



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

July 13, at 2:30 p.m.

Law Library

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

ROLL CALL:

Directors Present:

Jim Blocker, Chairperson
Steve Hinkley, Vice-Chair
Steve Frisbie, County Board of Commissioners
Jim Coleman, Michigan State Police
Ken Snyder, City of Albion
Ryan Harvey, Township Association
Marty Uldriks, Area Metropolitan Services Agency

Directors Excused:

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

Others Present:

Rich Feole, CCCDA
Kate Chism, CCCDA
Joe Verlin, Gabridge & Co
Jim Dyer, Corporate Counsel

AGENDA APPROVAL

A motion was made by Steve Hinkley to approve the July 13, 2021 CCCDA Governing Board agenda. The motion was seconded by Steve Frisbie.

All were in favor.
Motion was approved.

MEETING MINUTES

A motion was made by Ryan Harvey to accept the June 18, 2021, CCCDA Governing Board minutes. The motion was seconded by Marty Uldriks.

All were in favor.



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Motion was 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: June 1- June 30
3. Year-to-Date Budget Performance Reports
4. 2021 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence

A motion was made by Frisbie to approve the July 13, 2021 Consent Agenda. The motion was seconded by Ken Snyder.

All were in favor.

Motion was approved.

EXECUTIVE DIRECTOR'S REPORT

1. Restrictions lightened- Some of the COVID restrictions have been removed or lightened within the dispatch center. The plexi-glass partitions between consoles have been removed at this time. Those who have been vaccinated do not have to wear masks.
2. Employee of the Quarter—Kaitlynn Kistel has been recognized as this quarter's employee of the quarter. She is a fairly new employee, but is doing great things on her shift.
3. Kim on vacation—Kim is on vacation for a few weeks.

Jim Blocker commented on what a great issue of the Calhoun Chronicles this month. He encouraged anyone who hadn't read it to do so.

Jim Blocker asked the board's permission to switch the order of items on the agenda in order to let Joe Verlin get his portion completed. The board approved the change in order.

NEW BUSINESS

1. Audit presentation- Joe Verlin, Gabridge & Company—Joe Verlin thanked the board for allowing them to be their audit firm. He stated it was a smooth audit. Joe Verlin said the audit came out with a clean opinion, which is highest opinion you can receive. Financial highlights:



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\$2.63 million net position, \$1.3 million unrestricted net position, which is decreased from last year. This is mostly due to depreciation. There is a general fund balance of \$1,063,000. That is a three-month reserve in fund balance, not too much, not too little. There is \$45,000 increase in the net pension liability. There should be a decrease in net pension liability next year. Revenues and grants were up. Total general fund, fund balance is \$1,063,443. There is a six-year schedule to fully fund the pension plan. It is 89% funded. This is flat compared to the previous year.

There were no questions from the board regarding the audit.

A motion was made by Steve Frisbie to accept the audit as presented. The motion was seconded by Mary Uldriks.

All were in favor.

The motion was approved.

There was a brief discussion amongst the board regarding a possible funding mistake which took place prior to consolidation. The board members were questioning whether it would be worth it at this point to try to make up the funding at this point. Consensus was reached that it would be worth it to at least begin investigating.

OLD BUSINESS

1. Director position- Hiring subcommittee update—

A. There were a total of six applications. Two of the candidates were qualified. The hiring committee all agree on the two qualified candidates.

Richard Feole gave information based on his industry knowledge of both candidates: Michael Armitage and Kelley Cunningham. He feels they are both good applicants, stating we couldn't go wrong with either. He went on to say if we hadn't gotten either of those applications, he would be in favor of extending the deadline.

The hiring committee would like to make a recommendation to schedule interviews with Michael Armitage and Kelley Cunningham.

A motion was made by Steve Frisbie to schedule an interview with Michael Armitage and Kelley Cunningham. The motion was seconded by Ken Snyder.

All were in favor.

The motion was approved.



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B. Panel committee and interview questions- The panel committee needs to be formed and the questions need to be formed. Board would like to have some outside members including outside 9-1-1 center directors and a county HR member.

C. Background Investigations & Timeline- The timeline is very tight. Items on the timeline need to continue moving without pause. The question was asked of Richard Feole regarding his September 2 retirement date. He stated he would prefer to stick to that date, but he is more than willing to come back for training. A brief discussion took place regarding a compensation package for training days after retirement.

A motion was made by Steve Frisbie to bring the background investigation process for both candidates now with Fifer Investigation. The motion was seconded by Ryan Harvey.

All were in favor.
The motion was approved.

A brief discussion took place regarding the approval of background investigation starting before the COE.

PUBLIC COMMENTS

No public comments were provided.

Board Comments

No board comments were provided.

ADJOURNMENT

Meeting was adjourned at 3:22 P.M.