



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, September 10th, 2013 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairman Frank Peterson at 3:00p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Frank Peterson, Chairperson, City of Springfield
Brent Williams, City of Marshall
Ken Tsuchiyama, City of Battle Creek
Steve Frisbie, Calhoun County Commissioner
Susan Baldwin, City of Battle Creek
Mike Herman, City of Albion
Jeff Albaugh, Township Association

Directors Excused: Sheriff Matt Saxton, Vice Chairman, Calhoun County Office of the Sheriff
Lt Jim Coleman, Michigan State Police

Others Present: Jeff Troyer
Rich Feole
Steve Wart

AGENDA APPROVAL

A motion was made by Jeff Albaugh to approve the September 10th, 2013 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All in favor

Motion approved

MEETING MINUTES

A motion was made by Mike Herman to accept the August 13th, 2013 CCCDA Governing Board minutes. The motion was seconded by Ken Tsuchiyama.

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 9th to September 6th
3. 2013 Year-to-Date Budget Performance Report
4. 2013 Year to Date Statistics
5. Quality Assurance Reports
6. TAC meeting minutes – August 21st, 2013

A motion was made by Mike Herman to approve the September 2013 Consent Agenda. The motion was seconded by Jeff Albaugh.

All in favor

Motion approved

EXECUTIVE DIRECTOR'S REPORT

Jeff updated the Board on the VHF radio project. The password that has been needed to transfer licenses from Battle Creek City to CCCDA was received today. The transfer has been submitted to the FCC and once that is complete, modifications to allow for the Township Fire simulcast system will be submitted. The Bedford site is complete except for a fence to be extended around the shelter and generator. The Sonoma site is completed except for a propane tank needs to be installed and a new fascia board on the shelter needs to be replaced once the lines from the tower are rerouted to the cable ladder that was installed. Jeff met with Roe Comm and conducted site visits to Sonoma, Bedford and Battle Creek PD. They gathered a lot of information and should have a quote for the simulcast system in 2-3 weeks. By the time of the next CCCDA Board meeting, the simulcast part of the project should be ready to get started. Jeff and Tina will be attending the Core Orientation training for the SunGard system in Battle Creek on Wednesday. Jeff updated the Board on the radio call sign proposals and the process that was done to decide on which proposal to use. Jeff stated that a 50% audit on the CAD build was done. Everything seems to be coming along as it should. There has been some delay in getting some map layers uploaded. Jeff and Rich interviewed 47 candidates for the open dispatch positions. Seventeen were selected to move onto the testing phase and both Jeff and Rich feel there are some good candidates. Jeff explained the process of using the part time dispatcher that was hired. Jeff advised that Kathie Powers will be retiring on September 30th and

there will be an open house for her and the details of that open house will be distributed to all of the members and agencies. Jeff and Rich met with the County to discuss the lease agreement , issues with the cleaning of the centers area and the possibility of leasing additional space from the county for an administrative office. There also was discussion with the county representative about the sharing of a administrative assistant position. Jeff explained the quality assurance process and demonstrated the survey on the CCCDA website. So far one survey was filled out and had all positive comments.

OLD BUSINESS

None.

NEW BUSINESS

Calhoun ISD Request to Lease Space -18 ½ mile Rd tower

Jeff was contacted by Matt Jackson of Communications Specialists in Grand Rapids, who has been contracted by Calhoun County ISD / Dean Transportation. The ISD is looking to operate a UHF radio system for their bus fleet (contracted by Dean Transportation). The ISD would like to lease space on the 18 ½ Mile Rd tower for this system. There was discussion about leasing space to commercial and non-commercial entities on CCCDA towers and FCC requirements for tower sites. It was agreed that Jeff should continue the discussion with Dean Transportation and the ISD.

SPECIAL PRESENTATION

A special presentation was made to Chairman Frank Peterson, who will be resigning his position at the end of the meeting. A plaque thanking him for his dedicated service to the 911 Authority Board was given. Many of the Board members congratulated him on his new position and thanked him for his leadership on the Board over the last four years. There was discussion about AMSA appointing Frank's replacement and if the Board meeting date and times were flexible. Mike Herman stated he wanted everyone to know he has enjoyed working on this Board and appreciates the great working relationship it has. He felt it was the most professional Boards he has participated on and have tackled some big issues. Jeff said he would make the appointment of the new chairperson as the first agenda item in October. Discussion occurred.

A motion was made by Ken Tsuchiyama to name Sheriff Matt Saxton the Interim Chairman of the CCCDA Board for the remainder of 2013. It was seconded by Steve Frisbie.

All in favor.

Motion passed

PUBLIC COMMENTS

ADJOURNMENT

Meeting adjourned at 3:47 pm by Chairman Frank Peterson.