



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

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## GOVERNING BOARD OF DIRECTORS Meeting Minutes Tuesday November 9th, 2010

The meeting was called to order by Chairperson Peterson at 3:01 p.m., in the Law Library of the Calhoun County Building.

### ROLL CALL

Directors Present: Franklin Peterson, AMSA  
Brent Williams, City of Marshall  
F/Lt. Eric Wimbley, Michigan State Police  
Ken Tsuchiyama, City of Battle Creek  
Susan Baldwin, City of Battle Creek  
Mike Herman, City of Albion  
Jeff Albaugh, Calhoun County Township Association  
Al Byam, Calhoun County Sheriff  
Mike Rae, Calhoun County Board of Commissioners

Others Present: Jeff Troyer  
Richard Lindsey  
Eric Miller  
Steve Brown, McGraw – Wentworth  
Kelli Scott  
Jill Fish  
Sarah Lambert

### AGENDA APPROVAL

Motion made by Al Byam, supported by Ken Tsuchiyama to approve the agenda as presented.  
Discussion: None.  
All in favor; motion approved.

### MEETING MINUTES

Motion made by Mike Rae, supported by Al Byam to approve the October 13, 2010 meeting minutes as presented.  
Discussion: None  
All in favor; motion approved.

## CONSENT ITEMS

Motion made by Mike Rae, supported by Al Byam to approve the following consent items:

1. October Check Register
2. Year-to-Date Budget Variance Analysis
3. Stipulation and Order dated 10/21 – Case No. 10-2613-CZ
4. Emmett's Answer to Counter-Claim – Case No. 10-2613-CZ
5. MEMO: Budget Line-Item and Journal Entry Transfers – 10/27

Discussion: None

All in favor; motion carried.

## REPORTS

### Technical Advisory Committee

Jeff Troyer reported that a report was provided to the TAC that outlined the response call taking times for Emergency Medical Dispatch (EMD) calls for service. Jeff stated that both he and Jill would continue to keep the TAC committee updated on EMD calls for service. There was a conversation at the last TAC committee meeting regarding the various governmental entities that are moving towards purchasing a Records Management System for their individual agencies and the necessity for those disparate systems to interface with CAD.

### Executive Director's Report

- Director Troyer shared with the board that the 9-1-1 Funding presentations are going well. Jeff will be giving a Funding presentation to the Athens Township board on Tuesday November 9, 2010.
- POAM negotiations are going well and future meetings are scheduled for November 23<sup>rd</sup>, November 30<sup>th</sup>, and December 6<sup>th</sup>.
- CCCDA will be hosting training sessions open to 9-1-1 dispatch centers across the State during the month of December.
- Three Governing Board representatives – City of Marshall (Williams), Townships Association (Albaugh), and City of Battle Creek (Tsuchiyama) - need to be reappointed or nominated by the agencies, units of government, or associations that they represent. Their current terms will end as of December 31<sup>st</sup>.

## OLD BUSINESS

### MERS:

Director Troyer presented the Board with the MERS resolutions and documents necessary for creating the defined benefit and defined contribution divisions. Most of the plans are a reflection of the City of the Battle Creek divisions with some slight differences. Troyer also requested that the Board pass a percentage (%) rate that all employees transferred to the Authority would be transferred in at. Tsuchiyama advised that Battle Creek isn't necessarily in favor of the transferred employees coming

over at 95% but they also realize that they have to be transferred and this needs to get done sooner than later.

Motion by Williams, supported by Tsuchiyama to approve the MERS creation documents and resolutions as presented.

Discussion: None.

All in favor; motion carried.

Motion by Rae, supported by Herman for the cities of Albion, Battle Creek, and Marshall to transfer the employee's retirement assets and liabilities to the Authority at a level of funding equal to 95% of their new division with the Authority and in conjunction with the MERS Benefit Funding Obligation Interlocal Agreement.

Discussion: None.

All in favor; motion carried.

## **NEW BUSINESS**

### Back-Up 9-1-1 Center Proposal:

Director Troyer advised that he and Fish met with Battle Creek Police Department Chief Jackie Hampton in regards to setting up a back-up Public Safety Answering Point (PSAP) for CCCDA. Director Troyer received two quotes from Radio Communications to move and install equipment from Battle Creek's former dispatch center and to install the radio consoles from Marshall Police Department and Albion Department of Public Safety at the back-up PSAP site. The current balance of the equipment fund is \$33,522 and Troyer requested \$25,000 of that fund be allocated to the cost of implementing the back-up PSAP site.

A motion was made by Mike Rae and supported by Brent Williams to approve up to \$25,000 from the equipment fund to be allocated toward implementation of the back-up PSAP site.

Discussion: A discussion about the length of time it would take to 'power up' the back-up PSAP.

Director Troyer stated that a 30 minute window to get the back-up PSAP up and running would be realistic.

All in favor; motion carried.

### 2011 Insurance Rates:

Steve Brown from McGraw -Wentworth was on hand to discuss the CCCDA employee health care program. The cost differences between the CB-1 and the CB-3 program were reviewed. There will be eventually be a penalty to employers who offer the CB-1 plan as that is considered the 'Cadillac' health care plan.

Director Troyer stated that healthcare will increase 19% for fiscal year 2011. The County has proposed an increase cost share for the employees that would increase 5% for the CB3 Plan and 4.5% for the CB1 plan. Discussion occurred.

A motion was made by Brent Williams and supported by Mike Herman to mirror the County's proposed health care coverage and employee cost shares for 2011.

All in favor; motion carried.

2011 Draft Budget:

Director Troyer presented the 2011 draft budget for CCCDA. Mike Herman asked about the quarterly surcharge payments and how they were reflected in the year-to-date figures on the budget. There was also some discussion about the county requesting CCCDA to revise the building space lease due to electrical usage and the possibility of CCCDA being separately metered.

Troyer advised members that he would publish public hearing notices and the hearing will be held at December's meeting for the 2011 budget.

CLOSED SESSION – Pending Litigation:

Motion made by Mike Herman and supported by Brent Williams to enter into closed session regarding pending litigation.

Discussion: None

All in favor; motion carried.

Governing Board of Directors entered closed session at 3:50 p.m.

Motion made by Brent Williams and supported by Al Byam to exit closed session regarding litigation.

Discussion: None.

All in favor; motion carried.

Governing Board of Directors reconvened open session at 4:05 p.m.

**PUBLIC COMMENTS**

Public comments were not offered; none received.

**ADJOURNMENT**

Chairperson Peterson adjourned the meeting at 4:11.

The next regular scheduled CCCDA Governing Board of Directors Meeting will be December 14<sup>th</sup> at 3:00 p.m.