



Consolidated Dispatch Authority

315 WEST GREEN ST
MARSHALL, MI 49068
NON-EMERGENCY PHONE: 269-781-0911

CALHOUNMI911.GOV

 CALHOUNCO911

 CALHOUNCO911

CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY
Governing Board of Directors
July 11, 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

ROLL CALL:

Directors Present:

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

Directors Excused:

Others Present:

- Michael Armitage, CCCDA, Virtual viz Zoom
- Robert Stahelin, CCCDA
- Kate Chism, CCCDA
- Jim Dyer, CCCDA Legal Counsel

Pledge of Allegiance

AGENDA APPROVAL

A motion was made by Joe Caron to approve the July 11, 2023, CCCDA Governing Board agenda with addition of new business item: Call Taker position. The motion was seconded by Eric Krause.

All were in favor.

Motion was approved.

MEETING MINUTES

A motion was made by Deb Belles to accept the June 13, 2023, CCCDA Governing Board minutes. The motion was seconded by Ryan Harvey.

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 motion was made by Eric Krause to approve the June 13, 2023, Consent Agenda. The motion was seconded by Steve Frisbie.

All were in favor.

Motion was approved.

EXECUTIVE DIRECTOR'S REPORT

1. Financial reporting error was due to a coding issue and had been resolved.
2. The overtime budget is over; however the overall personnel budget is under by \$180,000. A budget amendment will be made.
3. QA process has started back up. 24 medical calls per week are being processed. Of those, 12 are random and 12 are high priority.
4. There are currently two new hires in training and a conditional offer out to one.

5. Radio project update: all sites are moving forward. Sonoma site had some confusion about property lines by the owner adjacent. This has been resolved. Batteries on all radios need to be charged every six months.
6. New Mevo phones have been placed on the dispatch floor.
7. A \$52,000.00 credit has been issued from Motorola.
8. A staff expectation policy is in process for dispatchers and supervisors.
9. Work station replacement: five companies responded and the bid opening is scheduled 7/24 in the Board of Commissioners' Chambers.

OLD BUSINESS

None

NEW BUSINESS

1. Personnel Policy- Telecommuting: There is currently not a formal policy. This policy will be based on individual employee request. If approved, would not be allowed for everyone. Questions were raised regarding monitoring productivity and accessibility. A brief discussion took place among board members.

A motion was made by Shannon Bagley to approve the Telecommuting policy as presented. The motion was seconded by Steve Hinkley.

All were in favor.

The motion passed.

2. Wage Scale Adjustment- Deputy Director: The current deputy director was brought in at step two, despite previous work experience due to budget consideration. The request is being made by Executive Director Michael Armitage to move to step five on August 1.

A motion was made by Ryan Harvey to approve the wage adjustment for Deputy Director Robert Stahelin. The motion was seconded by Eric Krause.

All were in favor.

The motion passed.

3. Call Taker Position: Significant issues arise if the center falls below 20. There is a known upcoming vacancy which would put us as 19 usable fulltime staff. If two fulltime dispatcher positions were converted into two fulltime call taker positions would allow for faster training (six to eight weeks vs six months). There would be no adverse budget outcome. The recommended wage scale starting and top out to be just below dispatcher wages. A discussion took place among board members regarding the high turn over rate, exit interviews, wages, and union approval. It is proposed changes allowed by Michael Armitage, that he have manager's rights to manage.

A motion was made by Steve Frisbie to approve the addition of call taker positions pending union discussion and approval. The motion was seconded by Shannon Bagley.

All were in favor.

The motion passed.

PUBLIC COMMENT

None.

CLOSED SESSION

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 Barry Schrader 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 3:06 PM.

The meeting returned to open session at 3:42 PM.

MEMBER COMMENT

None.

ADJOURNMENT

The meeting was adjourned at 3:42PM.