



# Calhoun County Consolidated Dispatch Authority

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**CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY  
Governing Board of Directors  
Meeting Minutes  
Tuesday November 13, 2012 3 p.m.  
Law Library  
Calhoun County Administrative Building**

The meeting was called to order by Chairman Frank Peterson at 3:00 p.m. in the Law Library of the Calhoun County Administrative Building.

**ROLL CALL:**

Directors Present: Frank Peterson, Chairperson  
Sheriff Al Byam, Vice Chairperson  
Ken Tsuchiyama, City of Battle Creek  
Brent Williams, City of Marshall  
Mike Herman, City of Albion  
Jeff Albaugh, Township Association  
Lt. Dave Wood, Michigan State Police  
Steve Frisbie, Calhoun County Board of Commissioners

Directors Excused: Susan Baldwin, City of Battle Creek

Others Present: Jeff Troyer  
Richard Lindsey  
Jill Fish

**AGENDA APPROVAL**

A motion was made by Brent Williams to approve the November 2012 CCCDA agenda as presented.

Al Byam seconded the motion.

All in favor.

Motion approved.

**MEETING MINUTES**

A motion was made by Mike Herman to approve the October 2012, and the corrected meeting minutes for September 2012 CCCDA Board meeting. Jeff Troyer noted that the correction identified was the correct wage scale for the Deputy Director's position. Mike Herman made a motion to accept

both the corrected September 2012 and the October 2012 minutes. Brent Williams seconded the motion.

All in favor

Motion approved

#### **PUBLIC COMMENT**

No comments were offered.

#### **CONSENT AGENDA**

The following items were listed on the Board's consent agenda:

1. Excuse Absent Board Members – Susan Baldwin
2. October 2012 Check Register
3. 2012 Year-to-Date Budget Performance Report
4. 2012 Year-to-Date Statistics
5. Quality Assurance Reports
6. MERS 2011 Actuarial Valuation Results Summary
7. POAM Wage Opener Request – October 4, 2012
8. CCCDA Response to POAM regarding Wage Opener – October 29, 2012

A motion was made by Jeff Albaugh to approve the November 2012 Consent Agenda. The motion was seconded by Brent Williams.

All in favor.

Motion Approved.

#### **REPORTS**

##### Technical Advisory Committee

Jeff noted that there was one issue that came from the Fire Chief's Council. They asked that the 6 p.m. tests no longer be conducted on a nightly basis. Dispatch shall discontinue testing on a nightly basis; instead they will test the tone for all fire departments every Wednesday night at 6 p.m.

##### Executive Director

Jeff noted that three of our dispatch staff members were recognized on October 24, 2012 at the annual APCO awards banquet in Frankenmuth. Larissa Griffith received the Communications Trainer of the Year, Jaimee Owens received an Excellence award as she was nominated for Dispatcher of the Year, and Jill Fish was recognized as well.

Jeff advised that the hiring process had commenced with the first round interviews that were completed along with the background investigations. Testing will occur on November 28, 2012 with a

keyboard and spelling test. Originally, there were 42 dispatch applicants with 36 responding to the first round interviews. Eighteen finalists have moved forward in this process. One CCCDA trainee was released due to poor attendance.

## **OLD BUSINESS**

### Public Safety System RFP

Jeff advised that he had a meeting with Brad Wilcox. The City of Battle Creek and the County have hired a consultant for the project. A discussion of funding will take place when Jeff meets with Brad and Jim Ritsema. The goal is to have a contract done and ready to be signed by the end of the year. Depending on how fast this process progresses, the negotiations may be done after the regularly scheduled CCCDA Board meeting. Mike Herman asked what the time frame was for the implementation of the new CAD. Jeff stated that there was 9 to 10 month build time for CAD and MDC.

### 2013 Health, Vision and Dental Insurance Options

Jeff noted that there were several changes and proposals on the Health side. The increase was originally projected to be 14.2 % from the AEON third party administrator. The County requested that AEON provide some proposed changes to reduce the increase to 10%. The final increase was reduced from 14.2% to 10.9%. Jeff reviewed the health care choices with the board members. Jeff met with the non-union group (administrative and supervisory employees) to discuss whether or not to move forward with the 80/20 or stay with the hard cap compliance with P.A. 152. The non-union CCCDA employees agreed to stay with the hard cap to maintain compliance.

Jeff met with the POAM union group about health care options as well. Last year there were no changes; CB-1 was a buy up from the CB-3 and FB3 was no cost share. Jeff advised that the hard cap would be implemented for CB-1 and FB-3 for bargaining unit since these are optional plans. CB-3 will still be offered at a 15% cost share per the existing collective bargaining agreement. A discussion regarding cost sharing was had.

Mike Herman made a motion to approve the Vision, Dental and Health Plan. Brent Williams seconded the motion.

All in favor.

Motion Approved

Jeff noted that the non-union employees had brought up the current buy-out rates. The employees asked the board to consider raising the current buy-out rate in an attempt to get more employees to opt-out. The current buy-out rates are \$50.00 for a single and \$100.00 for a dual or family per pay period. No action was taken.

## **NEW BUSINESS**

### 2013 CCCDA Budget Proposal

Jeff started with the 2012 current fund balance report. There is currently a balance of \$831,261.00. That dollar amount is in line with the CCCDA fiscal policies. The 2012 various local revenues were reviewed. Any anticipated expenditures and operational funds for the rest of 2012 were reviewed. Jeff stated that if everything goes well, we should be left with a surplus balance at the end of 2012. The 2013 budget proposal commenced with a review of the revenue portion of the 2013 budget that included State and Local surcharges. Various maintenance agreements were reviewed that reflected a cost savings to the overall budget. Jeff noted that he had revised the Motorola maintenance agreement for CAD which went from 12 months to 6 months due to the probable changes in CAD vendors. Capital projects such as chairs for the dispatch center, and initial improvements to the VHF system were discussed. The dollar amount listed for the VHF improvements will get the project moving but is not expected to meet the demands of new repeated frequency the fire chiefs have requested. If the CCCDA board believes that more or less money should be spent on this project, the proposed budget can be amended to reflect those dollar amount revisions.

A discussion was had on the MERS pension benefits and the current loan pay off dates.

Jeff discussed the anticipated cost of the new CAD system. Various CAD connectivity measures and funding options were discussed. Jeff stated that he is confident that they can negotiate a price close to \$500,000 for 180 mobile licenses and CAD. Included in this cost is \$17,000 for CAD to CAD connectivity to LifeCare Ambulance.

Frank asked if the board members wanted Jeff to create a six month budget outlook that included contribution rates that were at a slightly lower rate but that still reflect the 17% to 23% fund balance. The Public Hearing regarding the 2013 CCCDA budget will be held at the December 11, 2012 regularly scheduled CCCDA meeting.

### **Public Comments**

None

Meeting adjourned at 3:10 p.m.