

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

Monday August 6<sup>th</sup>, 2009 at 3:00 p.m.  
Montcalm County Central Dispatch/MCES Conference Room  
657 N State St, Stanton, MI 48888

Present at Roll Call: 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  
Pat Richard - MSP

Others Present: Jeff Troyer  
Chris Hyzer

The meeting was called to order by Chairman Retzloff at 3:06 p.m.

Roll call was taken; a quorum was present.

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

Public Comments were offered; none given.

**There were no ACTION or FILING Correspondence Items**

**The Board moved on to Old Business**

**DIRECTOR POSISITION:** Personnel Committee Chairman Callison reported the following to the Board:

At the July 9<sup>th</sup> Authority Board Meeting, the Board tasked the Personnel Committee with evaluating and interviewing the Director Applicants. It was then our duty to bring our recommendations back to the full Board.

The Personnel Committee met on Monday, July 27<sup>th</sup> to evaluate the Director Applicants. Of the 12 applications we received, we were able to narrow it down to 6 interviewees: Zenon Cardenas, Amy Thomas, Timothy Scott, Richard Nowakowski, Loren Hebert, and Harvey Becker.

On Thursday August 6<sup>th</sup>, the Personnel Committee held interviews with all six candidates. All Board Members were invited to observe this process.

The interviews went very well with all six candidates. In the end, Committee Members overwhelmingly selected one candidate.

Therefore, as a result of the interview process, the Personnel Committee recommends that the Board consider offering the Director Position to Timothy Scott and to allow Chairman Retzloff to begin negotiations.

Discussion occurred among members in reference to why the Committee did not bring back two or three finalists. Each Personnel Committee Member present justified their reasoning behind this recommendation. A lengthy discussion occurred. Stuck questioned why the Committee interviewed the candidates rather than the full board and requested to see the questions that the Committee asked during the interviews. Troyer provided a copy of the questions that Chris Hyzer and he came up with for the Committee to ask. Shilling asked if there was anything in the minutes from the last meeting telling the Committee to conduct this process. Troyer stated that the only thing the minutes referred to was that the committee was to evaluate the candidates and report back to the board. Troyer further stated that there was much more to the discussion than that however, it is not recorded in the minutes because he does not record all discussion in the minutes. Barnwell asked about a background and whether one had been conducted or not. Callison advised that yes, a background had been done. Chairman Retzloff pointed out to all members that this is the committee's recommendation whether or not the Board chooses to take action or take no action on their recommendation, that's still up to the full board. Carr advised that he trusts the decision and recommendation from the Committee. Further discussion occurred.

Motion by Caris, supported by Carr that the Authority accept the recommendation from the Personnel Committee to offer the Director Position to Timothy Scott.

Discussion: Barnwell and Stuck both voiced concerns about the board offering the position to an individual that not all of the board members have even met.

Chairman Retzloff requested a Roll Call Vote:

Shilling – Yes, Caris – Yes, Barnwell – No, Callison – Yes, Stuck – No, Carr – Yes, and Retzloff – Yes. Motion Carried.

The Personnel Committee made the following recommendations for salary and benefits: \$52,000/year, \$2,500 toward IRS allowed moving expenses, same benefits package the current Director receives, and use of the Authority's vehicle for business purposes only (directly related to MCCDA). Discussion occurred.

Motion by Caris, supported by Callison for Chairman Retzloff to offer Scott a salary of \$52,000/year, \$2,500 toward IRS moving expenses, same benefits package as the current Director, and use of the Authority's vehicle for business purposes only (directly related to MCCDA). Motion Carried.

Chairman Retzloff announced a five minute recess so he could attempt to make contact with Scott and see if he is indeed interested in the position based on the salary and benefits the board just discussed. The board recessed at 4:17 p.m.

Chairman Retzloff reconvened the meeting at 4:23 p.m.

Chairman Retzloff reported that he did make contact with Scott and the baseline figures presented to him via telephone were acceptable. Retzloff directed Troyer and Hyzer to come up with a contractual agreement using the current Director's agreement as an outline for Tim Scott. Troyer advised he would work on it and send it to Hyzer for review. Hyzer advised he will get the detail of benefits ready.

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

NETMOTION: Troyer advised the board that he would like to reallocate funds originally allocated for MDTs in the 2009 budget towards the remaining amount that NetMotion will cost after the \$5,000 in grant funds is subtracted. Troyer advised the board that it doesn't make sense to keep adding MDTs to the network if they can't stay connected. Troyer reported that he has a quote from Sayers for 38 licenses and maintenance for 1 year totaling \$13,452. This does not include the server that must be utilized to run the client. However, Troyer advised that they may be able to use the old MultiBridge Server for this operation. Barnwell asked Troyer at the most how much of the monies originally allocated to MDTs would have to be reallocated. Troyer advised that \$25,000 was approved for MDT purchases in this year's budget. He expects NetMotion and the server not to exceed \$18,000 (\$5,000 of that is grant dollars received for the project).

Motion by Callison, supported by Shilling to reallocate MDT funds from the 2009 budget to purchase NetMotion. Motion Carried.

Chairman Retzloff advised the necessity to have another Board meeting soon so the contractual agreement between the Board and Tim Scott can be reviewed. Barnwell requested that Scott be invited to attend the next Board meeting so all Board Members have an opportunity to meet him.

Chairman Retzloff advised a Board meeting will be scheduled for August 24<sup>th</sup>, 2009 at 3:00 p.m. Chairman Retzloff asked Director Troyer to see to it that the meeting be posted.

Public Comments were offered.

Shilling advised that in the future she hopes that when the need arises to hire a Director, that all members of the Board can be involved.

Chairman Retzloff adjourned the meeting at 4:38 p.m.

Respectfully submitted,

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Ronald Retzloff, Chairman

DRAFT