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CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY
Governing Board of Directors
December 13, 2022 at 2:00 PM
Calhoun County Administrative Building- Law Library
315 W Green St, Marshall MI 49068

The meeting was called to order by Chair Jim Blocker at 2:30

ROLL CALL:

Directors Present: Jim Blocker, Chairperson
 Steve Hinkley, Vice-Chair
 Steve Frisbie, County Board of Commissioners
 Kevin Leiter, Area Metropolitan Services Agency
 Ryan Harvey, Township Association

Directors Excused:

 Ken Snyder, City of Albion
 Barry Schrader, Michigan State Police
 James Schwartz, City of Marshall
 Kristin Blood, City of Battle Creek (Seat #2)

Others Present:

 Michael Armitage, CCCDA
 Robert Stahelin, CCCDA
 Kate Chism, CCCDA
 Erin Allwardt, CCCDA
 Helen Ure, CCCDA

AGENDA APPROVAL

A motion was made by Kevin Leiter to approve the December 13, 2022, CCCDA Governing Board agenda. The motion was seconded by Steve Hinkley

All were in favor.

Motion was approved.

MEETING MINUTES

A motion was made by Ryan Harvey to accept the November 8, 2022, CCCDA Governing Board minutes. The motion was seconded by Steve Frisbie.

All were in favor.

Motion was approved.

PUBLIC HEARING- Fy2023 Budget.

There were no members of the public present. An overview of the 2023 budget was presented by Executive Director Armitage, highlighting areas of staffing, health care coverage, wages, and revenues.

Kudos were given to Executive Director Armitage for his hard work and dedication and meeting all goals for the budget and funding.

CONSENT AGENDA

The following items were listed on the Board's consent agenda:

1. Excuse Absent Board Members
2. Routine Agreements/Invoices
3. Check Register and Travel Reimbursement
4. Year-to-Date Budget Performance Reports
5. Monthly Call Statistics
6. Quality Assurance Reports
7. General Correspondence.

A motion was made by Ryan Harvey to approve the December 13, 2022, Consent Agenda. The motion was seconded by Steve Hinkley.

All were in favor.

Motion was approved.

EXECUTIVE DIRECTOR'S REPORT

1. Call volume normal this month

2. IAED training completed by staff, Armitage and Stahelin attended director's school, County finance software training is being completed.
3. Text to 911 with ADT is now available. Moving to a similar platform with Rapid SOS.
4. EAS test was successful.
5. Radio deployment list has been completed with the help of the TAC committee

OLD BUSINESS

1. None.

NEW BUSINESS

1. Motorola Radio Project Change Order # 1- This increases the total radio counts. There is also an upgrade for touch screen monitors for dispatch consoles. The project completion date is now May of 2025. A motion was made by Ryan Harvey to authorize Executive Director Armitage to sign the change order #1 with Motorola as presented. The motion was seconded by Steve Frisbie.
All were in favor.
The motion passed.
2. Budget Amendment- Includes increase in rev/proceeds capital lease, entered into in September. This may be an over estimate.
A motion as made by Steve Hinkley to approve the budget amendment as presented. The motion was seconded by Kevin Leiter.
All were in favor.
The motion passed.
3. Executive Director Employment Contract Amendment- Current contract has a vehicle allowance, a request was made to have this as a roll into the base salary. This would make the amount be a taxed amount. A request was made for a one time performance pay of \$2,500. Comments were made by Jim Blocker saying all requested metrics discussed previously have been met. A motion was made by Steve Frisbie to accept the contract amendment as presented. The motion was seconded by Ryan Harvey.
All were in favor.
The motion passed.
4. 2023 Meeting Dates- A motion was made by Kevin Leiter to accept the 2023 meeting dates as presented. The motion was seconded by Steve Hinkley.
All were in favor.
The motion passed.
5. FY2023 Budget Adoption- A motion was made by Steve Frisbie to accept the FY2023 budget as presented with added verbiage of discussed layout. The motion was seconded by Steve Hinkley.
All were in favor.
The motion passed.
6. POAM Collective Bargaining Agreement- A brief discussion took place highlighting the significant changes to the contract. A motion was made by Kevin Leiter to accept the POAM Collective Bargaining Agreement as presented. The motion was seconded by Steve Hinkley.
All were in favor.
The motion passed.
7. POAM Letter of Understanding- The union and administration were having scheduling challenges which was causing burnout amongst employees. Changes to this agreement might need to be made which is why it was not included in the contract but done as an LOU. This is believed to have a future positive effect on morale. A motion

was made by Ryan Harvey to accept the POAM Letter of Understanding as presented. The motion was seconded by Steve Hinkley.

All were in favor.

The motion passed.

8. Revises Personnel Policies- Changes were made to reflect changes to the Collective Bargaining Agreement. Sections which were modified have been outlined. A motion was made by Steve Frisbie. The motion was seconded by Steve Hinkley.
All were in favor.
The motion passed.
9. Agreement with INdigital for RapidSOS premium- There are currently some pricing questions and this agreement might not end up being signed. These program upgrades will allow us to bypass the carrier and get location information faster, as well as integrate other apps. A motion was made by Kevin Leiter to authorize Director Armitage to sign the agreement for \$83,000 over a five year plan with INdigital and RapidSOS. The motion was seconded by Steve Hinkley.
All were in favor.
The motion passed.
10. Appointment of Robert Stahelin as Alternate for Medical Control- A motion was made by Ryan Harvey to appointment Robert Stahelin as an alternate to the Medical Control Board. The motion was seconded by Steve Hinkley.
All were in favor.
The motion passed.
11. Out of State Travel for Robert Stahelin, NENA Standards and Best Practices- A short discussion took place discussing the benefit of this conference as being a hands-on conference. The board requested a brief report of the highlights upon his return. A motion was made by Steve Frisbie to approve out of state travel for Robert Stahelin. The motion was seconded by Steve Hinkley.
All were in favor.
The motion passed.
12. Agreement with Lakeview Schools- In 2019 the board approved to enter into an agreement regarding the use of our tower as Sonoma Elementary. No record can be found that an agreement had been entered into. A motion was made by Steve Frisbie to authorize Director Armitage to enter into an agreement, pending review with Jim Dyer. The motion was seconded by Ryan Harvey.
All were in favor.
The motion passed.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT

The meeting was adjourned at 3:12 PM.