



Calhoun County Consolidated Dispatch Authority

315 W. Green St., Marshall MI 49068
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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

March 8, 2022 at 2:30 p.m.

Calhoun County Administrative Building- Commissioners' Room
315 W Green St, Marshall MI 49068

The meeting was called to order by Chair Jim Blocker at 2:30 P.M.

ROLL CALL:

Directors Present:

Jim Blocker, Chairperson
Steve Hinkley, Vice-Chair, Attended Virtually
Barry Schrader, Michigan State Police
Ryan Harvey, Township Association
Ken Snyder, City of Albion
Kevin Leiter, Area Metropolitan Services Agency
Steve Frisbie, County Board of Commissioners

Directors Excused:

James Schwartz, City of Marshall
Kristin Blood, City of Battle Creek (Seat #2)

Others Present:

Michael Armitage, CCCDA
Kate Chism, CCCDA

AGENDA APPROVAL

A motion was made by Kevin Leiter, to approve the March 8, 2022, CCCDA Governing Board agenda. The motion was seconded by Steve Hinkley.

All were in favor.
Motion was approved.

MEETING MINUTES

A motion was made by Ryan Harvey to accept the February 8, 2022, CCCDA Governing Board minutes. The motion was seconded by Kevin Leiter.

All were in favor.

Motion was approved.

CONSENT AGENDA

The following items were listed on the Board's consent agenda:

1. Excuse Absent Board Members
2. Check Register and Travel Reimbursement
3. Year-to-Date Budget Performance Reports
4. 2022 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence.

A motion was made by Kevin Leiter to approve the March 8, 2022, Consent Agenda. The motion was seconded by Ken Snyder.

All were in favor.

Motion was approved.

EXECUTIVE DIRECTOR'S REPORT

1. Promotion- Beginning on April 10, Kurnin Pace will be promoted to the role of Dispatch Supervisor. There are vacancies of three full time positions and two part time positions. There are currently two candidates in the hiring process. The job will be reposted soon. CCCDA will begin utilizing CritiCall for candidate testing beginning with the next hiring round.
2. Administration Offices- A move to the third floor for the administrative office will take place in the near future. This will consolidate the admin team in one location. The lease costs for this new office space will remain the same as the current lease. There will be renovation costs and those are likely to increase from previous agreement.

OLD BUSINESS

1. RAVE/IPAWS- For these programs, there are opt in and auto alerts for end users. The cost of this is proposed to be split between The County and CCCDA. The County would pay 2/3 of the costs and CCCDA would be responsible for 1/3 of the cost. Jim Blocker questioned if a policy is to be made for sending alerts and if there is a validation process. Mike Armitage stated yes this will be done and there are options for agencies to send out alerts on their own for their respective areas. Ken Snyder asked if this would be replacing Nixel and who has agreed to participate. There was a brief discussion about users and clarification that Nixel is being phased out.
2. MERS- An interlocal agreement has been reached among members. Everyone agreed to reduce funding amount to 80% minimum funding level. The details of this agreement include the No Phase-In model and surplus division language to include an additional payment annually of \$10,000. This additional payment is not included in the agreement but has been recommended by the group. This is a reasonable recommendation but will require further discussion. Jim Dyer is comfortable with the

language from a legal standpoint. The City of Battle Creek has looked at the agreement and also agrees with the surplus division language. Discussion took place to clarify that this would place the same amount in the surplus account and is simply defining the amount. Mike Armitage stated that financially, there is no problem including the surplus division language in the agreement. Steve Frisbie stated he thinks this is a good goal to have, but maybe should not be a hard rule. Jim Blocker stated if it looked to be financially ok and isn't overtly binding he agrees to move forward with the agreement and surplus division language. Steve Hinkley stated that if this is the Executive Director's recommendation and the board is in support, the agreement should be set in place.

A motion was made by Steve Frisbie to adopt the new interlocal agreement with an 80% funding minimum and an addition payment of \$10,000/year until 100% funded and then discontinue the additional payments. The motion was seconded by Kevin Leiter.

All were in favor.

The motion passed.

NEW BUSINESS

1. Updated Pay Scale- This update would take the subjectivity out of supervisor raise amounts and clearly define steps. This scale would increase the starting pay of the supervisor position and increase the top out pay. The change in the scale would reduce the gap between middle management and upper management. The scale increase will cause a budget overage. Steve Frisbie questioned if this would affect union agreement. Mike Armitage stated this increase was for non-union employees.

A motion was made by Steve Frisbie to accept the Pay Scale update as presented. The motion was seconded by Steve Hinkley.

All were in favor.

The motion passed.

2. Position Allocations- This is more of a house keeping item. The allocation would define Call Taker as its own classification. This is an entry level position. The idea would be to get the employee trained more quickly and then move/promote to a part time dispatcher or full time dispatcher, giving more opportunities for promotions. There is room for two part time call takers and one part time dispatcher. Ken Snyder asked if there would be possible difficulty with recruitment given the current hiring difficulties and this position is a lower wage. Mike Armitage stated he thinks it could be a possible issue. When union negotiations take place, wage scale will be a discussion. It is also the thought to get them trained quickly and an anticipation of promotion.

A motion was made by Steve Frisbie to accept the position allocation as presented. The motion was seconded by Ryan Harvey.

All were in favor.

The motion passed.

3. August 2022 Funding Ballot Proposal- There is currently no ballot language written, it is in process. There is a need for action today by the board in order to meet deadlines for other meetings. A motion as made by Ryan Harvey to authorize Mike Armitage and Jim Dyer to develop language to bring before Calhoun County Board of Commissioners, with language to include .98 mils. The motion was seconded by Ken Snyder. Mike Armitage clarified he would share the language with the board prior to it being presented.

All were in favor.

The motion passed.

4. Console Status Lights- The current system is non-functioning and not able to be repaired. The current system makes it difficult to tell which color light goes to which console and only works for phone status, not radio. The new console lights would have a light at each individual console. This will help

supervisors to effectively monitor the room. CCCDA received three quotes. Roe-Comm was the only comprehensive quote. Steve Frisbie asked if the quote included all consoles. Mike Armitage clarified, yes, this would be to completely replace console lights. A motion was made by Steve Frisbie to sign an agreement with Roe-Comm for the replacement of all console lights. The motion was seconded by Ryan Harvey.

All were in favor.

The motion passed.

5. Lease Agreement with VA Police for Mobile Computers- This agreement would be for CCCDA to make purchases and invoice the VA. There is a basic user agreement for a three year term. The cost is \$1800. This could be a baseline for other agencies. Mike Armitage asked for some wiggle room on the price as we have not gotten the final back from VA legal team. Steve Frisbie made the suggestion to get payment upfront annually as it is difficult to get payment from the VA. The group agreed to this. A motion was made by Kevin Leiter to move forward with the purchase and agreement with VA Police with Mike Armitage being able to accept pricing/terms. The motion was seconded by Ken Snyder.

All were in favor.

The motion passed.

PUBLIC COMMENTS

No public comments were provided.

MEMBER COMMENTS

Steve Frisbie asked for a review to be done of attendance of board members. It seems as though there is an attendance issue. Mike Armitage stated information could be gathered and presented to the board.

ADJOURNMENT

The meeting was adjourned at 3:07 PM