



**MONTCALM COUNTY
CENTRAL DISPATCH AUTHORITY**
657 North State Street
Stanton, Michigan 48888
(989) 831-5253



MONTCALM COUNTY CENTRAL DISPATCH AUTHORITY

Administrative Board

MEETING MINUTES

Thursday, January 7th, 2010 at 2:00 p.m.
Montcalm County Central Dispatch/MCES Conference Room
657 N State St, Stanton, MI 48888

Present at Roll Call: Ron Retzloff - BOC
Pat Carr – BOC
Roger Caris - BOC
George Bosanic – City of Greenville
Cal Callison – Fire Association
William Barnwell – MCSD
Angel Ouwinga – MSP (attending for Lt Pat Richard)
Phyllis Shilling – Townships Association

Absent: Michael Stuck – City of Greenville

Others Present: Tim Scott

The meeting was called to order by Chairman Retzloff at 2:17 p.m.

Roll call was taken; a quorum was present.

Motion by Callison, supported by Ouwinga to approve the agenda. Motion carried.

Motion by Bosanic, supported by Callison to approve the minutes from both the November 5th Administrative Board Meeting and the December 10th Special Administrative Board Meeting. Motion Carried.

ACTION Correspondence Items

Motion by Barnwell, supported by Shilling to approve Check Review, the 2009 and 2010 Year-to-Date Budgets and the Overtime Analysis. Scott clarified that the excessive overtime during the first 2 weeks of October were due to over 500 hours of OSSI CAD training that all dispatchers and supervisors completed. Motion carried.

FILING Correspondence Items - None

Director's Report

Scott reviewed the past training completed since the last meeting, totaling 40 hours. To help control costs, Scott related that the focus is to use courses in the local area to reduce travel costs and to attempt to send people to courses on their off days to minimize overtime.

Scott briefed the Board on recognition, highlighting the actions of ABC's 20/20 show to do a segment on Angi Adams and her actions assisting with delivering a baby over the phone in April 2009. The show was scheduled for 15 Jan 10, but has been indefinitely delayed. Carr also asked how many employees would reach 5-year anniversaries during this year. Personnel reaching a 5-year anniversary are normally celebrated with a dinner during National Public Safety Telecommunicator Week, scheduled for 11 – 17 April 2010.

Scott briefed on sick time usage, noting that sick time usage declined 33% from November to December.

Scott briefed on workload statistics, with a 10% decrease in emergency 911 calls from November to December, while non-emergency calls increased 22% during that same time period, amounting to an overall 7% increase in calls from November to December.

Scott also mentioned that the grants for NetMotion, the TV Monitor and the CrossCut Shredder were all approved.

The Board moved on to Old Business

Scott explained that the GELC Collective Bargaining Agreement has all required signatures, and has been distributed to all employees and legal teams. No further action is needed.

Scott had previously been requested to check into what type of authority the MCCDA had over other designated representatives to the Technical Advisory Committee. Scott related that the MCCDA By-Laws, as approved on 9 Jul 09, contained several statements relating to the Board's authority in this area, but nothing that clearly stated the authority to remove a representative deemed by the Board to be unacceptable for cause. The Board requested that Scott develop some language to be discussed at the next meeting that would clearly give the Board the authority to remove for cause any member from a subordinate committee.

The Board moved on to New Business

Scott briefed on a grant opportunity available through the Jane Byrne Grant Program for Technology. The grant total could be \$15,000. It must be for criminal justice purposes, and there is a 10% match. Motion by Carr, supported by Barnwell, to allow application for the grant. Motion carried.

Public Comments.

Amy Thomas, Dispatch Supervisor, spoke to the Board and expressed concern that a recent newspaper article in the Daily News seemed to be demeaning to public safety dispatching in general. There was a general discussion that the article misquoted some people, and the intent of some statements were misinterpreted to mean something else. All members agreed that it was important to be supportive of the Dispatch Center and public safety dispatching in general. It was agreed that the Daily News would be contacted and asked for a correction.

Adjournment

Chairman Retzloff adjourned the meeting at 3:57 p.m.

Respectfully submitted,

Ronald Retzloff, Chairman