



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

Meeting Minutes Tuesday, December 1st, 2009

The Meeting was called to order by Chairman Peterson at 3:11 p.m., in the Law Library of the Calhoun County Building.

I. ROLL CALL

Members Present: Franklin Peterson, AMSA
Mike Herman, City of Albion
Brent Williams, City of Marshall (arrived at 3:18 p.m.)
Sheriff Al Byam, Calhoun County Sherriff
Jeff Albaugh, Calhoun County Township Association

Members Excused: Ken Tsuchiyama, City of Battle Creek
Dave Stamler (for Eric Wimbley), Michigan State Police
Mike Rae, Calhoun County Board of Commissioners
Chris Simmons, City of Battle Creek

Others Present: Jeff Troyer, CCCDA Executive Director
Richard Lindsey, CCCDA General Counsel
Kelli Scott, Calhoun County
Tracy Hall, City of Marshall
Darby Prater, Battle Creek Enquirer
John Hendler, Ad-Visor & Chronicle
Ben Danielson, Schweitzer
Tom Beuchler, Schweitzer
Randy Case, Architecture and Design

Chairman Peterson requested that the board move to reports first.

II. REPORTS

Technical Committee

Troyer advised that there was no TAC report because they have not met. The Committee will be meeting in December to begin addressing logistics and recording systems.

Executive Directors Report

Troyer advised Board Members that he has been working on the following items:

1. General Insurances
2. Employment Insurances
3. 2010 Budget
4. Employment Offers
5. Recording Systems

Troyer further advised that he met with PSRO group to evaluate ideas for streamlining and standardizing EMS response throughout the county. Another meeting has been set-up to involve dispatchers, first responders, and the PSRO group to gather further information on how to better the operations.

He also met with the Fire VHF Subcommittee on November 24th to discuss fire radio frequencies in Calhoun County. Troyer stated that he will continue to meet with the subcommittee in an attempt to resolve some of the communications problems with the current system. Several Board Members asked questions and lengthy discussion occurred.

III. CONSENT ITEMS

Motion by Mr. Byam, supported by Mr. Williams to approve the following consent items:

1. Excuse absent members Mike Rae, Chris Simmons, Ken Tsuchiyama, and Dave Stamler (for Eric Wimbley)
2. December 1st Meeting Agenda
3. Meeting Minutes from November 3rd, 2009
4. Letter to State 9-1-1 Administrator dated November 23rd, 2009

Discussion: none.

All in favor; motion carried.

IV. OLD BUSINESS

Personnel Policies

Troyer advised that the Personnel Policies that were sent out yesterday have labor counsel's suggestions and comments added. There were no questions reference the policies.

Motion by Mr. Herman, supported by Mr. Albaugh to adopt the personnel policies and procedures as presented. Discussion: none.

All in favor; motion carried.

Employer Insurances

Troyer briefly explained the spreadsheet presented to the members detailing the recommended providers for insurances. Troyer also advised that since the Authority has contracted with the county for administrative services, all of the providers - with the exception of the Flex Spending and Cobra Administration - are the same as what the county currently uses.

Motion by Mr. Herman, supported by Mr. Williams to approve the providers for the corresponding insurances as presented. Discussion: Chairman Peterson advised that this will allow the Executive Director to finalize any necessary paperwork with the providers so we can move forward.

All in favor; motion carried.

Employment Offers

Troyer requested approval of the employment offer letter template as well as the Health Benefit Rate Informational sheet to be included in the employment offers.

Motion by Mr. Albaugh, supported by Mr. Williams to approve the Executive Director to distribute employment offers utilizing the template and informational sheet as presented. Discussion: none.

All in favor; motion carried.

V. NEW BUSINESS

Glass and Glazing Contractor

Troyer advised the board that due to problems with the initial framing method of the glass - along the North, South, and East walls of dispatch - the project had to be reevaluated by Architecture and Design and then rebid. Randy Case, lead architect for the project, provided the Board with the details surrounding the glass project. Schweitzer provided the Board with a summary of the bids they received as well a letter of recommendation to move forward with the low bidder Battle Creek Glass. Troyer stated that he supported the recommendation.

Motion by Mr. Herman, supported by Mr. Williams to support the recommendation of Battle Creek Glass. Discussion: none.

All in favor; motion carried.

Construction - Schedule of Work

Tom Beuchler, President/CEO of Schweitzer, provided the Board Members with an updated schedule of work for the dispatch construction. Mr. Beuchler advised the board members that all of the projects are on time with the exception of the glass that had to be rebid. The main problem occurs with the manufacturing lead times of the glass due to the holidays approaching and manufacturers shutting down for a few weeks over the holidays. Therefore, the glass is projected to be on site the first week of March. Battle Creek Glass estimates four to six weeks for installation but that includes the whole project: the dispatch center and the Board of Commissioners meeting room. Troyer advised that the dispatch portion (if the subcontractors start on the North and South walls) could be done mid March or the third week of March. Chairman Peterson advised that no date has officially been set for the center's "go-live" so the way the schedule looks it will still occur in March. Troyer concurred and advised that he just wanted all of the members to be aware of the schedule.

Michigan Municipal League Agreement - Unemployment Compensation Group Account

Troyer requested approval of the MML Agreement for the Unemployment Compensation Group Account. He stated that the agreement states it must be formally adopted by the Governing Board.

Motion by Mr. Albaugh, supported by Mr. Herman to authorize the Executive Director to complete the application for CCCDA to become a member of the MML - Unemployment Compensation Group Account, and to comply with the terms and conditions of the membership agreement upon acceptance by the Michigan Municipal League. Discussion: none.

All in favor; motion carried.

VI. PUBLIC COMMENTS

Public Comments were offered; none given.

VII. ADJOURNMENT

The next CCCDA Governing Board Meeting will be Tuesday, December 22nd, 2009. The meeting was adjourned at 3:55 p.m.