



# 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 13<sup>th</sup>, 2016 3:00 p.m.**

**Law Library**

**Calhoun County Administrative Building**

The meeting was called to order by Chairperson Matt Saxton at 3:03 p.m. in the Law Library of the Calhoun County Administrative Building.

#### **ROLL CALL:**

Directors Present: Matt Saxton, Chairperson  
Jeff Albaugh, Vice-Chairperson  
Jim Coleman, Michigan State Police  
Susan Baldwin, City of Battle Creek (Seat #2)  
Steve Frisbie, County Board of Commissioners  
Tim Hill, Area Metropolitan Services Agency  
Jim Blocker, City of Battle Creek (Seat #1)

Directors Excused: Ken Snyder, City of Albion  
Brent Williams, City of Marshall

Others Present: Rich Feole, CCCDA  
Kim Grafton, CCCDA  
Haley Snyder, CCCDA  
Michelle Johnson, County Finance

#### **AGENDA APPROVAL**

A motion was made by Tim Hill to approve the December 13, 2016 CCCDA Governing Board agenda. The motion was seconded by Jim Blocker.

All in favor  
Motion approved

#### **MEETING MINUTES**

A motion was made by Jim Blocker to accept the November 8<sup>th</sup>, 2016 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 2<sup>nd</sup> – December 1<sup>st</sup>
3. Year-to-Date Budget Performance Reports
4. 2016 Year-to-Date Statistics
5. Quality Assurance Reports
6. TAC Meeting Minutes
7. General Correspondence

A motion was made by Tim Hill to approve the December 2016 Consent Agenda. The motion was seconded by Jeff Albaugh.

All in favor

Motion approved

**PUBLIC HEARING FOR 2017 BUDGET**

A motion was made by Matt Saxton, seconded by Susan Baldwin to open the public hearing on the 2017 Budget.

All in favor

Motion approved

Public Comment was offered but there were no public members present. Director Feole stated the 2017 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 Jeff Albaugh, seconded by Susan Baldwin to close the Public hearing on the 2017 Budget.

All in favor

Motion approved.

## **EXECUTIVE DIRECTOR'S REPORT**

Executive Director Feole reported on the following items:

- 1. Health Benefits** – Executive Director Feole gave thanks to Executive Administrative Assistant, Haley Snyder and County HR for all of their work in getting 2017 benefits enrollment completed with such a short turn around. CCCDA will be transitioning from self-insured to fully-insured with Priority Health for 2017. The two plans that will be offered are the most similar to the CB3 and FB3 plans that are currently offered.
- 2. EOM December – Chris Robinson** – Executive Director Feole reported that Chris Robinson has been named CCCDA's Employee of the Month December 2016. Chris began her career with CCCDA in 2007. In addition to her role as Emergency Telecommunicator, Chris serves as a Communication Training Officer.
- 3. Smart 911** – Feole provided the Board with handouts regarding Smart 911. Feole stated that Director Troyer presented on this product in the past, but changes have been made since then. The State of Michigan has signed a contract with Smart 911 which requires PSAPs to purchase licenses for minimum staffing. The State has agreed to pay for the first 18 months of this service for all Michigan PSAPs. Feole stated that he has signed CCCDA up for the free 18 month trial. Smart 911 will allow individuals to create an online profile with any information that would be good for first responders.
- 4. Facebook Page** – Feole stated that the CCCDA Facebook page has over 5,000 "Likes". The page is used to post messages regarding traffic, weather, and other general info concerning Calhoun County.
- 5. Turnover Rate** – Feole provided the Board with a list of people that have left CCCDA in the last two years. Feole stated that some were because of retirements, resignations, moving away, and a few terminations. A general discussion regarding CCCDA's training process was held amongst the Board.

## **OLD BUSINESS**

## **NEW BUSINESS**

- 1. 2017 – 2019 POAM Agreement** – Executive Director Feole presented the board with a copy of the Collective Bargaining Agreement between CCCDA and POAM (Full-Time Emergency Telecommunicators) and a Letter of Understanding with POAM regarding COMP Time for their review and approval.

A motion to approve the 2017-2019 Collective Bargaining Agreement with the Police Officers Association of Michigan (POAM) and the Letter of Understanding as presented was made by Jeff Albaugh, seconded by Susan Baldwin.

All in favor  
Motion approved

- 2. 2017 Budget** – A motion was made by Susan Baldwin, seconded by Steve Frisbie to approve the fiscal year 2017 Budget as set forth (presented) in the attached documents with expenditures totaling \$3,360,004.

All in favor  
Motion approved

- 3. Amend/Revise Personnel Policies** – Executive Director Feole provided the Governing Board with a copy of revisions to Personnel Policies 3.17 – CTO Pay, 4.4 – Funeral Leave, 6.1 – Paid Time Off (PTO) Accrual, 6.6 – COMP Time, and 7.2 – Payments in Lieu of Health Insurance Coverage. Executive Director Feole requested that the Governing Board of Directors approve the revisions.

A motion to approve the revisions to Personnel Policies 3.17 – CTO Pay, 4.4 – Funeral Leave, 6.1 – Paid Time Off (PTO) Accrual, 6.6 – COMP Time, and 7.2 – Payments in Lieu of Health Insurance Coverage as presented was made by Jeff Albaugh, seconded by Jim Blocker.

All in favor  
Motion approved

- 4. 2017 Meeting Dates** - Executive Director Feole presented the Governing Board of Directors with the proposed 2017 Governing Board of Directors meeting dates.

A motion to approve the 2017 meeting schedule as presented was made by Susan Baldwin, seconded by Steve Frisbie.

All in favor  
Motion approved

## **PUBLIC COMMENTS**

## **ADJOURNMENT**

A motion was made by Susan Baldwin, seconded by Jeff Albaugh to adjourn the meeting.

All in favor  
Motion approved

Meeting was adjourned at 3:55pm by Chairperson Matt Saxton.