



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 4th, 2014 3 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairperson Matt Saxton at 3:11 p.m. in the Law Library of the Calhoun County Administrative Building.

ROLL CALL:

Directors Present: Matt Saxton, Chairperson
Jeff Albaugh, Vice-Chairperson
Ken Snyder, City of Albion
Brent Williams, City of Marshall
Dave Schmaltz, City of Battle Creek

Directors Excused: Jim Coleman, Michigan State Police
Susan Baldwin, City of Battle Creek
Steve Frisbie, County Board of Commissioners
Rob Behnke, Area Metropolitan Services Agency

Others Present: Jeff Troyer
Rich Feole
Haley Snyder

AGENDA APPROVAL

A motion was made by Brent Williams to approve the November 4, 2014 CCCDA Governing Board agenda. The motion was seconded by Jeff Albaugh.

All in favor
Motion approved

MEETING MINUTES

A motion was made by Ken Snyder to accept the October 14, 2014 CCCDA Governing Board minutes. The motion was seconded by Dave Schmaltz.

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 10th – October 31st
3. 2014 Year-to-Date Budget Performance Report
4. 2014 Year-to-Date Statistics
5. Quality Assurance Reports
6. TAC Meeting Minutes
7. General Correspondence

A motion was made by Brent Williams to approve the November 2014 Consent Agenda. The motion was seconded by Jeff Albaugh.

All in favor
Motion approved

EXECUTIVE DIRECTOR'S REPORT

Executive Director Troyer reported on the following items:

1. **VHF System Updates** – The voter for the Township Fire Simulcast System has arrived and is scheduled for installation the week of November 13th. Site prep work for the Albion Tower site is complete with the exception of the main electrical line. The antennas and microwave equipment for the County Fire Phase I has arrived. Roe Comm. is working to get a date scheduled for installation of the new equipment.
2. **Ebola Screening Questions** – Director Troyer stated that they have been working with Medical Control and CCCDA's Corporate Counsel Richard Lindsey to implement Ebola screening questions. The screening questions will fall under other established protocols. These screening questions are currently still in the works.

OLD BUSINESS

1. **Battle Creek Loan Payoff Agreement – Payoff Amount** – Director Troyer stated that he has reached out to the new Battle Creek City Manager. A meeting has been scheduled for November 12th at 9:00 a.m. to discuss the Battle Creek loan payoff amount.
2. **Dispatch Supervisors Group: 2015 & 2016 Terms** – Director Troyer reported that the Supervisors group has agreed to the proposal which was discussed at last month's board meeting. The proposal includes the following:
 - 1.5% COLA wage adjustment for both years and an increased Insurance Opt-Out per pay period.

The group has decided to terminate discussions regarding changes to their existing Retirement (Defined Benefit) plan. Director Troyer is recommending approval of the proposed terms.

A motion was made by Jeff Albaugh, seconded by Dave Schmaltz to approve the Executive Director's recommendations for the Dispatch Supervisors Group 2015 & 2016 Terms.

All in favor
Motion approved

NEW BUSINESS

1. **Executive Director Contingent Compensation Criteria** – In accordance with Section 10 (Contingent Compensation) of the Executive Director's Employment Agreement, three mutually agreed upon criteria must be identified each year. Director Troyer presented the board with his criteria recommendations for 2015. His recommendation is that the following criteria be adopted:
 - Implement a Text-to-9-1-1 Solution for Calhoun County
 - County Fire VHF System – Phase II Conversion to Simulcast
 - Regional collaboration (feasibility study) on NG9-1-1 Telephone System

A motion was made by Jeff Albaugh, seconded by Brent Williams to approve the criteria/goals presented in accordance with Section 10 (Contingent Compensation) of the Executive Director's Employment Agreement.

All in favor
Motion approved

2. **2014 Budget Amendment Revision IV** – Director Troyer provided the board with a proposed budget amendment that will affect CCCDA's Training Fund Business Unit (2912). CCCDA had \$11,592 of 2013 training fund monies that carried over (deferred revenue) to 2014 as they were unspent. This was documented on page 6 of the 2013 Fiscal Year Audit – Management's

Discussion and Analysis of State 9-1-1 Surcharge monies as well as in CCCDA's Financial Statements.

A motion was made by Brent Williams, seconded by Ken Snyder to approve the 2014 Budget Amendment Revision IV as presented.

All in favor

Motion approved

- 3. Executive Director's 2015 Budget Proposal** – Director Troyer provided the board with a copy of the 2015 Budget Proposal. The 2015 Budget Proposal will be sent out via certified mail to all municipalities in accordance to the Call for Service Formula. Director Troyer reviewed the budget with the board and allowed time for comments and questions. The public hearing for the 2015 Budget will take place at the next Governing Board of Directors meeting on December 9th at 3:05 p.m. in the Law Library Conference Room.

PUBLIC COMMENTS

No public comment provided.

ADJOURNMENT

Meeting was adjourned at 3:58pm by Chairperson Matt Saxton.