



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, September 9th, 2014 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Vice-Chairperson Jeff Albaugh at 3:05 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: 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
Dave Schmaltz, City of Battle Creek

Directors Excused: Matt Saxton, Chairperson
Jim Coleman, Michigan State Police
Rob Behnke, Area Metropolitan Services Agency

Others Present: Jeff Troyer
Rich Feole
Richard Lindsey
Haley Snyder

AGENDA APPROVAL

A motion was made by Steve Frisbie to approve the September 9th, 2014 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Brent Williams to accept the August 12th, 2014 CCCDA Governing Board minutes. The motion was seconded by Ken Snyder.

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 12th – September 5th
3. 2014 Year-to-Date Budget Performance Report
4. 2014 Year-to-Date Statistics
5. Quality Assurance Reports
6. TAC Meeting Minutes
7. General Correspondence

A motion was made by Steve Frisbie to approve the September 2014 Consent Agenda. The motion was seconded by Dave Schmaltz.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

1. **CCCDA Facebook Page** – Jeff stated that the CCCDA Facebook page went live on Thursday, September 4th. The Facebook page has already received 500 “Likes”. The page will be used to post messages regarding traffic, weather and other general info concerning Calhoun County. To like or follow the Facebook page you can search Calhoun County 911 or Calhoun County Consolidated Dispatch.
2. **Mary Kirby's Resignation** – Jeff reported that one of our new employees, Mary Kirby resigned last Wednesday. CCCDA has reached out to two other possible candidates. One candidate is no longer interested. We will be setting up a time for the other possible candidate to come in and go through oral board interviews.

3. **Staffing Assessment** – Jeff stated that Rich has begun assessing workload within the dispatch center. Our needs have definitely changed within the last year and staffing levels will be adjusted to fit these changes. Jeff stated that there is a significant difference between the call count comparison summaries for winter and summer months. Jeff and Rich have recently met with the Union for the dispatchers to discuss staffing levels. They are waiting to hear back from the Union and will most likely do a re-bid on the winter month's schedule.
4. **2015 Budget** – Jeff reported that the 2015 Budget has been started and is underway. We currently have the self-insured proposed rates for the County but do not have the rates for the other options that Aon would like to discuss. Once we receive those rates, Jeff will be meeting with Aon to discuss the differences.
5. **2014 Fall APCO Conference** – At the end of September six individuals including Jeff and Rich will be attending the Fall APCO Conference. Both Jeff and Rich will be in Chicago (9/11-9/12) for the Motorola Conference.

OLD BUSINESS

1. **Battle Creek Loan Payoff Amount** – Director Troyer stated that the City's position has remained the same. They state that the agreement does not stipulate that CCCDA won't pay the full interest. CCCDA's Corporation Council does not agree with this. Jeff reported that this year's payment has already been paid. Board Members agreed to wait until the next meeting to propose a motion.
2. **Sharing Administrative Staff and Services** – Director Troyer provided an update to all Board Members on the 29th regarding initial discussion he's had with St. Joseph County. St Joseph County meets tomorrow (9/10) with their executive board to discuss sharing of Administrative staff and services.

NEW BUSINESS

1. **2014 Year to Date Health Insurance Cost – Review** – CCCDA has received the actual claims cost from BCBS for the first six months of 2014. Director Troyer provided all Board Members with a copy of an overview of all Health Insurance costs. The first attachment is the Health Insurance Benefit Fund budget report (YTD). The second provided attachment depicts the actual costs associated to the Health Insurance Benefit Fund.
2. **County Fire VHF Simulcast System (Phase I)** – CCCDA has received two different bids for the County Fire VHF Simulcast System from Radio Communications, Inc. and Roe Comm, Inc. Director Troyer has reviewed and evaluated what was included in the base bid, spare equipment list, suggestions and recommendations for each bid. The Radio Communications initial bid was the

low bid, however, the scope of work that was included in the bid did not include some of the things that Roe Comm, Inc. included in their bid. Director Troyer is recommending Roe Comm, Inc. be awarded the County Fire VHF Simulcast System Project.

A motion was made by Steve Frisbie, seconded by Ken Snyder to approve Roe Comm, Inc. as the vendor to provide Phase I of the County Fire VHF Simulcast System Project totaling \$199,081.

All in favor
Motion approved

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

Meeting was adjourned at 3:51pm by Vice-Chairperson Jeff Albaugh.