



Calhoun County Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

Meeting Minutes

Tuesday, November 12th, 2013 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairman Matt Saxton at 3:25 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Matt Saxton, Chairperson, Calhoun County Office of the Sheriff
Brent Williams, City of Marshall
Lt Jim Coleman, Michigan State Police
Steve Frisbie, Calhoun County Commissioner
Susan Baldwin, City of Battle Creek
Ken Snyder, City of Albion

Directors Excused: Ken Tsuchiyama, City of Battle Creek
Jeff Albaugh, Township Association
Rob Behnke, Area Metropolitan Services Agency

Others Present: Jeff Troyer
Rich Feole
Richard Lindsey

AGENDA APPROVAL

A motion was made by Susan Baldwin to approve the November 12th, 2013 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 October 8th, 2013 CCCDA Governing Board minutes. The motion was seconded by Steve Frisbie.

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 4th to November 7th
3. 2013 Year-to-Date Budget Performance Report
4. 2013 Year to Date Statistics
5. Quality Assurance Reports
6. TAC meeting minutes – October 16th, 2013
7. MEMO: 2013 Budgetary Line Item Transfers- November 7th, 2013

A motion was made by Brent Williams to approve the November 2013 Consent Agenda. The motion was seconded by Steve Frisbie.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Jeff announced that all of the dispatch positions have been filled except for the part time Administrative Assistant position that was created for this year. Erica Nageldinger was hired as a full-time dispatcher and her start date was October 28th, Helen Ure was hired was also hired as a full-time dispatcher and her start date was November 6th, and Anna Farley accepted the part-time position and started on October 25th. All three will go through the SunGard CAD user training. The training courses allow for 11 staff members per class and there were available positions so it was decided to send them through the CAD training. The CAD/MCT project is moving along well. The first of three weeks of CAD User training was last week. The class went well and staff has been very receptive of the new CAD software and the features it provides. December 3rd is the go live date. The implementation plan will be presented to the TAC committee at next week's meeting and released to everybody the following week. It will give a timeline of certain applications and interfaces that need to be stopped and connected to the new system and be tested before the go live cutover. The downtime will be kept to a minimum whenever possible. Jeff reminded the Board that the existing records management interface will not work with the new system. The agencies have been made aware of this and the new specifications have been available and put out several times over the last few

months. Discussion was held about the different vendors that are used by the law enforcement agencies.

OLD BUSINESS

- 1. Circuit Court Warrants & Orders- 37th Circuit Court response to CCCDA-** A letter was received from Judge Kingsley stating that it is the responsibility of the Sheriff's Department to enter Circuit Court warrants. The history has been that the dispatch center for the Sheriff's Department enters those warrants for the Sheriff. There was discussion on different laws, statutes and LEIN policies involving warrant entry. Jeff reminded the Board that Dispatch Authorities are not law enforcement agencies and that the purpose of looking for a better method of getting the warrants entered was because of delays in getting the warrants to dispatch and the entering of information is duplicated several times during the process. Jeff stated if the board wishes to move the date, they would have to rescind the motion that set the December 3rd deadline for CCCDA to enter the warrants. Jeff stated he would like to work with all agencies involved to find a solution that streamlines the process and is more financially efficient for the citizens of the county. There was discussion on how the FOC and District Court warrants are handled and entered.

A motion was made by Steve Frisbie to postpone the December 3rd deadline for CCCDA to enter Circuit Warrants for six months. The motion was seconded by Brent Williams.

All in favor.
Motion approved.

NEW BUSINESS

- 1. Interlocal Agreement with Calhoun County- Tower Assignment** – CCCDA assumed operations and maintenance for the towers being used for public safety communications purposes when they took over dispatch operations. The agreement will not increase costs or expenses. CCCDA has been maintaining the towers already and this agreement formalizes the process. The agreement helps clarify who has what authority and responsibilities for the towers.

A motion was made by Susan Baldwin to enter into a Interlocal Agreement with Calhoun County on Tower assignments. The motion was seconded by Steve Frisbie.

All in favor.
Motion passed.

2. Additional Lease Space – Jeff explained that the original plan to lease space on the third floor fell thru since those offices are now filled from 1st floor offices that were displaced from the flood last January. The current lobby was looked at as a possibility but because of changes that would have to be made to the area and security, it was dismissed. Jeff and Rich met with county representatives about leasing first floor space that had previously been used as the mail room. The space is needed for additional storage space, a small meeting area, and primary administrative offices for CCCDA. Rich will move into Jeff's current office and Rich's office will be utilized for storage and an office for Supervisors to be able to meet with dispatch staff privately. Jeff explained the costs involved would be \$8300 to remodel the first floor office area. If it is approved, the lease would be amended to add \$7.50 per square foot for the additional 640 square feet that is being proposed. All of these costs are included in Jeff's budget proposal for 2014. The county did give options for including the renovation costs into the annual lease, but Jeff stated there is money available in 2013's budget under project costs and recommends the renovations be paid for out of this year's budget and amend the lease to include the additional square footage.

A motion was made by Steve Frisbie to approve the additional lease and for the renovation costs to be paid for from this year's budget. The motion was seconded by Jim Coleman.

All in favor.

Motion passed.

3. Executive Director's 2014 Budget Proposal – Jeff provided copies of his draft budget proposal to all board members and thoroughly explained all aspects of next year's budget. A public hearing will be held at the December Board meeting prior to approval.

PUBLIC COMMENTS

ADJOURNMENT

Meeting adjourned at 6:15 pm by Chairman Matt Saxton.