



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

GOVERNING BOARD OF DIRECTORS **Meeting Minutes** **Tuesday, December 14, 2010**

The meeting was called to order by Chairman Peterson at 2:00 PM in the Law Library of the Calhoun County Administrative Building.

ROLL CALL

Directors Present: Franklin Peterson, AMSA
Susan Baldwin, City of Battle Creek
Mike Herman, City of Albion
Al Byam, Calhoun County Sheriff
Jeff Albaugh, Calhoun County Township Association
Ken Tsuchiyama, City of Battle Creek
Brent Williams, City of Marshall
Kelli Scott, Calhoun County Board of Commissioners

Directors Excused: Eric Wimbley, Michigan State Police

Others Present: Jeff Troyer (via conference call)
Eric Miller
Richard Lindsey
Jill Fish

Frank Peterson welcomed Kelli Scott to the Governing Board of Directors. This is Kelli's first meeting as the representative of the Calhoun County Board of Commissioners.

AGENDA

Motion by Ken Tsuchiyama, seconded by Brent Williams to approve the agenda as presented.
All in favor; motion approved.

MEETING MINUTES

Motion by Ken Tsuchiyama, seconded by Brent Williams to approve the minutes from the November 2010 meeting.
All in favor; motion approved.

PUBLIC COMMENTS

None

CONSENT ITEMS

Motion Ken Tsuchiyama, seconded by Brent Williams to approve the consent agenda as presented:

1. Excuse Absent Board Member(s): Eric Wimbley
2. November Check Register
3. Year-to-Date Budget Analysis
4. Proof(s) of Publication – Notice of Public Hearing for 2011 Budget
5. Executive Director – Education Expenses

All in favor; motion approved.

REPORTS

Technical Committee Report

No report.

Executive Director Report

Jeff Troyer reported by conference call that he attended the December Michigan Township Association meeting at the Convis Township Hall on December 15th and gave the “Funding the Future” presentation. Jeff stated that the presentation went very well and the attendees had very good questions. Jeff Albaugh indicated there were differing viewpoints some of which were based on the possibility of increasing property taxes for some townships. Jeff Troyer stated that there were also questions about EMS response to various townships. Jeff indicated that almost every presentation that has been given, questions arise regarding the consideration of EMS calls for service into the different formulas.

PUBLIC HEARING

Chairman Peterson requested a motion to open Public Hearing for the 2011 Operational Budget. Motion by Albaugh, seconded by Herman.

All in favor; motion approved.

Public Hearing opened at 2:10 PM.

Jeff Troyer provided a brief summary of the proposed budget.

Mike Herman asked Jeff Troyer if he was comfortable with the proposed budget amounts in conjunction with the ongoing contract negotiations. Troyer advised that he was comfortable as contingencies were utilized when calculating wages and benefits. Troyer stated that there is a one-time longevity payment that is part of the current proposal/tentative agreement. If both POAM and CCCDA ratify the tentative agreement as is, this one-time payment will have to be made and is not part of the proposed budget.

Jeff Troyer noted several name changes for specific budgetary account codes as well as some consolidation of certain account codes with others. Troyer stated that this was due to the County's new financial program that they are currently converting too.

Kelli Scott requested clarification on the local agency dispatch service charge revenues. Specifically she pointed out that the jail beds for dispatch service agreement between the City of Battle Creek and Calhoun County totaled \$633,380 but there is currently no way to depict that on the detailed spreadsheet. Kelli asked if this detail could be added as a footnote to the City of Battle Creek payment. Troyer advised that he most certainly would make that change prior to posting the final budget on the website.

Chairman Peterson requested Troyer put together a summary report to accompany the budget.

Chairman Peterson pointed out the importance of building up CCCDA's cash reserves. A spreadsheet was disbursed displaying anticipated cash reserves at the end of 2011 to be \$442,313.21. Kelli Scott asked if there was a policy that outlines what the governing board does with cash reserves. Jeff Troyer stated CCCDA has a Fund Balance and Reserves fiscal policy that stipulates "CCCDA shall strive to maintain an unreserved fund balance between 25 and 30% of the annual general operating expenditures of the previous fiscal year". Troyer also stated that he hoped to achieve this balance of fund reserves by 2013.

Public Hearing closed at 2:25.

OLD BUSINESS

MERS Update

Troyer advised all of the necessary MERS Documents have been sent out with the exception of the approved minutes from the governmental units who signed the MERS Funding Obligation Interlocal Agreement. Since the MERS plans will not be completed and set-up by the end of the year, Troyer is working closely with Jeryl Scheopke in finance to get the employee contributions electronically transferred to MERS in the next few weeks for tax purposes. It may be the end of January 2011 before this process is completed.

NEW BUSINSS

2011 Standard Mileage Rate

Jeff Troyer stated that the IRS Standard Mileage Rate for 2011 has been announced and is an increase of \$.01 from the 2010 rate: 2011 - \$.51/mile. Troyer recommends adopting the same for 2011. Mike Herman stated he thought the board should consider following the IRS's standard mileage rate from year to year so the board did not have to approve a rate each year.

Motion by Brent Williams, seconded by Mike Herman to follow the annual IRS standard mileage rates used to calculate costs of operating an automobile for business purposes.

All in favor; motion approved.

2011 Budget

Motion made by ??????????, seconded by ?????????????? to approve the 2011 Operational budget in the amount of \$3,598,393.00.

All in favor; motion approved.

Closed Session – Pending Litigation

Motion made by Jeff Albaugh, seconded by Brent Williams to go into Closed Session for the purposes of pending litigation.

All in favor; motion approved.

The Board went into closed session at 2:30 PM.

Motion made by Ken Tsuchiyama, seconded by Mike Herman to end the Closed Session.

All in favor; motion approved.

The Board re-convened open session at 3:05 PM.

Motion made by Brent Williams, seconded by Ken Tsuchiyama for CCCDA to take the following position regarding Emmett Township:

CCCDA understands that Emmett Township's contribution amount will significantly increase under any one of the four "fair and equitable formulas" currently being evaluated.

Therefore, CCCDA feels that it is unfair to ask them to pay the increased contribution amount under one of these formulas and instead will continue to provide Emmett Township the same level of service at the original amount agreed upon in the Interlocal Agreement - \$103,935. This amount is significantly less than what their "fair and equitable" contribution would be if we acted upon their request/demand: to immediately implement a "fair and equitable" formula.

Thus, CCCDA's standing offer will be to provide dispatch and PSAP service for \$103,935/year.

All in favor; motion carried.

PUBLIC COMMENTS

Mike Herman asked if the important pieces of the POAM contract be emailed to the board members. Jeff Troyer stated that he would get that information to the board members as soon as the details are put together regarding the tentative agreement.

ADJOURNMENT

Chairman Peterson adjourned the meeting at 3:10 PM.