



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, October 13th, 2015 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Vice-Chairperson Jeff Albaugh at 3:02 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
Tim Hill, Area Metropolitan Services Agency

Directors Excused: Matt Saxton, Chairperson
Jim Coleman, Michigan State Police
Steve Frisbie, County Board of Commissioners
Rebecca Fleury, City of Battle Creek

Others Present: Jeff Troyer
Richard Lindsey
Rich Feole
Haley Snyder

AGENDA APPROVAL

A motion was made by Tim Hill to approve the October 13, 2015 CCCDA Governing Board agenda. The motion was seconded by Brent Williams.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Susan Baldwin to accept the September 8th 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: September 5th - October 6th
3. Year-to-Date Budget Performance Report
4. 2015 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence and Reports

A motion was made by Ken Snyder to approve the October 2015 Consent Agenda. The motion was seconded by Susan Baldwin.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

- **On-Site MERS Representative** – On September 15th a MERS Representative was on-site to meet with employees about retirement plans/options. Executive Director Troyer met with the rep afterwards and she encouraged CCCDA to look into providing the 457 retirement savings option. She provided Director Troyer with a brief overview of the retirement option. Director Troyer requested information to be sent to CCCDA's MERS account manager, Mike Tackett. Director Troyer will be meeting with Mike Tackett within the next few weeks to discuss this retirement option.
- **2015 Fall APCO Conference** – Director Troyer, Deputy Director Feole, Supervisor Siegel, and Dispatchers Smith and Griffith attended the fall APCO conference in Tustin. The training sessions were very good and beneficial.
- **AMSA Meeting** – Executive Director Troyer attended the AMSA meeting on September 30th and provided a presentation of the history, overview, and funding of the Call for Service

Formula. Questions were answered regarding CCCDA and the Call for Service Formula. Tim Hill stated that the presentation was very informative and well put together.

- **2015 MERS Conference** – The 2015 annual MERS Conference took place October 8th – 9th. Steve Frisbie attended the conference as a CCCDA Governing Board member. Steve provided Director Troyer with a couple of notes from the conference.
- **2016 Budget** – Director Troyer stated that the 2016 draft budget is well underway and provided the board with an update on the process.

OLD BUSINESS

1. **Executive Director Performance Evaluation** – Vice-Chair Albaugh announced to the board that Executive Director Troyer has been named Michigan APCO’s Director of the Year. The Governing Board held a general discussion on postponing the Executive Director’s evaluation to the next regular scheduled meeting since all Board members were not present.

A motion was made to postpone the Executive Directors evaluation until the next regular scheduled meeting by Brent Williams, seconded by Susan Baldwin.

All in favor
Motion approved

NEW BUSINESS

1. **2015 Budget Amendment – Revision II** – Executive Director Troyer provided the Board of Directors with a copy of 2015 Budget Amendment – Revision II and the associated Southern Michigan PSAP Alliance (SMPA) cost-share breakdown.

The budget amendment takes into consideration the joint project with the SMPA. CCCDA’s cost share for the project will be \$9,196 which is in the existing Operations Budget (2911). The Revenue and Expense associated to CCCDA’s cost needs to be transferred to the “Special Projects” Business Unit (2913). In addition, a secondary revenue account in the 2913 Business Unit needs to be created to allow Barry, Hillsdale, and Lenawee counties’ to be invoiced for their cost shares – totaling \$17,936.

A motion was made to approve the 2015 Budget Amendment Revision II as presented by Tim Hill, seconded by Brent Williams.

All in favor
Motion approved

2. Executive Director Agreement – Section 10: Contingent Compensation – In accordance with Section 10 of the Executive Director’s Employment Agreement, the following items were adopted by the Governing Board on November 4, 2014 establishing the three criteria related to the Executive Director’s contingent compensation:

- Implement a Text to 9-1-1 Solution for Calhoun County
- County Fire VHF System – Phase II Conversion to Simulcast
- Regional collaboration (feasibility study) on NG9-1-1 Telephone System

Executive Director Troyer provided the Governing Board members with an update for each of the criteria and answered and answered any questions related to each of the items.

A motion to declare that the conditions of the contingent compensation provision with regards to the three criteria that was mutually agreed upon have been met and authorize payment was made by Brent Williams, seconded by Susan Baldwin.

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.