

MONTCALM COUNTY CENTRAL DISPATCH AUTHORITY
Administrative Board
MEETING MINUTES

Thursday, May 7th, 2009 at 2:00 p.m.
Montcalm County Central Dispatch/MCES Conference Room
657 N State St, Stanton, MI 48888

Present at Roll Call: Angel Ouwinga - MSP
Cal Callison – Fire Association
Bill Barnwell - MCSO
Ron Retzloff - BOC
Roger Caris – BOC
Pat Carr – BOC
Mike Stuck – City of Greenville

Absent: George Bosanic – City of Greenville
Phyllis Shilling – Townships

Others Present: Chris Hyzer
Jeff Troyer

The meeting was called to order by Chairman Retzloff at 2:03 p.m.

Roll call was taken; a quorum was present.

Motion by Callison, supported by Carr to approve the agenda as presented. Motion carried.

Motion by Callison, supported by Barnwell to approve the March 5th, 2009 Meeting Minutes with two corrections: reflecting Mike Stuck and Phyllis Shilling present. Motion carried.

The Board moved on to ACTION Correspondence Items

Motion by Carr, supported by Callison to approve the Check Review as presented. Motion carried.

Motion by Barnwell, supported by Carr to approve the 2009 Year-to-Date Budget and Overtime Analysis. Motion carried.

The Board moved on to FILING Correspondence Items

Motion by Barnwell, supported by Carr to place the following items on file:

1. March 2nd letter to State 911 Committee (SNC) and form SNC500
2. Software License and Services Agreement with SunGard Public Sector, Inc.
3. Software Maintenance Agreement with SunGard Public Sector, Inc.

4. Letter from Montcalm County Fire Chiefs Association dated April 6, 2009
5. State 911 Committee - Tenth Year Certification Eligibility

Motion Carried.

Committee/Liaison Reports

DIRECTORS REPORT: Troyer provided the Board with an update on the following issues/items:

- **Statistics:** Admin Calls - 14,370 in March & 14,876 in April
9-1-1 Calls – 1,959 in March & 2,037 in April
- **Current Vacant ECO position** – Candidate for the position has been selected and she was notified that we will be delaying her start date until August 16, 2009 due to the new CAD system. Troyer advised it did not make much sense to bring her in now and train her on the old system and just as she gets used to it, start training her on the new system.
- **MCCDA** will be going thru a LEIN Audit on May 26th.
- **Training** – ECO's Bailey and Pyle attended MI APCO Training in Shelbyville on March 26 & 27, and ECO's Dood, Hirkaway, and Supervisor Larson attended Conflict Management in Howell on May 4th. May 18th – 20th ECO Davis, Supervisor Thomas, and Deputy Director Nowakowski will be attending the State NENA Conference in Lansing. June 3rd & 4th Supervisors Jourdan, Thomas, Larson, & Medler will attend Leadership II (Supervisor Course) at Meceola CD.
- **Director Troyer** will be on vacation at the end of May beginning of June.

The Board had no Old Business

CAD/MOBILE SOFTWARE UPDATE: Troyer advised the board that they getting ready to begin implementation. Next week will be the Map Editor Training and the week of May 18 – 20 will be server installation. Currently, there is a tentative kickoff date of May 22nd. A few of the members advised that is the day before the long Memorial Day weekend. Troyer advised he would relay concern to OSSI.

The current tentative GO LIVE date is beginning of October.

MCCDA RECORDS MANAGEMENT SYSTEM: Troyer provided the board with the following proposed formulas for law enforcement agencies to join on the MCCDA Records Management System:

License (per workstation) Fee:

This fee is associated to all workstations that have access to enter and/or edit data within RMS.

\$300.00

Annual Maintenance Costs:

This fee will be based on the overall cost billed to MCCDA as well as broken down per workstation. MCCDA will pay for 40% of the overall RMS maintenance cost. The remaining 60% of the annual maintenance cost will be divided by the number of licensed workstations on RMS at the time of renewal. MCCDA will also be responsible for the cost of five (5) workstations (the dispatch consoles accessing the RMS). For Example:

RMS Maintenance Cost - \$12,160.00	20 Workstations on System
MCCDA 40% - \$4,864	60% - \$7,296
	Cost/Workstation - \$365

Hardware Upgrades/Replacements:

This fee will be based on the overall cost billed to MCCDA as well as broken down per workstation. MCCDA will pay for 30% of the hardware upgrade/replacement cost. The remaining 70% of the annual maintenance cost will be divided by the number of licensed workstations on RMS at the time the upgrade is necessary

Troyer advised the License Fee is a one-time fee for each workstation and the other two formulas are yearly costs.

Moved by Carr, supported Caris to approve the proposed formulas for charging law enforcement agencies to join the MCCDA Records Management System. Motion carried.

The Board moved on to New Business

MCCDA AGREEMENT WITH COUNTY FOR AERIAL ORTHO IMAGES: Troyer advised the board members that Chris Hyzer and himself met and discussed different options. The Board of Commissioners has already approved the recommendation and now Troyer is requesting the Authority to approve:

Montcalm County and the Montcalm County Central Dispatch Authority (MCCDA) jointly agree to the following:

Montcalm County will provide Montcalm County Central Dispatch Authority with a copy of their current aerial photographs (orthos) dedicated solely for use in Central Dispatch's computer aided dispatch and mapping system. In return, MCCDA agrees to pay 15% of the total cost - not to exceed \$7,500 - for future fly over photography of Montcalm County.

Motion by Barnwell, supported Callison to approve the agreement with the county for the aerial images. Motion carried.

LEVEL 3 COMMUNICATIONS – STATE 9-1-1 OFFICE FINDINGS: Troyer provided the Board with a brief overview of the discrepancies found at the State 9-1-1 Office with one of the Service Suppliers claims of recapturing overpaid surcharges since October 2007. A lengthy discussion occurred.

Chairman Retzloff requested that the Director check with other counties that were affected by Level 3 Communications and see if they are interested in pursuing this further. Troyer will provide the board with that info at the July meeting.

STAFF EVALUATION FORMS: Troyer requested the board adopt and approve the evaluation form included in the board packets as the standard MCCDA Staff Evaluation form.

Motion by Caris, supported by Carr to approve the use of the revised Staff Evaluation Form for MCCDA employees. Motion carried.

DIRECTOR EVALUATION: Troyer advised the board that as part of his contract, a yearly evaluation is to be completed. Troyer requested the board complete an evaluation this year so that he is aware of the areas needing improvement. Barnwell asked if there was an evaluation form for the Director. Troyer advised he obtained a few Director evals last year via email. He can go back and come up with a few. Retzloff inquired how soon the Director wished to have the evaluation completed. Troyer advised he would like the board to use the evaluation as a guide when renewing his contract. Caris recommended that Troyer send Chris Hyzer the director evaluations he has so Chris can combine them and come up with an evaluation that he believes will be a good assessment tool. Then Troyer can disburse the evals to the board members to complete and mail back to Hyzer. Once Hyzer receives the completed evals, he can combine the results before the July board meeting. Troyer advised he will send the evals he has on file to Hyzer beginning of next week so he can get started.

MDT MOBILE VPN CLIENT: Troyer advised the board that they are still having problems keeping the VPN client connected to the dispatch network. Troyer stated that he has been investigating this and believes he has found a solution. It is specifically a mobile client designed for this type of purpose. A lengthy discussion occurred. Troyer advised the board that he is looking at getting a few demo licenses to try out but he has to make sure that Mary MacMillen (county network administrator) is okay with everything first.

Public Comments

Public comments were offered; none given.

Chairman Retzloff adjourned the meeting at 2:47 p.m.

Respectfully submitted,

Ronald Retzloff, Chairman