

**911 AUTHORITY BOARD
MINUTES**

Thursday, March 2, 2006, 1:00 p.m.
Third Floor Conference Room
Administrative Building

Present: Ron Retzloff
 Cal Callison
 Pat Carr
 Roger Caris
 Bill Barnwell
 Steve Rains
 Phyllis Shilling
 Bruce Schnepf

Absent: George Bosanic

Others Present: Chris Hyzer
 Carol Swainston
 John Berchtold
 Melissa Hetherington
 Tammy Mortensen
 Jan Throop

The meeting was called to order by Chairman Retzloff at 1:08 p.m.

Roll call was taken; a quorum was present.

The committee reviewed the agenda. Agenda packets and exit interviews were added to the agenda.

Motion by Barnwell, supported by Callison to approve the agenda as modified. Motion carried.

The committee reviewed the minutes from the February 2, 2006 meeting. Motion by Barnwell, supported by Caris to approve the minutes as printed. Motion carried.

The committee moved on to correspondence. A letter was received from Steve Van Holstyn regarding the performance of the dispatch during the recent ice storm. Mr. Van Holstyn commended the dispatchers for their performance. Other correspondence was received from various agencies thanking the dispatchers for their performance during the ice storm.

Carol reviewed other correspondence related to denial of mileage. The committee was also provided a copy of the City of Greenville's Resolution to Agreement Amendment.

Carol provided the committee with APCO Project Retains. This information was provided to the committee for their review/recommendation regarding attendance.

Motion by Barnwell, seconded by Caris to place items 1 through 6 on file. Motion carried.

The committee moved on to committee & liaison reports.

The committee moved on to check approval. Motion by Caris, supported by Schnepf to approve the checks as submitted. Motion carried.

The committee moved on to budget review. Motion by Caris, supported by Callison to approve the budget report as submitted. Motion carried.

Motion by Caris, seconded by Schnepf to approve the following travel vouchers as submitted:

Carol Swainston	\$ 156.88
Kim Skinner	\$ 105.09
Erica Riches	\$ 27.59
Clark Newell	\$ 16.02

Motion carried.

The committee moved on to review of the Personnel Committee Minutes from this morning's meeting. A DRAFT director evaluation form was created by the committee. Steve Rains explained the comment sheet that will be provided to the employees of the Dispatch Authority

The committee made a change to the "Purpose" section of the evaluation form.

Motion by Callison, supported by Schnepf to approve the Central Dispatch Director with amendment. Motion carried.

The comment document that will be provided to the employees of the 911 Authority has yet to be developed. It will not be on a rating scale, it will be only to obtain comments from employees regarding the department.

Motion by Barnwell, seconded by Shilling to charge the Personnel Committee with creating the employee comment form and distributing it. Motion carried.

The committee received a system review report prepared by Carol Swainston. Carol asked the committee for clarification regarding issuing citations related to the Addressing Ordinance. John will get clarification for Carol before Monday, March 6, 2006.

Pat Carr inquired why Erica isn't going on the road rather than Carol. Carol explained that they are trying to expedite the process. After discussing with Erica the amount of

verifications that must be done, it will be done quicker if both Erica and Carol take an active role in verification.

Bill Barnwell let the committee know that his department has an unmarked vehicle that would be available for use. He only asked that the Authority fill up the tank.

Phyllis Shilling asked what happens when Carol is out of the office verifying addressing and dispatch needs her. Carol explained that the Deputy Director can assist with those matters and she is available by phone. Phyllis commented that as the Director, Carol should be in the office rather than in the field verifying addresses. Maybe there is someone else in the department that can complete the task. Carol indicated that if the board directs her, she will assign someone else within the department to the task.

Motion by Shilling, seconded by Callison to have the director assign the task of verifying the addresses to another individual within her department. Motion carried.

The committee moved on to the TAC Report. Carol reviewed the report.

Motion by Shilling, seconded by Barnwell to place the minutes of the TAC meeting from February 14, 2006 on file. Motion carried.

There was nothing new to report regarding the negotiating committee.

The committee moved on New Business.

Ron would like to see the agenda packet for the Authority Board sent out early so the members have a chance to review documents prior to the meeting. Ron suggested that Carol get with John Berchtold to review how the BOC packets are prepared and sent out.

The committee moved on to exit interviews. Ron inquired if all members received a copy the letter prepared by Deb Blakely. Ron is recommending the Authority Board review exit surveys.

An exit survey will be prepared and submitted to the committee at their next meeting.

The by-law changes were discussed.

Motion by Caris, seconded by Barnwell to approve the following by-law changes:

Section 2 *“the members shall receive a per diem for all regular and special Board and Board committee meetings of _____, provided; however that any compensation paid for such a meeting by the appointing body shall be deducted from the per diem to be provided by the Authority”*

Section 14.1 *“1 Michigan State Police, Lakeview Post”*

Section 14.3 *“TAC shall meet at least quarterly and more often if necessary. Each member shall receive a per diem for all TAC meetings of _____, provided;*

however that any compensation paid for such a meeting by the appointing body shall be deducted from the per diem to be provided by the Authority. Each member shall be entitled to one vote. All decisions of the TAC shall be made by a proper vote at a properly convened meeting. Notwithstanding the above, all decisions of the TAC and its members are advisory only.”

Roll call taken Yeas: Retzloff, Callison, Carr, Caris, Barnwell, Rains, Shilling, Schnepp,
Nays: None Absent: Bosanic Motion carried.

Public comments were offered. Jan Throop commented on the addressing assignment.
Jan doesn't understand how vision verification can tell them if an address is compliant.

The meeting adjourned at 2:24 p.m.

Respectfully submitted,

Ron Retzloff
Chairman