



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

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**CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY  
Governing Board of Directors  
Meeting Minutes  
Tuesday September 11, 2012 3 p.m.  
Law Library  
Calhoun County Administrative Building**

The meeting was called to order by Chairman Frank Peterson at 3:20 p.m. in the Law Library of the Calhoun County Administrative Building.

**ROLL CALL:**

Directors Present: Frank Peterson, Chairperson  
Brent Williams, City of Marshall  
Mike Herman, City of Albion  
Jeff Albaugh, Township Association  
Susan Baldwin, City of Battle Creek  
Lt. Dave Wood, Michigan State Police

Directors Excused: Ken Tsuchiyama, City of Battle Creek  
Sheriff Al Byam, Calhoun County Office of the Sheriff  
Steve Frisbie, Calhoun County Board of Commissioners

Others Present: Jeff Troyer  
Richard Lindsey  
Jill Fish  
Steve Wart

**AGENDA APPROVAL**

A motion was made by Susan Baldwin to approve the September 2012 CCCDA agenda as presented. Brent Williams seconded the motion.

All in favor.

Motion approved.

**MEETING MINUTES**

A motion was made by Jeff Albaugh to approve the August 15, 2012, CCCDA board minutes as presented. Susan Baldwin seconded the motion.

All in favor  
Motion approved

**PUBLIC COMMENT**

No comments were offered.

**CONSENT AGENDA**

The following items were listed on the Board's consent agenda:

1. Excuse Absent Board Members – Al Byam, Steve Frisbie, & Ken Tsuchiyama
2. August 2012 Check Register
3. 2012 Year-to-Date Budget Performance Report
4. 2012 Year-to-Date Statistics
5. Quality Assurance Reports
6. Letters to all Municipalities regarding Call For Service Formula – 8/22/12

A motion was made by Mike Herman to approve the September 2012 Consent Agenda. The motion was seconded by Brent Williams.

All in favor.

Motion Approved.

**REPORTS**

Technical Advisory Committee

Director Troyer advised the board that the Call for Service Workgroup members from the Technical Advisory Committee are Scott Furgason from Springfield Department of Public Safety, Larry Hausman from the Battle Creek Fire Department, and Tony Geigle from Emmett Township DPS. Susan Baldwin noted that several township members of AMSA complained about carrying what may be a financial burden for their townships due to the failure of the surcharge initiative. In addition, some of them were concerned because they were not on the workgroup. Jeff noted that he sent out certified letters to all municipalities advising them of the Call for Service Formula Workgroup's two (2) At-Large positions. The only entity that responded from AMSA was Emmett Township. Jeff Albaugh suggested sending out letters to all municipalities inviting them to the Call for Service Workgroup meetings. Troyer advised that the workgroup meetings are posted as normal open meetings and are listed on the CCCDA Calendar of Events on the website.

Jeff Troyer advised that he and Brent Williams continue to meet to discuss the VHF studies with regards to a county wide fire toning system.

Jeff advised that the Dispatch Authority purchased 13 MDC licenses in 2011. To date, only 3 of these thirteen licenses have been installed and are being used although CCCDA is paying for the maintenance fee on all thirteen licenses. Jeff will be contacting the agencies holding the 10 licenses to advise them that they must install the MDC licenses or they will be required to turn these licenses back to the Authority for distribution to agencies who have a need for MDC licenses.

#### Executive Director

Jeff advised that after the completion of an internal investigation, a CCCDA employee was terminated from employment with the Authority for three separate violations of LEIN policy.

Jeff also stated that the final outcome made at the VHF committee level will be taken to the Calhoun County Fire Chief's Council by Marty Uldriks and Tony Geigle for their review.

Jeff noted that the fourth quarter invoices will go out this week.

9-1-1 Emergency Telecommunicator applications have been accepted and the closing date to submit an application is today (September 11, 2012).

### **OLD BUSINESS**

#### Public Safety System RFP

Jeff noted that SunGard provided a demonstration of their CAD and MDC product for members of the TAC and it will be discussed at the next TAC Meeting – September 19<sup>th</sup>.

#### Executive Director Performance Evaluation

The Executive Director's evaluation was completed by CCCDA board members. The various aspects for the Executive Director's job description were discussed and evaluated; such as: leadership, communications, collective bargaining, overall management of the 9-1-1 Center, the consolidation process, and financial and budgetary stewardship. CCCDA board members overwhelmingly approved of Troyer's performance and his review scored at the high end of exceeds expectations.

Jeff Albaugh made a motion to accept the Executive Director's completed and scored evaluation. Susan Baldwin supported the motion.

All in favor.

Motion approved.

### **NEW BUSINESS**

#### Deputy Director's Wage Scale

Jeff advised that due to Jill Fish's impending retirement, his proposed 2013 budget will reflect an overlap position for the deputy director position. Jeff hopes to post the position within the next

month to six weeks. Jeff ran comparables for this employment position. Wages, benefits, population, annual calls for service, and dispatch disciplines were taken into account. Jeff noted that the County reflects a four step pay increase on a set time line. Jeff would like the ability to stretch out this time line a bit. Frank suggested giving Jeff a top and bottom wage scale for the deputy director's position and let Jeff execute the step increases based on the deputy director's evaluation. Mike Herman suggested having a set percentage rate (five percent) increase for the steps.

A motion to accept a six step wage scale starting at \$58,102 and ending at \$68,859 was made by Jeff Albaugh and seconded by Brent Williams.

All in favor.

Motion approved.

#### Executive Director Contract Renewal Committee

Frank asked for volunteers to serve on the Executive Director Contract Renewal Committee. Brent Williams made a motion to accept Jeff Albaugh, Frank Peterson, Richard Lindsey, Susan Baldwin, and Sheriff Byam as members of this committee. Mike Herman seconded the motion.

All in favor

Motion approved.

#### **PUBLIC COMMENT**

None

Meeting adjourned at 4:48 p.m.