Executive Director to execute the agreement as long as the terms and conditions are the same.

A motion to authorize the Executive Director to execute the Video Surveillance Agreement with Marshall Public Schools as long as the terms and conditions remain unchanged (as presented) was made by Brent Williams, seconded by Ken Snyder.

All in favor
Motion approved

2. **Executive Director Evaluation and Employment Agreement** – The Governing Board was provided with a copy of Director Troyer’s three year employment agreement, which ends on October 12th of this year. Director Troyer requests the Board conduct an evaluation of his performance over the last three years. The evaluation tool used to measure his performance in 2012 was also provided to the Governing Board.

The Governing Board held a general discussion on the evaluation process they wish to use with Director Troyer. A Contract Renewal Committee was formed to review and revise the current evaluation form. The Contract Renewal Committee consists of: Jeff Albaugh, Steve Frisbie, Susan Baldwin, Matt Saxton, and Richard Lindsey. Sheriff Saxton stated that he would distribute a copy of the revised evaluation form to all Board members to complete. At the October Governing Board of Directors meeting, the Board will come together and come up with a consensus regarding Executive Director Troyer's evaluation.

A motion was made to extend Executive Director Troyer's current contract terms beyond the normal ending date by Jeff Albaugh, seconded by Brent Williams.

All in favor
Motion approved

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

A motion was made by Brent Williams, seconded by Jeff Albaugh to adjourn the meeting.

All in favor
Motion approved

Meeting was adjourned at 3:50 p.m. by Chairperson Matt Saxton.