



Consolidated Dispatch Authority

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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY
Governing Board of Directors
October 17, 2023, at 2:30 PM
Calhoun County Administrative Building- Law Library
315 W Green St, Marshall MI 49068

The meeting was called to order by Chair Steve Hinkley at 2:30 PM

Pledge of Allegiance

ROLL CALL:

Directors Present:

- Steve Hinkley, Chairperson
- Barry Schrader, Michigan State Police
- Shannon Bagley, City of Battle Creek (Seat #1)
- Steve Frisbie, County Board of Commissioners
- Eric Krause, City of Albion
- Ryan Harvey, Vice-Chair
- Deb Belles, Area Metropolitan Services Agency
- Patrick O'Donnell, City of Battle Creek (Seat #2)
- Joe Caron, City of Marshall

Directors Excused:

Others Present:

- Michael Armitage, CCCDA
- Robert Stahelin, CCCDA
- Kate Chism, CCCDA
- Jim Dyer, CCCDA Corporate Counsel (virtual via Teams)

AGENDA APPROVAL

A motion was made by Shannon Bagley to approve the October 17, 2023, CCCDA Governing Board agenda. The motion was seconded by Eric Krause.

All were in favor.

Motion was approved.

CLOSED SESSION- Consider a written opinion of counsel, as permitted under MCL 15.268 (1) (h) (Open Meetings Act).

In accordance with MCL 15.268(1) (h), the meeting entered in to closed session "to consider the legal opinion of counsel exempt from discussion or disclosure by state or federal statute."

A motion was made by Deb Belles to enter closed session. The motion was seconded by Ryan Harvey. A roll call vote was taken. Steve Hinkley, yes; Ryan Harvey, yes; Steve Frisbie, yes; Barry Schrader, yes; Eric Krause, yes; Deb Belles, yes; Shannon Bagley, yes; Patrick O'Donnell, yes; Joe Caron, yes.

All were in favor.

The meeting entered into closed session at 2:32 PM.

The meeting returned to open session at 2:54 PM.

MEETING MINUTES

A motion was made by Eric Krause to accept the September 12, 2023, CCCDA Governing Board minutes. The motion was seconded by Barry Schrader.

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. Routine Agreements, Invoices, and Reimbursements
3. Check Register and Accounts Payable
4. Reports and Items to File

A question was raised in regards to sales tax being charged by Evans Consoles. A request will be made to Evans to clarify if they will honor CCCDA's Michigan sales tax exemption.

A motion was made by Barry Schrader to approve the October 17, 2023, Consent Agenda. The motion was seconded by Shannon Bagley.

All were in favor.

Motion was approved.

EXECUTIVE DIRECTOR'S REPORT

1. Training- Verbal Judo was completed by staff. The training was hosted by CCCDA and several outside agency personnel were in attendance. This course has been approved for SNC funding. Ongoing training for staff continues to happen monthly.
2. CRG Mapping- Mapping of floor plans for all schools is taking place.
3. Encryption Key Loader- The update has been completed. Some State Agencies do not have updated radios to be on the same encryption. A deadline needs to be made to ensure a transition is made. This should not go beyond the close of the radio project (2025). A talk group template has been created. MOUs are in place with the State. An MOU will need to be reissued for new talkgroups.
4. Land- A meeting was held regarding the tower sights affecting the Washington Heights area. The meeting went well and all were agreeable.
5. Visit- Leroy Township board members attended a tour of our facility and had the opportunity to learn more about the center does and how it is done.
6. Fire Chiefs- The Fire Chiefs Meeting was attended and an update on the radio project progress was given.

OLD BUSINESS

None

NEW BUSINESS

1. Out of state travel- Michael Armitage was invited to speak in Texas at a Rave convention. Lodging will be covered.

A motion was made by Eric Krause to approve the out of state travel for Michael Armitage as presented. The motion was seconded by Barry Schrader.

All were in favor.

The motion passed.

2. Resolution 2023-004: Budget Amendments- This amendment would not have any impact on the bottom line of the overall budget.

A motion was made by Shannon Bagley to approve Resolution 2023-004 as presented. The motion was seconded by Steve Frisbie. A roll call vote was taken. Steve Hinkley, yes; Ryan Harvey, yes; Steve Frisbie, yes; Barry Schrader, yes; Eric Krause, yes; Deb Belles, yes; Shannon Bagley, yes; Patrick O'Donnell, yes; Joe Caron, yes.

All were in favor.

The motion passed.

3. Staffing allocation adjustment- One staff member went from full time to part time, and is being brought on full time. It is likely this placement will be temporary. A request is being made to temporarily increase full time staff numbers to account for the current hiring process, current trainees, and known likelihood of staffing loss. A brief discussion took place regarding the numbers and agreeable time frame for the increase.

A motion was made by Steve Frisbie to approve the staffing allocation adjustment as presented, with an expiration date of the increase of 5/31/24. The motion was seconded by Shannon Bagley.

All were in favor.

The motion passed.

4. Public Comment Policy- The original wording on the previously approved public comment policy did not allow it to be applied to all other public meetings subject to the open meetings act, held by CCCDA. TAC meetings were used as an example. The presented wording change would allow the policy to be appropriately applied to all meetings subject to the open meetings act.

A motion was made by Barry Schrader to accept the change to the wording of the Public Comment Policy, as presented. The motion was seconded by Eric Krause.

All were in favor.

The motion passed.

5. FY2024 budget overview- Highlights of the draft for the 2024 budget were shared. Michael Armitage shared a variety up potential upcoming projects to be finalized. He stated he was looking for feedback from the group to finalize the budget into more specific line item expenses, which will be presented next month. The budget will be finalized following the November board meeting and presented for a public hearing in December. Brief discussions took place among board members regarding the direction for some of the highlights. Continued feedback was encouraged to take place.
6. Any action resulting from closed session- A motion was made by Deb Belles in reference to the Calhoun County Consolidated Dispatch Supervisors Associate, to approve the resolution of voluntary recognition, so long as the unit excludes non-supervisors. The motion was seconded by Eric Krause.

All were in favor.

The motion passed.

PUBLIC COMMENTS- Three-minute limit per person; see public comment policy.

None.

BOARD COMMENTS

None.

ADJOURNMENT

The meeting was adjourned at 3:43 PM.