

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

Monday August 24th, 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  
Pat Richard - MSP  
Pat Carr – BOC  
Mike Stuck – City of Greenville  
Phyllis Shilling – Townships Association

Absent: George Bosanic – City of Greenville  
Roger Caris – BOC

Others Present: Jeff Troyer  
Chris Hyzer  
Tim Scott

The meeting was called to order by Chairman Retzloff at 3:05 p.m.

Roll call was taken; a quorum was present.

Motion by Callison, supported by Carr to approve the agenda with the addition of #2 under Filing - Correspondence Items of Anonymous Wrecker Letter. Motion carried.

Motion by Carr, supported by Callison to approved the minutes from the July 9<sup>th</sup> and August 10<sup>th</sup> Board Meetings. Motion Carried.

**ACTION Correspondence Items**

Motion by Shilling supported by Richard to approve the two action items: Check Review and the 2009 Year-to-Date Budget & Overtime Analysis. Discussion: Barnwell inquired about a few items listed on the Check Review. Troyer clarified both items. Motion Carried.

**Motion by Carr, supported by Shilling for the Authority to enter into Public Hearing for comment on the proposed 2010 budget. Discussion: Troyer advised board members that the notice was posted in the Greenville Daily News and that we will be receiving the Affidavit from them in the near future. Motion Carried.**

No comments were received regarding the 2010 budget proposal at this time. Chairman Retzloff advised that the Board will remain in Public Hearing for approximately 20 minutes in the event any citizens do arrive.

### **FILING Correspondence Items**

Motion by Shilling, supported by Barnwell to place the two items under Filing Correspondence on file. Motion Carried.

### **Director's Report**

Troyer requested permission from Chairman Retzloff to combine the OSSI System Update under Old Business into his report. Permission was granted.

Troyer provided an overview of what has occurred with the OSSI project and what will be occurring over the next month. The upcoming weeks will be preparation for the go live the first week of October. End user training – both CAD and Mobile Data Terminal – will be the primary focus for the next four weeks. Troyer also advised the board that the Overtime this year has been significantly less. He thanked the work of Deputy Director Nowakowski and the Dispatch Supervisors (Thomas, Medler, Jourdan, and Larson) for these results. Troyer stated that on August 16<sup>th</sup> the last ECO – Hillary Striker – began her ECO training. This puts us at Full Staff.

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

**DIRECTOR POSITION – Contractual Agreement:** Troyer presented the Board with a revision of the new Director's contractual agreement. Troyer briefly discussed the few items that were changed. He also stated that the changes did not affect the Board's initial proposal to Scott.

Motion by Carr, supported by Barnwell to authorize Chairman Retzloff to sign the Contractual Agreement with Timothy Scott employing him as the new MCCDA Director. Motion Carried.

Chairman Retzloff congratulated Scott who was present and Scott thanked the Board for the opportunity.

**MCCDA BYLAWS REVISION:** Troyer briefly discussed the changes/revisions to the Bylaws. He also commented that this is the second regular meeting in a row the board must approve the changes in order for them to take effect.

Motion by Callison, supported to Carr to approve the Bylaw revisions as presented. Roll Call Vote: Callison – Yes, Barnwell – Yes, Stuck – Yes, Retzloff – Yes, Shilling – Yes, Carr – Yes, Richard – Yes. Motion carried.

Troyer advised before signing the revised bylaws, Troyer will provide a “clean” copy of the Bylaws rather than signing the one with strikethroughs and comments on it.

**The Board moved on to New Business**

At 3:40 p.m. Chairman Retzloff advised the Board that they were still in Public Hearing. Motion by Barnwell, supported by Shilling to exit Public Hearing on the 2010 Budget. Motion Carried.

**2010 MCCDA BUDGET ADOPTION:**

Motion by Carr, supported by Callison to approve the 2010 Budget Proposal with expenditures totaling \$1,437,516.37. Roll Call Vote: Barnwell – Yes, Stuck – Yes, Retzloff – Yes, Shilling – Yes, Carr – Yes, Richard – Yes, Callison – Yes. Motion carried.

Public Comments were offered.

Chairman Retzloff thanked Troyer and Hyzer for all of their work with finding a replacement for the Director position.

Chairman Retzloff adjourned the meeting at 3:42 p.m.

Respectfully submitted,

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Ronald Retzloff, Chairman