



# Calhoun County Consolidated Dispatch Authority

315 W. Green St., Marshall MI 49068  
Administration: (269) 781-0911 • Emergency: 911  
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## CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

**Governing Board of Directors**

**February 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 Vice- Chair Steve Hinkley at 2:30 P.M.

### **ROLL CALL:**

Directors Present:

Steve Hinkley, Vice-Chair, Attended Virtually  
Barry Schrader, Michigan State Police  
Ryan Harvey, Township Association  
James Schwartz, City of Marshall  
Kevin Leiter, Area Metropolitan Services Agency  
Steve Frisbie, County Board of Commissioners

Directors Excused:

Jim Blocker, Chairperson  
Ken Snyder, City of Albion  
Kristin Blood, City of Battle Creek (Seat #2)

Others Present:

Michael Armitage, CCCDA  
Kim Grafton, CCCDA  
Kate Chism, CCCDA  
Jim Dyer, CCCDA Corporate Counsel

### **AGENDA APPROVAL**

A motion was made by Steve Frisbie, to approve the February 8, 2022 CCCDA Governing Board agenda with the added new business item. The motion was seconded by Ryan Harvey.

All were in favor.

Motion was approved.

## **MEETING MINUTES**

A motion was made by Ryan Harvey to accept the January 11, 2022 CCCDA Governing Board minutes with the attendance correction of Kristin Blood and Steve Frisbie being marked both present and absent. The motion was seconded by James Schwartz.

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 Barry Schrader to approve the February 8, 2022 Consent Agenda. The motion was seconded by Ryan Harvey.

All were in favor.

Motion was approved.

## **EXECUTIVE DIRECTOR'S REPORT**

1. 911 Goes to Washington- This even has been canceled due to COVID. Some virtual meetings will still take place. Original expenses were covered by MCDA.
2. CFS- Call volume is on target with other months.
3. NENA Conference- Standards and Best Practices conference took place in California. It was an amazing conference. A lot of hands on work with eight to nine-hour days. The main focus was on hiring and retention.
4. Technology- The application process has been recently moved to JazzHR, online. Utilizing Neogov through the County did not work out as it was not able to be modified to meet our needs. JazzHR costs \$935 annually and has the ability to auto email, send texts, records status updates, etc. Hopefully this will help get increase applications. The center currently has five open positions.
5. Strategic Plan- There were two meetings which both had good feedback. One was in person in the evening at Marshall Fire Department and the other was virtual, hosted by BCPD. All the feedback has been updated in the final draft.

## **OLD BUSINESS**

1. Strategic Plan- This has been a several month process. There has been good input for the final draft from administrative staff, supervisors, town hall meetings, and the governing and TAC boards. An update was made regarding the extended ring times. There is currently not a good reporting system for ring times because of the multi county mutual aid. A question came from Steve Frisbie asking to define

ring time. Michael Armitage defined ring time, as used in the strategic plan as the time the call actually hits our system. Steve Hinkley questioned the selection of funding source selection and if other sources would be deleted from the plan once a selection was made. Michael Armitage clarified that other source options would be removed once a determination was made as far as which source plan the board wanted to go with. This is plan is a road map and the board needs to choose which direction they want to go. In the meeting with the fire departments, there was a strong suggestion for funding option. Option 1 has a stagnant revenue because the surcharge is flat. Option 2 would still need additional revenue income. Option 3 was the most popular in the meetings. <1 mil, this option also greatly reduced user fees. .98 mils is also an option. The board took some time to discuss funding options. The blended option is the preferred option. There was a question if there was a way to keep the user fee lower, bring the surcharge up and use .95/.98 mils? Michael Armitage stated the challenge would be there is no preexisting millage rate and that option would require the approval of two separate ballot questions. There is a need to draft and approve ballot language, approve the specific rates. It was questioned if you could condense the two questions (surcharge increase and millage rate) into one on the ballot. Jim Dyer stated he would have to do research to answer definitively, but did not believe that was an option. Steve Frisbie asked if there was a way to make the user fee flat over the ten year period. Michael Armitage stated that was definitely something which could easily be done. The consensus of the board was that they would like to see in the blended model of option 3 for funding. A motion was made by Steve Frisbie to approve the Strategic Plan, as presented by Michael Armitage with the funding of Option 3 and a flat user fee as discussed over the plan period. The motion was seconded by Ryan Harvey.

All were in favor.

The motion passed.

2. MERS Interlocal Agreement- There was been no success in getting all municipalities together to meet. There is no need to act on this.

#### **CLOSED SESSION**

A motion was made by James Schwartz to enter closed session to dis a periodic personnel evaluation of the Executive Director. The motion was seconded by Steve Frisbie.

A roll call vote was taken. Steve Hinkley, Yes; Steve Frisbie, Yes; Barry Schrader, Yes; Kevin Leiter, Yes; Ryan Harvey, Yes; James Schwartz, Yes.

The board entered closed session at 2:56 PM.

The board came out of closed session at 2:58 PM.

#### **NEW BUSINESS**

1. Amendment to the Executive Director's employment Agreement-

A motion was made by Steve Frisbie to amend the employment agreement as agreed up and presented. The motion was seconded by Ryan Harvey.

All were in favor.

The motion passed.

2. RAVE/IPAWS- This addition would allow emergency alerts to be sent at a county level. HAZMAT, active shooter, road closings, weather alerts, etc. The County will be making the purchase of this software, 911 will administer, CCCDA will share on third of the cost and the County will amend the administrative services cost. County will seek other partners/communities for funding and cost sharing. This software would phase out the use of nixle. IPAWS has no alert usage cap, it integrates well with social media. This will help make 911 more visible and more of a "tangible service." The timeline is hopeful for a rollout to the public in the summer of 2022.

A motion was made by Kevin Leiter to approve the RAVE agreement as presented. The motion was seconded by Steve Frisbie.

All were in favor.

The motion passed.

**PUBLIC COMMENTS**

No public comments were provided.

**ADJOURNMENT**

The meeting was adjourned at 3:08 PM