



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

GOVERNING BOARD OF DIRECTORS Meeting Minutes Tuesday, November 8, 2011

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

ROLL CALL

Directors Present: Frank Peterson, Chairman – AMSA
Brent Williams, City of Marshall
Steve Frisbie, Calhoun County Board of Commissioners
Susan Baldwin, City of Battle Creek
Ken Tsuchiyama, City of Battle Creek
Mike Herman, City of Albion
Jeff Albaugh, Township Association

Directors Excused: Susan Baldwin, City of Battle Creek
Lt. Dale Hinz, Michigan State Police

Others Present: Jeff Troyer
Richard Lindsey
Kelli Scott
Jill Fish

AGENDA

Motion made by Ken Tsuchiyama and seconded by Brent Williams to approve the agenda as presented.

All in favor

Motion approved.

MEETING MINUTES

Motion made by Jeff Albaugh and seconded by Ken Tsuchiyama to approve the minutes from the October Governing Board of Directors meeting.

All in favor

Motion approved.

PUBLIC COMMENTS

None



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CONSENT ITEMS

1. Excuse Absent Board Members
2. October Check Register
3. 2011 Year-to-Date Budget Performance Report
4. 2011 Year-to-Date Statistics

Jeff Troyer noted that the Vesta telephone statistic report is missing from the Statistics. It was identified that several reports in the Vesta telephone system were unavailable since the telephone upgrade. We are working with AWT to correct this issue.

Mike Herman made a motion to accept the Consent Agenda. Ken Tsuchiyama seconded the motion.

All in favor.

Motion approved.

REPORTS

TAC – Jeff Troyer reported that the recent resignation of Eric Miller, former TAC chairman, led to a discussion by the TAC committee to wait until the January 2012 organizational meeting to take nominations for the chairman of the TAC committee. Vice Chairperson Tony Geigle will chair the meetings for the remainder of 2011.

The narrow banding process has kicked off with the Battle Creek Fire Department on November 7, 2011. AMSA township fire departments are scheduled for upgrades beginning on Tuesday November 9, 2011. Completion of the AMSA fire departments is slated for Friday November 11, 2011. Three vendors will be participating in the narrow banding process. Jeff Troyer noted that two receivers for the County Fire frequency upgrade were in transit and expected to be here for the county fire upgrade during the week of December 5, 2011.

Executive Director – Jeff noted that the Vesta telephone system upgrade slated for six hours lasted for just over 12 hours. The extended upgrade time allowed us to test the backup PSAP site at 20 N. Division St. Several fairly minor issues were identified for correction.

Mark Russell, Radio Communication's radio technician, and Erin Allwardt, CCCDA 9-1-1 telecommunicator and Communications Training Officer received the Radio Technician of the Year and Telecommunicator Training Officer of the Year award at the APCO Annual Awards Banquet in Frankenmuth. Recognition of the great work demonstrated by Erin and Mark is an example of the fine work done by employees and associates of CCCDA.

Mike Herman wanted to note that he had spoken with the staff members at Allegiance Health in Albion about the findings of the complaint they had made regarding the 9-1-1 calls made to the center in 2011. Jeff and Jill reviewed all the calls for service from Allegiance Health, and found that the CCCDA dispatch staff followed EMD procedures. Staff members at Allegiance now



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understand the EMD process and our staff's responsibility when taking a medical call for service.

OLD BUSINESS

MERS Update – E-mails were sent out to the CCCDA board members breaking down the Defined Benefit Plan. Jeff noted that when we get the actual invoice the difference(s) will be addressed at that time. Mike Herman asked if this would be done by December 31, 2011. Contacting management personnel at MERS was discussed to see if this process could be expedited.

NEW BUSINESS

Public Act 152 Compliance: The only CCCDA employees affected by this are administrative and supervisory staff. Jeff met with Calhoun County Human Resources staff to clarify several issues regarding medical insurance. Jeff met with members of the administrative and dispatch supervisory staff on November 1, 2011 to discuss implementation of P.A. 152 which would utilize the hard-cap option of the Act. The cost share percentages will remain the same for the CB1 and CB2 options. On the FB3/HSA plan, it's recommended that CCCDA add a cost share percentage of 2%. This change will make CCCDA in compliance with P.A. 152; the hard-cap language.

Steve Frisbie made a motion to comply with Section 3 of Public Act 152 by adjusting the cost share of the FB3 Health Plan from zero to two percent (2%). Frank Peterson seconded the motion.

All in favor

Motion approved.

2012 Executive Budget Proposal: Jeff Troyer began the discussion with an overview of the anticipated fund balance at the end of fiscal year 2011. The anticipated fund balance resulted in discussion regarding the outstanding capital project loan that CCCDA is paying 4% interest on with the City of Battle Creek. Peterson suggested that CCCDA pay the debt off since we aren't making even close to 4% with the money in the bank.

A motion was made by Jeff Albaugh to approve a budget amendment allowing for payment in full of approximately \$516,422 for the capital project loan with the City of Battle Creek. Frank Peterson seconded the motion.

All in favor.

Motion approved.

Jeff Troyer stated that with the prior motion (with noted change) and vote, the 2011 budget amendment would, of course, change the 2012 budget proposal as it reflects the capital project loan principal and interest payments for next year. Jeff also noted that CCCDA has done well in the short time we have been operational. The result of the efficiencies is the highlight of the



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2012 budget proposal: a 9% reduction in dispatch service charges. This will result in a net savings of \$230,910 for the agencies/municipalities contributing general fund tax dollars. Jeff pointed out a continued small decrease in local surcharge dollars is again anticipated for next year. Jeff is working with the State of Michigan 9-1-1 Office to assure that all Telcos are remitting payments to CCCDA. Jeff reviewed the four capital projects included in the proposal: MultiBridge Server Upgrade, SW & SE County Fire Repeater Site Generators, Tower Site Building Upgrades, and Headset Project. Jeff opened the floor for questions and discussions were had regarding several line items in the 2012 budget. The debt services line items related to the 2011 budget amendment approved earlier will be removed from the 2012 Budget. The balance of the modified proposal will reflect an anticipated surplus of \$198,725. Jeff advised that he a public hearing for the 2012 budget will be held at the December meeting.

Counsel Communication: Richard Lindsay has suggested to the Calhoun County employees who are working on cleaning up and re-organizing the Calhoun County web-site to remove the "9-1-1 Board" from that web-site. The 9-1-1 Board referred to on the county's web-site preceded the CCCDA Governing Board, and therefore no longer exists.

A motion to adjourn the meeting was made by Frank Peterson and seconded by Jeff Albaugh.
All in favor
Motion approved.

Meeting adjourned at 4 21 p.m.