



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, November 10th, 2015 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairperson Matt Saxton at 3:03 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Matt Saxton, Chairperson
Ken Snyder, City of Albion
Susan Baldwin, City of Battle Creek
Brent Williams, City of Marshall
Steve Frisbie, County Board of Commissioners
Tim Hill, Area Metropolitan Services Agency
Rebecca Fleury, City of Battle Creek

Directors Excused: Jeff Albaugh, Vice-Chairperson
Jim Coleman, Michigan State Police

Others Present: Jeff Troyer
Richard Lindsey
Rich Feole
Haley Snyder

AGENDA APPROVAL

A motion was made by Steve Frisbie to approve the November 10, 2015 CCCDA Governing Board agenda. The motion was seconded by Susan Baldwin.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Brent Williams to accept the October 12th CCCDA Governing Board minutes. The motion was seconded by Susan Baldwin.

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: October 7th – November 5th
3. Year-to-Date Budget Performance Report
4. 2015 Year-to-Date Statistics
5. Quality Assurance Reports
6. Technical Advisory Committee
7. General Correspondence

A motion was made by Tim Hill to approve the November 2015 Consent Agenda. The motion was seconded by Rebecca Fleury.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

- **Flu Shots** – On October 14th annual flu shots were offered to all staff.
- **APCO Organizational Meeting and Banquet** – Executive Director Troyer, Deputy Director Feole, Supervisor Marty Uldriks and Deborah Owen, and Dispatchers Bill Troskey and Beth Owen attended the APCO Organizational Meeting and Banquet in Frankenmuth on October 22nd. Executive Director Troyer was honored and presented with Michigan APCO's Director of the Year award.
- **Deborah Owen's Retirement Reception** – A reception was held on November 4th to honor Deborah Owen's retirement and twenty five years of service to 9-1-1.
- **MERS** – Director Troyer and Deputy Director Feole met with CCCDA's MERS account manager, Mike Tackett to review MERS 457 plans. Mike provided details regarding these plans and will be sending the necessary resolutions required for us to adopt such a plan.

- **Unemployment Insurance Carrier Audit** – On November 5th CCCDA went through an unemployment insurance carrier audit. These audits occur every three years. During the audit our wages are compared with State Federal forms that have been filed over the past year and a half. No findings were found.
- **Holiday Parades** – The Dispatch Authority will be participating with a float in the Battle Creek and Marshall Holiday parades. Battle Creek’s parade will take place on Saturday, November 21st and Marshall’s on Monday, November 30th. A huge thank you goes out to Life Care for allowing our PERC team to use their facility to build and store our float.
- **18 ½ Mile Rd. Tower Site** – The Intermediate School District has finally installed their equipment at the 18 ½ Mile Road Tower Site. The antenna and feed lines were installed about two weeks ago.
- **Health Benefits** – At the October meeting discussions were held regarding additional funds in the salary and wages line item. We have an estimated surplus of just over \$120,000. The Dispatch Authority has been a few dispatchers short for much of the year. A budget amendment will be presented at the December meeting to transfer the surplus from the salary and wages fund to the health and benefits fund.

OLD BUSINESS

1. **Call for Service Formula Guidelines – PROPOSED Amendment** – The Governing Board requested the Executive Director and Corporation Counsel to reach out to the Nottawasippi Huron Band of the Pottawatomie and inquire whether or not they would like to be considered a “Service User” in the Call for Service Formula Guidelines (invoiced directly for CFS at the Casino and on the Reservation). The tribe confirmed that they would like to pursue this consideration. Executive Director Troyer provided the Governing Board with a proposed amendment to the CFS Implementation Guidelines for consideration.

The following are the required steps to AMEND the formula guidelines (Section VI):

1. CCCDA Governing Board of Directors shall approve the “Proposed Revised” Guidelines by a majority vote of the Directors present at the meeting. This does not constitute an amendment but initiates the comment period which will remain open for a minimum of 50 calendar days.
2. CCCDA will send a certified copy of the “Proposed Revised” Guidelines to all municipalities’ (cities, villages, townships, and Calhoun County) governing bodies. This shall serve as notice that the comment period is open and will remain open for a minimum of 50 calendar days.

3. At the conclusion of comment period, CCCDA Governing Board of Directors can formally approve and implement the amended guidelines by a majority vote of the Directors present at the meeting.

A motion to approve the proposed amendment to the Call for Service Formula Implementation Guidelines was made by Brent Williams, seconded by Steve Frisbie.

All in favor
Motion approved

NEW BUSINESS

1. **Executive Director – Section 10 Contingent Compensation** – In accordance with Section 10 of the Executive Director’s Employment Agreement, the Board and the Executive Director shall mutually agree on three performance criteria/projects for the forthcoming year.

A motion to post-pone the appointment of three performance criteria/projects for the forthcoming year was made by Susan Baldwin, seconded by Steve Frisbie.

All in favor
Motion approved

2. **Radio Infrastructure Cost Share Agreement** – Executive Director Troyer provided the Governing Board with a Radio Infrastructure Cost Share Agreement with the Calhoun County (Road Department) and summary of the cost share items for consideration. Director Troyer recommends approval of the cost share agreement between CCCDA and Calhoun County.

A motion to approve the Radio Infrastructure Cost Share Agreement with Calhoun County as presented was made by Steve Frisbie, seconded by Ken Snyder.

All in favor
Motion approved

3. **Executive Director’s 2016 Budget Proposal** – Executive Director Troyer presented the Governing Board with the recommended 2016 Budget. An open discussion was held allowing for any changes to be made to any budgetary item prior to it being mailed to all Service Users and the Public Hearing Notice being published. A public hearing on the 2016 budget will be held at the December Governing Board of Directors meeting.

A motion to approve the Executive Director’s recommendation and the publication of the Public Hearing Notice and distribution to all Municipalities/Service Users was made by Brent Williams, seconded by Steve Frisbie.

All in favor
Motion approved

- 4. Executive Director's Contract Termination** – Matt Saxton stated that Director Troyer has requested discussions be held regarding early termination of his contract. Kalamazoo has requested Director Troyer to begin earlier than the sixty day notice that is required in the contract. They are looking at thirty days after all offers have been accepted. The Director's contract states that if the Director leaves without a sixty day notice, vacation time payout will not be granted. Kalamazoo has proposed to pay half of the costs of any accrued vacation time as long as the thirty day notice is granted by Calhoun County.

A motion to grant the thirty day notice with the agreement of splitting the costs of any accrued vacation time was made by Steve Frisbie, seconded by Susan Baldwin.

All in favor
Motion approved

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

A motion was made by Steve Frisbie, seconded by Brent Williams to adjourn the meeting.

All in favor
Motion approved

Meeting was adjourned at 5:26 p.m. by Chairperson Matt Saxton.