

**MONTCALM COUNTY CENTRAL DISPATCH AUTHORITY**  
**Administrative Board**  
**MEETING MINUTES**

Thursday, July 9<sup>th</sup>, 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 - MCSD  
Ron Retzloff - BOC  
Roger Caris – BOC  
Pat Carr – BOC  
Mike Stuck – City of Greenville  
Phyllis Shilling – Townships Association

Absent: George Bosanic – City of Greenville

Others Present: Jeff Troyer  
Chris Hyzer  
Richard Nowakowski  
Amy Thomas  
Dave Thomas  
Jan Jourdan  
Kelli Medler  
Harvey Becker

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

Roll call was taken; a quorum was present.

Motion by Carr, supported by Callison to approve the agenda with the addition of Director Job Description as number five (5) under new business. Motion carried.

Motion by Callison, supported by Shilling to approve the May 7<sup>th</sup>, 2009 Meeting Minutes as presented. Motion carried.

**The Board moved on to ACTION Correspondence Items**

Motion by Carr, supported by Shilling to approve the Check Review, 2009 Year-to-Date Budget, and the Overtime Analysis as presented. Motion carried.

## **The Board moved on to FILING Correspondence Items**

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

1. Aerial Photography Agreement (with County of Montcalm)
2. LEIN Audit Report (May 26, 2009)

Motion Carried.

## **Committee/Liaison Reports**

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

- June 29<sup>th</sup> – OSSI conducted a 10% Audit on the project. We passed the audit but they did point out areas that needed to be focused on: Map Data, Employees/Personnel, and Response Plans. Troyer advised since the audit, his staff has made very good progress in these areas and many more. He still anticipates to be on schedule for the GO LIVE date: October 6<sup>th</sup> and 7<sup>th</sup>.
- May 26<sup>th</sup> – LEIN Audit. This was the first LEIN Audit since late 2005. MCCDA received an overall “SATISFACTORY” rating. LEIN Auditor reported that personnel do a very good job with making sure that the correct codes are used for criminal histories and that there were very few errors. There were three discrepancies pointed out on the Audit Report: LEIN Access Administrative Rule violation, MCCDA must obtain a cross-cut shredder, and submit an updated LEIN User Agreement. Troyer stated that the updated LEIN User Agreement was submitted later that week. LEIN Access Admin Rules violation will be covered later under item three – New Business.
- Grant Projects – Troyer advised that he submitted three projects for funding (or partial funding) to the Montcalm LPT for consideration of the local equipment funds disbursed to Montcalm County as part of the 2007 Homeland Security Grant. All of the projects were approved. A large cross-cut shredder (mentioned in the LEIN Audit) was funded in the amount of \$1300.00. Two large 46” LCD Monitors totaling \$2200.00: one (1) to replace the current outdated monitors used to monitor five (5) entry points into the Montcalm County Emergency Services, Sheriff’s Department, and Central Dispatch Building/Facility via CCTV cameras. The other monitor will be utilized to monitor a localized/regional Doppler radar system to enhance and anticipate weather related incidents. The last project was NetMotion. Troyer advised this is the same Mobile VPN Client that was discussed at the last Board Meeting. The project was not fully funded but \$5000.00 of the estimated \$15,000 was granted.

## **The Board had no Old Business**

**LEVEL 3 COMMUNICATIONS – STATE 9-1-1 OFFICE FINDINGS:** Troyer advised the Board that he contacted other counties affected by the Level 3 Communications surcharge as instructed to do so at the last meeting. He only received a response from two counties: Grand

Traverse County is definitely interested in pursuing it and Saginaw County would be interested depending on the cost. A lengthy discussion occurred regarding whether or not with three (3) counties fighting it the costs would outweigh the benefits. No action was taken but the Board requested the Director to contact the counties again and provide another report at the next meeting.

**MCCDA DIRECTOR EVALUATION:** Chairman Retzloff advised that he has gone over the comments compiled on the evaluation with Director Troyer.

Motion by Shilling, supported by Callison to place the Director's evaluation on file.

Discussion: Barnwell inquired as to whether or not Troyer had provided any feedback which is allowed on the last page. Chairman Retzloff advised that Troyer had not provided his feedback as of yet but he most definitely will and then the last page can be reviewed at the next meeting.

Motion carried.

### **The Board moved on to New Business**

**MCCDA DIRECTOR POSITION:** Chairman Retzloff advised that he met with Director Troyer on Wednesday in which Troyer submitted his official resignation due to accepting the Executive Director's position with Calhoun County Consolidated Dispatch Authority. The Chairman advised the Board that Troyer has provided the Board with two different options for an end date with MCCDA. The first option is to allow Troyer to continue his full time status as the Director until October 10<sup>th</sup> and at the same time allow him to work part-time for Calhoun County Consolidated Dispatch Authority. This will allow Troyer to complete the Computer Aided Dispatch and Mobile Computing project implementation and also allow him to assist the Authority with finding a replacement and training them as well. The second option, if the board does not accept the first, then this will serve as Troyer's thirty (30) day notice and his last date of employment will be August 7<sup>th</sup>, 2009.

Motion by Caris, supported by Ouwinga to accept Troyer's resignation and to allow Troyer to work part-time for Calhoun County Consolidated Dispatch Authority while continuing to work for MCCDA full-time until October 10<sup>th</sup>.

Discussion: Chairman Retzloff advised Troyer that the Board is sad to see him go but at the same time they understand and appreciate his willingness to stick around and finish the immense project currently underway.

Motion carried.

**OSSI – AMENDMENT TO SOFTWARE & SERVICES:** Troyer advised the board that some of the implementation and service costs originally quoted from OSSI were overestimated. However, at the same time a mistake in the wording of the RFP about a pager interface resulted in that piece of software not being quoted. Troyer advised the board that there will still be

money leftover even after the pager interface is added on. Barnwell inquired about annual maintenance cost increase with the addition of the pager interface. Troyer advised that he will check into it. Troyer stated the amendment to services is actually still in OSSP's hands awaiting approval. Troyer expected to have the amendment by the meeting but has yet to receive it. Therefore, this will be presented at the next meeting.

**MCCDA BYLAWS:** Troyer advised that as part of the LEIN Auditor's findings is that Central Dispatch Authority Governing Boards must be made up of at least 51% Law Enforcement otherwise they do not qualify for LEIN access unless under a Management and Control Agreement. Troyer stated that he has been in contact with MCCDA's 9-1-1 Legal Counsel and VanEssen has written a statement in regards to the new interpretation of the rules by MSP – LEIN Field Services Section. Troyer pointed out to the Auditor that nothing in the structural organization of MCCDA has changed since the last audit and it wasn't a problem then. A lengthy discussion occurred reference the impact of this statewide; not just on Montcalm but several other dispatch centers.

Troyer presented a few modifications to the MCCDA Bylaws to the Board:

- Addition of a PUBLIC COMMENT period at the beginning of the meeting. Currently there is only one at the end of the meeting.
- Section 14 – Technical Advisory Committee (TAC). Troyer reflected that the Board should adjust the Bylaws to resemble the representation that the TAC has had for the past three years with one addition: adding a second representative from the Small City and Village Police Departments.
- Adding a specified FUNCTION for LEIN oversight as section 14.2.5: Serve as the Law Enforcement Information Network (LEIN) oversight committee for Montcalm County Central Dispatch Authority so long as the TAC is made up of more than 51% Law Enforcement members.

Motion by Carr, supported by Ouwinga to approve the modifications as presented to MCCDA Bylaws.

Discussion: Troyer reminded the Board that these changes will not take effect until they are voted on at two consecutive meetings.

Motion Carried.

**2010 PROPOSED BUDGET:** Troyer presented the Board with his proposed budget for fiscal year 2010. Troyer advised Board Members that he believes the proposed budget reflects worse-case-scenario revenues. Discussion occurred.

Motion by Caris, supported by Carr to accept the proposed MCCDA 2010 Budget documenting revenue totals of \$1,358,450.00 and expenditures of \$1,437,516.37 resulting in an operational loss of \$-79,066.37.

Discussion: Chairman Retzloff advised that the Director shall post Public Hearing on the Proposed Budget for the next Board Meeting.

Motion carried.

**DIRECTOR JOB DESCRIPTION:** Chairman Retzloff advised that he requested Troyer review the Director's Job Description to see that it was up-to-date. Troyer presented a revised Director Job Description.

Motion by Caris, supported by Barnwell to approve the revised Director Job Description as presented. Motion carried.

The Board directed Troyer to post the MCCDA Director's position. The application process shall be open for two weeks. The MCCDA Personnel/Finance Committee will meet on Tuesday, July 28<sup>th</sup> at 2:00 p.m. to review the applications received.

### **Public Comments**

Public comments were offered; none given.

Chairman Retzloff adjourned the meeting at 3:23 p.m.

Respectfully submitted,

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Ronald Retzloff, Chairman