



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

GOVERNING BOARD Meeting Minutes Tuesday, December 22nd, 2009

The Meeting was called to order by Chairman Peterson at 3:03 p.m., in the Law Library of the Calhoun County Building.

I. ROLL CALL

Members Present: Franklin Peterson, AMSA
Mike Herman, City of Albion
Ken Tsuchiyama, City of Battle Creek
Brent Williams, City of Marshall
Sheriff Al Byam, Calhoun County Sherriff
Jeff Albaugh, Calhoun County Township Association
Mike Rae, Calhoun County Board of Commissioners

Members Excused: Eric Wimbley, Michigan State Police
Chris Simmons, City of Battle Creek

Others Present: Jeff Troyer, CCCDA Executive Director
Richard Lindsey
Kelli Scott
Tom Hardy
Bruce Smith

II. CONSENT ITEMS

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

1. Excuse absent members Chris Simmons and Eric Wimbley
2. December 22nd Meeting Agenda
3. Meeting Minutes from December 1st, 2009

Discussion: none.

All in favor; motion carried.

III. REPORTS

Technical Committee

Troyer advised that the Committee met on December 9th. The two main topics for consideration were logistics (dispatch center staffing) and recording systems. Troyer stated that the Committee evaluated two different dispatch center staffing concepts: one involved delineated duties - call-takers and dispatchers, and the other incorporated the "everyone does everything" concept. Troyer advised that the Committee supports the delineated duties concept and will be trying to consolidate some of the services and talk groups in order to accomplish the logistical plan. Troyer also stated that the Committee requested and supported for him to obtain quotes from two Michigan companies for the recording system: DSS Corporation and Van Belkum.

Executive Director's Report

Troyer provided Board Members with a briefing on the following items:

1. General Insurances are complete and will begin processing Employee Insurances.
2. Construction - coming along very well. The raised computer floor is installed and the drywall finishing work has begun.
3. Implementation Plan – AT&T is currently scheduled to deliver the 9-1-1 trunks/circuits and hardware on January 18th, Radio Communications will be bringing up the Centralink (old) 9-1-1 System in Battle Creek beginning February 16th. Once the old system is up, the Vesta Pallas will be removed and brought to the New Center and installed. That same week (Feb 16th), Xybix will be on site installing the Dispatch Consoles.
4. Dave Fisher with Rehmann has been contacted and requested to provide the Authority with a quote for performing the 2009 audit. This is the same company that the County utilizes therefore they are familiar with the county's processes.
5. Upcoming – recording system, appliances, and training fund application.

IV. OLD BUSINESS

Employment Offers

Troyer advised that all current Full Time employees from the three dispatch centers have accepted the employment offers except for one that has chosen to retire from the City of Battle Creek. Troyer advised there were a few minor questions (which were to be expected) but no real significant items. He stated that there were quite a few questions about the dissolving of the current bargaining contracts. All of those questions were redirected to their respective employers.

V. NEW BUSINESS

2010 Operational Budget

Troyer presented the Board with a draft of his proposed 2010 operational budget. Troyer explained that it is difficult to determine costs due to the exact date of the Go-Live still unknown. Most of the revenues were reduced from a full year to 75 or 80% to accommodate for the March go live date. However, most of the expenditures will still be full year values because of the initial outlay costs.

Motion by Mr. Rae, supported by Mr. Herman to accept the DRAFT Operational Budget as presented and for the Executive Director to release notice of public hearing on the proposed 2010 Budget for the January 12th Meeting Date. Discussion: none.

All in favor; motion carried.

2010 Meeting Dates

Troyer advised that he anticipates meeting on the second and fourth Tuesday of each month until the dispatch center is operational. Once operational, he would like to meet once a month on the second Tuesday. Troyer further advised that the Governing Board's Organizational Meeting would be the first item on the agenda for the Governing Board's first meeting in January. The Board must elect a Chairperson and Vice Chairperson.

Motion by Mr. Albaugh, supported by Mr. Williams to approve the 2010 CCCDA Governing Board Meeting Dates as presented. 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, January 12, 2010. The meeting was adjourned at 3:41 p.m.