



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

May 12, at 2:30 p.m.

Law Library

Calhoun County Administrative Building

The meeting was called to order by Chairman Jeff Albaugh at 2:30 P.M.

ROLL CALL:

Directors Present:

Jeff Albaugh, Chairman
Steve Frisbie, Vice-Chairperson
Ken Snyder, City of Albion
Jim Coleman, Michigan State Police
Brent Williams, City of Marshall
Susan Baldwin, City of Battle Creek (Seat #2)
Jim Blocker, City of Battle Creek (Seat #1)
Steve Hinkley, Calhoun County Sheriff's Office

Directors Excused:

Marty Uldriks, Area Metropolitan Services Agency

Others Present:

Rich Feole, CCCDA
Kim Grafton, CCCDA
Kate Chism, CCCDA

AGENDA APPROVAL

A motion was made by Jim Blocker to approve the May 12, 2020 CCCDA Governing Board agenda. The motion was seconded by Susan Baldwin.

All were in favor.

Motion was approved.

Resolution for Virtual Meetings

A motion was made by Steve Frisbie to pay the resolution drafted by Jim Dyer regarding virtual board meetings. The motion was seconded by Jim Blocker. There was a roll call vote. The vote was cast as follows: Jeff Albaugh, yes; Steve Frisbie, yes; Ken Snyder, yes; Susan Baldwin, yes; Brent Williams, yes; Steve Hinkley, yes; Jim Blocker, yes.



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MEETING MINUTES

A motion was made by Brent Williams to accept the March 10, 2020, CCCDA Governing Board minutes. The motion was seconded by Susan Baldwin.

All were in favor.
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: March 1-April 30
3. Year-to-Date Budget Performance Reports
4. 2020 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence

A motion was made by Jim Blocker to approve the May 12, 2020 Consent Agenda. The motion was seconded by Jim Coleman.

All were in favor.
Motion was approved.

EXECUTIVE DIRECTOR'S REPORT

1. Supervisor Position: The vacant position left by Rhonda Siegel has been filled by Abbey Kidder.
2. Smith Retirement: After 29 years of service, she has officially retired. She has been extended a part-time offer, has not yet accepted.
3. Hiring Process: Currently have 24 full time employees of 26 positions. We are delaying the hiring process.
4. Back up Center: There was a test run of the back up center and a few items were found which need to be adjusted. Some equipment was found to have water damage from being store in BCPD.



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5. COOP 3: Still taking temps as staff comes in, no cross contamination between shifts, no non-staff visitors. Admin staff has all worked from home at times. Staffing will adjust when the building reopens to the public.
6. Drop box: A box will be installed in the door to allow for more social distancing for FOIA and other paperwork.
7. COVID Expenses: We are still tracking all COVID related expenses. We have been approved by FEMA to apply for grant assistance.
8. Audit Process: This process is a bit delayed and so the report might come out a little later than normal.
9. City Link Donation: A donation was made by CCCDA sweet support of \$100 for school supplies for area students. Donations were also made by two of our vendors of drawstring backpacks.
10. Newsletter: This is the first issue of the year and has some good stories. Erin was unable to continue the newsletter while filling in as a supervisor and has since been able to start it back up.

OLD BUSINESS

NEW BUSINESS

1. Statistic Comparisons: Not a large increase currently in law calls. However, there is an increase in other non-emergency COVID related calls. The call volume overall dictates that we need to continue with our current level of staffing.
2. Employee Survey results: We were able to utilize the County's Survey Monkey subscription to put together our own survey. It gave some good feedback about how the staff is feeling. There were 26 responses. The survey allowed to us to clarify some misconceptions that were floating around. Included with the survey results are comments made by staff showing their appreciating for the bonus comp time.
3. Funding discussion: CCCDA looking at a possible reduction in funding, possible reduction of calls for service invoicing in the future. The budget here is already quite strict and we are very limited by state statute as to how we are allowed to spend our funds. It is a possibility that the phone surcharge that is collected will be reduced due to the CARES Act. We have already looked at what projects we can hold off on. We are putting hiring on hold for the time being. The Motorola loan payment could possibly be refinanced to save some funds. We will get some reimbursements for COVID purchases as well.

A discussion took place amongst the board regarding the budget and what all the options look like to reduce our budget, how to possibly reduce the calls for service invoice, and if using our fund balance at this time is a good choice. Further discussion took place regarding state revenue sharing methods. Clarification was made regarding the guidelines for the formula and what could be done to change the formula. It was also asked the percentage of the calls for service invoices of our total revenue.

PUBLIC COMMENTS



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No public comment provided.

Board Comments

ADJOURNMENT

Meeting was adjourned at 3:23 P.M.