



# 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, December 8<sup>th</sup>, 2015 3 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Steve Frisbie (Chairman Saxton was still on his way) at 3:09 p.m. in the Law Library of the Calhoun County Administrative Building.

### **ROLL CALL:**

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

Directors Excused: Jeff Albaugh, Vice-Chairperson

Others Present: Jeff Troyer  
Richard Lindsey  
Rich Feole  
Jim Blocker  
Haley Snyder

### **AGENDA APPROVAL**

A motion was made by Brent Williams to approve the December 8, 2015 CCCDA Governing Board agenda. The motion was seconded by Rebecca Fleury.

All in favor  
Motion approved

## **MEETING MINUTES**

A motion was made by Brent Williams to accept the November 10, 2015 CCCDA Governing Board minutes. The motion was seconded by Rebecca Fleury.

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 (approve)
2. Check Register (approve)
  - a. Accounts Payable G/L Distribution Report 11/6/15 thru 12/2/15
3. Year-to-Date Budget Performance Report (approve)
  - a. FY2015 Budget Performance Report
  - b. FY2015 Benefit Fund Performance Report
4. 2015 Year-to-Date Statistics (place on file)
  - a. November Calls for Service Statistics
  - b. November Call Count Comparison Summary
5. Quality Assurance Reports (place on file)
  - a. November Ring Time Statistics Report
  - b. October Emergency Medical Dispatch QI Summary Report
  - c. November Quality Assurance Law & Fire Calls for Service
6. Technical Advisory Committee (place on file)
  - a. TAC Meeting Minutes dated 11/18/15
7. General Correspondence (place on file)
  - a. Exit Interview: Deb Owen dated 11/5/15
  - b. Administrative Findings Resolution Amending Emergency Telephone Service Plan

A motion was made by Tim Hill to approve the December 2015 Consent Agenda. The motion was seconded by Brent Williams.

All in favor

Motion approved

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Troyer reported on the following items:

- 1. VHF System Updates** – The only thing left to be installed on the electrical side of the Tekonsha Water Tower site is the alarm, monitoring outlets, and dedicated outlets for the equipment cabinet. Director Troyer stated that he spoke with Roe Comm. and they are still waiting to receive one piece of equipment. The estimated delivery date is December 21<sup>st</sup>.
- 2. SMPA** – As of now, Calhoun and Barry County will be moving forward with the new phone system. Conference calls have been held with Barry County and Winbourne Consulting to discuss revisions of the scope and RFP process for Phase II of the new phone system. Director Troyer stated that the RFP for Phase II should be completed by the end of January.

## **PUBLIC HEARING FOR 2016 BUDGET**

A motion was made by Rebecca Fleury, seconded by Ken Snyder to open the public hearing on the 2016 Budget.

All in favor.

Motion approved

Public Comment was offered but there were no public members present. Director Troyer stated the 2016 Budget was sent via certified mail to all municipalities in accordance with the Call for Service Formula Guidelines. Copies of the budget were made available in the CCCDA Administration office as well as CCCDA's website. As of December 2<sup>nd</sup>, no written comments have been received at the CCCDA Administrative Office.

A motion was made by Steve Frisbie, seconded by Dave Wood to close the Public hearing on the 2016 Budget.

All in favor.

Motion approved.

## **OLD BUSINESS**

### **1. 2016 Budget**

A motion was made by Dave Wood, seconded by Steve Frisbie to approve the fiscal year 2016 Budget as set forth (presented) in the attached documents with expenditures totaling \$3,407,452.

All in favor

Motion approved

- 2. Call for Service Formula Guidelines – Proposed Amendment** – Executive Director Troyer provided the Governing Board with a packet (memorandum and Call for Service Formula Implementation Guidelines – Proposed Revisions) that was sent to all service users via certified mail on November 20<sup>th</sup>. In accordance with the guidelines, the certified mailing shall serve as notification that the comment period is open and will remain open for a minimum of 50 calendar days. 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.

As of December 2<sup>nd</sup>; CCCDA Administration has not received any comments. The amendment will be on the agenda for the January 12<sup>th</sup> meeting for final approval.

## **NEW BUSINESS**

- 1. Revision to Personnel Policy 8.11 – Dress Code** – The Executive Director provided the Governing Board of Directors with a copy of a revision to Personnel Policy 8.11 – Dress Code. Executive Director Troyer requested that the Governing Board of Directors approve the revision.

A motion to approve the revision to Personnel Policy 8.11 – Dress Code was made by Rebecca Fleury, seconded by Ken Snyder.

All in favor

Motion approved

- 2. MERS 457 Program** – The Governing Board of Directors was presented with the MERS Uniform 457 Supplemental Retirement Program Resolution and the corresponding Participation Agreement for consideration.

This is an optional/supplemental retirement program for employees. There is no fiscal impact as a result of adopting this program. The program document has the following options:

- Contributions: Bi-Weekly (corresponding with our payroll process)
- Roth Deferral Contributions - shall not be permitted
- Loans – shall not be permitted
- Automatic Enrollment – shall not be permitted
- Employer Contributions – shall not be permitted

This program, if approved, will be offered to employees beginning in January 2016.

A motion to approve the MERS Uniform 457 Supplemental Retirement Program Resolution and the corresponding Participation Agreement as presented was made by Rebecca Fleury, seconded by Ken Snyder.

All in favor  
Motion approved

- 3. 2015 Budget Amendment: Revision III** – Executive Director Troyer provided the Board with a recommended Budget Amendment. The Budget Amendment does not increase overall expenditures but requires approval as monies will transfer from one categorical classification to another.

The additional \$60,000 noted in the revision will be utilized to help offset the benefit fund (699) deficit we are experiencing this year. A manual entry will be made moving a total of \$120,000 from the 2911-720.010 – Insurance Benefits Hospitalization over to the Benefits Fund (699-676.011).

A motion to approve 2015 Budget Amendment: Revision III was made by Steve Frisbie, seconded by Tim Hill.

All in favor  
Motion approved

- 4. Technical Advisory Committee (TAC) Membership/Representatives** – Chairman Saxton asked to have a general discussion regarding the feasibility of adding a member/representative to CCCDA's Technical Advisory Committee. Executive Director Troyer discussed the steps that will need to be taken in order to add a member/representative to TAC. No action was taken at this time.
- 5. Sharing an Executive Director with KCCDA** – The Governing Board of Directors held a general discussion regarding the possibility of sharing an Executive Director with KCCDA.
- 6. 2016 Meeting Dates** – Executive Director Troyer presented the Governing Board of Directors with the proposed 2016 Governing Board of Directors meeting dates.

A motion to approve the 2016 meeting schedules as presented was made by Dave Wood, seconded by Rebecca Fleury.

All in favor  
Motion approved

#### **PUBLIC COMMENTS**

No public comment provided.

## **ADJOURNMENT**

A motion was made by Dave Wood, seconded by Ken Snyder to adjourn the meeting.

All in favor

Motion approved

Meeting was adjourned at 4:43 p.m. by Chairperson Matt Saxton.