



Calhoun County Consolidated Dispatch Authority

Serving Our Community One Call at a Time

CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY

Governing Board of Directors

November 9, 2021 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 Chairperson Jim Blocker at 2:30 P.M.

ROLL CALL:

Directors Present:

Jim Blocker, Chairperson
Steve Hinkley, Vice-Chair
Ryan Harvey, Township Association
Ken Snyder, City of Albion, Attended Virtually
Steve Frisbie, County Board of Commissioners
James Schwartz, City of Marshall, Attended Virtually
Kristin Blood, City of Battle Creek (Seat #2), Attended Virtually

Directors Excused:

Jim Coleman, Michigan State Police
Marty Uldriks, Area Metropolitan Services Agency

Others Present:

Michael Armitage, CCCDA
Kim Grafton, CCCDA
Kate Chism, CCCDA

AGENDA APPROVAL

A motion was made by Ken Snyder, to approve the November 9, 2021 CCCDA Governing Board agenda. The motion was seconded by Steve Hinkley.

All were in favor.

Motion was approved.

MEETING MINUTES

315 West Green Street * Marshall, MI 49068 *** (269) 781-0911**



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A motion was made by Ken Snyder to accept the October 12, 2021 CCCDA Governing Board minutes. The motion was seconded by Steve Hinkley.

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. 2021 Year-to-Date Statistics
5. Quality Assurance Reports
6. General Correspondence

A motion was made by Ryan Harvey to approve the November 9, 2021 Consent Agenda. The motion was seconded by Kristin Blood.

All were in favor.
Motion was approved.

EXECUTIVE DIRECTOR'S REPORT

1. Call Volume- Michael Armitage discussed call volume statistics from the previous month.
2. APCO- CCCDA had two employees receive awards at the APCO awards ceremony held in Frankenmuth. Kelsey Gentry was awarded with Trainer of the year and Chris Robinson was awarded with Telecommunicator of the year.
3. Hiring-CCCDA is currently involved in background investigations on two potential hires.
4. Outreach- PERC was involved with a fire prevention event location at Bailey Park. Educational handouts will be given out at the Marshall Christmas Parade. One COVID basket for an employee was given out.

OLD BUSINESS

1. Strategic Plan-
 - A. A survey has been given out to fire departments regarding their equipment data.
 - B. A meeting was held with Calhoun County administrative and legal teams. It was determined our agency is not qualified to bond pensions. Michael Armitage stated he is looking for a way



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to normalize a payment plan, included looking at the interlocal agreement for possible changes. A MERS representative will be attending the December board meeting to answer questions.

NEW BUSINESS

1. MMRMA Renewal- There is no significant change in price to the plan.

A motion was made by Steve Frisbie to accept the renewal plan with MMRMA. The motion was seconded by Ryan Harvey.

All were in favor.

The motion passed.

2. Out of State Travel Request—Michael Armitage requested permission from the board for out of state travel for a hands-on training for himself, presented by NENA. This training focuses on critical thinking.

A question was asked by Kristin Blood about how the information learned would transfer to CCCDA. Michael Armitage responded that he is a go getter and that he sees the knowledge gained transferring to the implementation of new practices/policies as well as utilizing tools like the suicide hotline.

A motion was made by Ryan Harvey to approve the out of state travel for Michael Armitage. The motion was seconded by Steve Hinkley

All were in favor.

The motion passed.

3. Portable Radio Replacement- All of the center's portable radios are nearing end of life. Plan to replace two of the eight and replace the rest in a phase replacement.

A question was asked by Ken Snyder if all the radios are nearing end of life do all of them need to be replaced now? Michael Armitage answered that only two of the eight are non-functional and the rest can be replaced in phases. Kristin Blood followed up with a question regarding support or warranty. Michael Armitage stated the new radios would come with a three-year warranty.

A motion was made by Ryan Harvey to approve the purchase of two new portable radios. The motion was seconded by Kristin Blood.

All were in favor.

The motion passed.

Proposed Budget- A general conversation took place regarding the proposed budget, presented by Michael Armitage. The budget highlights include an overall 2% budget increase, a proposed insurance increase of 8.9% (which is higher than the national average), staffing to include 26 full time and 2 part time employees, a 3% pay increase for POAM staff (as contracted) and 3% pay increase for all others, keeping MERS payments level over the next eight to ten years, an increase to postage/ mailing



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specifically for educational/ballot mailings, special projects of chair replacements and new monitors, tower/rental income, and an \$83,000 carry over from fund balance. New purchases to look into for the center of scheduling software and testing software for the hiring process.

A request was made by Steve Frisbie to breakout general staff vs administrative staff wages.

Further discussion took place regarding errors discovered to previous budget planning practices and changes to be made in the future to reduce human error. A comment was made by Steve Frisbie to possible changes to state policy regarding fund balance and to make sure those are being taken into account.

PUBLIC COMMENTS

No public comments were provided.

Board Comments

No board comments were provided.

ADJOURNMENT

A motion was made by Steve Frisbie to adjourn. The motion was seconded by Kristin Blood. Meeting was adjourned at 3:15 P.M.