



# 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 10th, 2013 3 p.m.**

### **Law Library**

### **Calhoun County Administrative Building**

The meeting was called to order by Chairman Matt Saxton at 3:00 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  
Lt Jim Coleman, Michigan State Police  
Ken Tsuchiyama, City of Battle Creek  
Steve Frisbie, Calhoun County Commissioner  
Susan Baldwin, City of Battle Creek  
Ken Snyder, City of Albion  
Jeff Albaugh, Township Association

Directors Excused: Brent Williams, City of Marshall  
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 December 10th, 2013 CCCDA Governing Board agenda. The motion was seconded by Jeff Albaugh.

All in favor  
Motion approved

#### **MEETING MINUTES**

A motion was made by Susan Baldwin to accept the November 12th, 2013 CCCDA Governing Board minutes. The motion was seconded by Jim Coleman.

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: November 8<sup>th</sup> to December 9<sup>th</sup>
3. 2013 Year-to-Date Budget Performance Report
4. 2013 Year to Date Statistics
5. Quality Assurance Reports
6. TAC meeting minutes – November 20th, 2013

A motion was made by Jeff Albaugh to approve the December 2013 Consent Agenda. The motion was seconded by Ken Tsuchiyama.

All in favor  
Motion approved

**PUBLIC HEARING FOR 2014 BUDGET** – Chairman Saxton opened the public hearing on the 2014 Budget. There were no public members present. Jeff stated that the budgets were sent via registered mail to all municipalities in accordance with the Call for Service Formula Guidelines. Budgets were made available in Jeff's office and the CCCDA website. He did not receive any questions from the municipalities who received it. Chairman Saxton closed the Public hearing on the 2014 Budget.

**EXECUTIVE DIRECTOR'S REPORT** –Jeff gave an update on the VHF radio project. The simulcast hardware is in except for one piece that Roe Comm is waiting for. They still project that the hardware will be installed around Christmas. Jeff gave an update on the CAD and MCT project. The CAD went live on Tuesday, December 3<sup>rd</sup>. The transition went fairly smooth. One of the more challenging portions was the MCT implementation due to many different computer models and connection methods. Jeff said that they have seen a significant increase in mobile use.

#### **OLD BUSINESS**

1. **Additional Lease Space-Lease Amendment** –Calhoun County approved the lease agreement with CCCDA last week at their County Commissioner meeting. Jeff Albaugh made a motion to

approve the lease amendment to add the additional office space. The motion was seconded by Susan Baldwin.

All in favor

Motion passed

## NEW BUSINESS

- 1. Executive Director Performance Criteria-** Jeff presented three criteria required for section 10 of his contract. Jeff's recommendations for the three criteria were VHF radio upgrade, CAD/MCT system continuation and CCCDA Administrative and Business office. Jeff outlined some of the items for each of these three items that he would be working on as goals for 2014.

A motion was made by Susan Baldwin to accept Jeff's recommendations for the three performance criteria. The motion was seconded by Jeff Albaugh.

All in favor

Motion passed.

- 2. 2013 Budget Amendment-** Jeff explained that a budget amendment needed to be made to the business unit section of the budget. Some revenue had originally been accounted for as part of the cost share of an interface between CCCDA CAD and LifeCare's CAD. The amount budgeted for the revenue was \$8400. There was \$4200 budgeted on the expense side for the build out and implementation of the interface. There was also \$4200 budgeted on the expense side for equipment and software for the interface. This item was withdrawn from the contract and the three items off set each other. The amendment is necessary for accurate accounting.

A motion was made by Steve Frisbie to approve the 2013 budget amendment that was presented. The motion was seconded by Susan Baldwin.

All in favor

Motion passed.

- 3. Administrative Assistant Job Description-** Jeff presented a draft job description for an administrative assistant. He took examples from Calhoun County and other 911 centers that have an Administrative Assistant and combined them. Jeff explained the position was approved for 25-30 hours a week and that the set hours for the office have not been set yet.

A motion was made by Jeff Albaugh to approve the presented job description for Administrative Assistant. The motion was seconded by Jim Coleman.

All in favor  
Motion passed.

- 4. 2014-2016 CBA between CCCDA and POAM-** Jeff presented the tentative agreement and letter of understanding. The agreement has not been ratified by the bargaining unit. Jeff explained the economic impact of the agreement. Using the hard cap on the healthcare costs will save the Authority money and reduce the economic impact on the CCCDA budget over the next three years.

A motion was made by Susan Baldwin to accept the tentative agreement that was presented between CCCDA and POAM. The motion was seconded by Ken Tsuchiyama.

A voice roll call vote was taken.

Jeff Albaugh yes  
Ken Snyder yes  
Jim Coleman yes  
Susan Baldwin yes  
Ken Tsuchiyama yes  
Steve Frisbie yes  
Matt Saxton yes

All in favor  
Motion passed

- 5. Amend/Revise Personnel Policies** – Jeff explained changes that needed to be made in CTO pay, recognized holidays for non-union staff members, PTO accrual, and maximum accumulation of PTO and Comp time. There was discussion about changing policies in the future that would state “consistent with CBA”. This way as agreements are changed, policies didn’t have to be changed also. Jeff stated he would consider that for changes in the future but with the new voluntary participation in bargaining unit laws, it may be necessary for CCCDA to maintain specific policies for non-union employees.

A motion was made by Jeff Albaugh to accept the changes to the Personnel Policies as they were presented. The motion was seconded by Steve Frisbie.

All in favor  
Motion passed.

- 6. 2014 Budget Approval-** The budget was reviewed at the November meeting and public hearing had been held. Steve Frisbie made a motion to approve the 2014 CCCDA Budget as presented. Ken Tsuchiyama seconded the motion. A roll call vote was done.

Ken Snyder yes  
Jim Coleman yes  
Susan Baldwin yes  
Ken Tsuchiyama yes  
Steve Frisbie yes  
Matt Saxton yes  
Jeff Albaugh yes

All in favor  
Motion passed.

- 7. 2014 Meeting Dates-** A list of meeting dates were presented to the Board. There was discussion on changing the date and time of the meetings. Sheriff Saxton stated that the Board was accustomed to the Tuesday at 3pm schedule but maybe just look at changing a few of the dates that fell on holidays and spring break.  
2014 Meeting Dates proposed were:

January 14<sup>th</sup>  
February 11<sup>th</sup>  
March 11<sup>th</sup>  
April 8<sup>th</sup>  
May 13<sup>th</sup>  
June 10<sup>th</sup>  
July 8<sup>th</sup>  
August 12<sup>th</sup>  
September 9<sup>th</sup>  
October 14<sup>th</sup>  
November 11<sup>th</sup>  
December 9<sup>th</sup>

A motion was made by Jeff Albaugh to approve the proposed schedule and to have the Director and Board Chairman work out an alternate schedule for April 8<sup>th</sup> and November 11<sup>th</sup>. The motion was seconded by Ken Tsuchiyama.

All in favor  
Motion passed.

## **PUBLIC COMMENTS**

## **ADJOURNMENT**

Meeting adjourned at 4:05 pm by Chairman Matt Saxton.