



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, September 13th, 2016 3:00 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
Ken Snyder, City of Albion
Dave Wood, Michigan State Police
Susan Baldwin, City of Battle Creek (Seat #2)
Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners
Tim Hill, Area Metropolitan Services Agency
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused: Jeff Albaugh, Vice-Chairperson

Others Present: Rich Feole, CCCDA
Michele Johnson, County Finance
Jim Dyer, CCCDA Corporate Counsel

AGENDA APPROVAL

A motion was made by Brent Williams to approve the September 13, 2016 CCCDA Governing Board agenda. The motion was seconded by Tim Hill.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Susan Baldwin to accept the August 9th, 2016 CCCDA Governing Board minutes. The motion was seconded by Brent Williams.

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 4th – September 6th
3. Year-to-Date Budget Performance Reports
4. 2016 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence

A motion was made by Jim Blocker to approve the September 2016 Consent Agenda. The motion was seconded by Susan Baldwin.

All in favor

Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Feole reported on the following items:

- 1. EOM August & September 2016: Larissa Griffith & Helen Ure** – Executive Director Feole reported that Larissa Griffith has been named CCCDA's Employee of the Month August 2016. Larissa began her career in 2007 with Battle Creek. She is a Communication Training Officer and a member of the Public Education and Relations Committee (PERC).

Helen Ure has been named CCCDA's Employee of the Month September 2016. Helen joined CCCDA in November 2013. She is a Communication Training Officer and has received perfect attendance for the past three years.

- 2. Deputy Director Hiring Process** – Executive Director Feole stated that CCCDA received eighteen applications for the Deputy Director position. First round interviews were held and six individuals will be moving onto panel interviews, scheduled for September 28th.
- 3. Dispatcher Hiring Process** – Director Feole stated that there are currently two full-time and one part-time Emergency Telecommunicator positions available. We have completed the first round interview and testing phase of the hiring process. Candidates will be contacted within the next few weeks for panel interviews with CCCDA's Administrative staff.
- 4. CPE Phone Project** – Director Feole reported that the new phone project is moving along and is still on track for year-end launch.

5. **Freedom Application** – Beta testing of the freedom application is currently being conducted with Emmett Township and M.A.F.F.A. Director Feole stated that feedback on the app will be provided at tomorrow's TAC meeting.
6. **Fall APCO Conference** – The 2016 fall APCO Conference will take place September 20th – 23rd in Tustin, Michigan. Executive Director Feole, Dispatch Supervisor Rhonda Siegel and two others from the dispatch center will be attending this year's conference.

OLD BUSINESS

NEW BUSINESS

1. **Replacement of 911 Recording Equipment and Software** – A general discussion was held regarding the addition of new recording hardware and software to the current CPE project. The addition to the project would be a hardware refresh. The CPE project is approximately \$82,000 under budget. The cost of the new equipment, software, and warranty would be \$8,993.00/per year for five (5) years. Due to credits for existing maintenance contract, the first year would be approximately \$2,500.00 less.
2. **FOIA Appeal – Citizens** – CCCDA received a FOIA Request on August 17th, from an online group, Citizens. The request was fulfilled and information was redacted from the audio recording in accordance to federal HIPAA and privacy law standards. CCCDA received an appeal from Citizens regarding the released information.

A general discussion was held among CCCDA's Governing Board of Directors and Corporate Counsel. The Board of Directors and Corporate Counsel determined that federal HIPAA and right to privacy laws do continue after a person is deceased and agrees with the redacted information.

A motion to deny Citizen's appeal to the FOIA response was made by Jim Blocker, and seconded by Dave Wood.

All in favor
Motion approved

3. **Budget Amendment/ Expenditure Clarification** – A general discussion was held regarding the process of budget amendments. Michelle Johnson stated that she would provide Director Feole with a copy of the County's policy on budget amendments.

PUBLIC COMMENTS

ADJOURNMENT

A motion was made by Jim Blocker, seconded by Tim Hill to adjourn the meeting.

All in favor

Motion approved

Meeting was adjourned at 3:53pm by Chairperson Matt Saxton.