

BARRY COUNTY CENTRAL DISPATCH

OFFICIAL ADMIN BOARD MEETING MINUTES

Date November 28, 2016

The Administrative Board Meeting was called to order by Lani Forbes at 2:00 p.m. at Barry County Central Dispatch. Roll call: Members present: Murphy, Wilson, Rothenberger, Hartough, Smelker, Redman, Forbes and Leaf. Members absent: Vujea and Reid. Others present: Fuller and Rose.

The Pledge of Allegiance was recited.

ADDITIONS/DELETIONS: There were no additions to the agenda.

APPROVAL of TODAY'S AGENDA: Motion made by Leaf and support by Smelker to approve today's agenda as printed. All in favor and the motion carried.

OCTOBER 2016 MEETING MINUTES: Motion was made by Leaf and supported by Murphy to approve the October Admin Board minutes as printed. All in favor and the motion carried.

LIMITED PUBLIC COMMENT: There was no public comment.

COMMITTEE REPORTS:

PERSONNEL: Doug Hartough reported that the committee met today. The committee is recommending increases for the supervisors and support staff for 2017 as follows: Don Glasgow 60 cents per hour and 50 cents per hour for the other supervisors. These increases equate to around 2%. Motion was made by Hartough and support by Leaf to approve the pay increases for 2017 as recommended by the Personnel Committee. Roll call vote was taken with all in favor and the motion carried.

As a separate issue, the one employee who received an exemption from the county level payment-in-lieu for 2016 will revert to the county schedule of payment-in-lieu for 2017.

It was added that evaluations for Phyllis will be out today. Please have them filed out and returned prior to the next meeting.

FINANCE: There was no meeting.

EQUIPMENT: Phyllis advised that she has been doing radio demos. Her plan is to have a portable radio at each console in dispatch so if our consoles should go down, our dispatchers can use the portables and not have to borrow from other departments. E.F. Johnson and Kenwood from C-Comm are being demo'd. The radios have a 5 year warranty. Motorola radios will also be demo'd.

Phyllis would also like to get a dual band radio for her own use while at work, home or on business. The ultimate plan is to purchase a total of 5 radios.

Phyllis is asking to purchase at this time, 1 new E.F. Johnson / Kenwood P25 compliant dual band radio for her use at a cost of approximately \$1800.00 plus \$250.00 user fee. Motion was made by Redman and support by Hartough to purchase one P25 compliant VHF 800 dual-band radio at a cost not to exceed \$2100.00.

Discussion was called for.

Dar questioned why just a scanner cannot be used. Phyllis may need the capability to talk on the radios at some time. Money is in the budget for programming (it is only \$5.00).

Roll call vote was taken on the motion with all present in favor and the motion carried.

9-1-1 PLAN REVIEW Committee: The public hearing is scheduled for December 27, 2016 at 9:10 a.m. at the Board of Commissioner's Meeting.

DIRECTORS MONTHLY REPORT: Phyllis noted that interviews for one supervisor position will be held on Friday, December 2, 2016. Doug Hartough will be assisting as well as directors from other surrounding counties.

Smart 9-1-1 was discussed.

OLD BUSINESS: SMPA The fiber is in but not connected. The CPE install date has been pushed back to the second week of January with training for all employees to follow the third week of January.

BUDGET REPORTS:

OCTOBER 2016 OPERATING BUDGET: The Operating Budget was reviewed and accepted without question. To date, 70.94% of the budget has been used.

OCTOBER 2016 STATE BUDGET: The State Budget was reviewed and accepted without question. To date, 32.52% of the State Budget has been used. The budget for the phone install will be carried forward to 2017.

Both budget reports were accepted.

NOVEMBER 2016 OPERATING EXPENSES: Motion was made by Murphy and support by Smelker to pay the November 2016 Operating Expenses in the amount of \$15,900.30. Roll call vote was taken with all present in favor and the motion carried.

NOVEMBER 2016 STATE EXPENSES: Motion was made by Murphy and support by Hartough to pay the November State Expenses in the amount of \$8,707.50. Roll call vote was taken with all present in favor and the motion carried.

DECEMBER 2016 CONTINGENT REOCCURRING EXPENSES: Motion was made by Leaf and support by Redman to approve the December 2016 Contingent Expenses. Roll call vote was taken. All in favor and the motion carried.

MISCELLANEOUS:

INTER-GOVERNMENTAL AGREEMENT: Dispatch exchange program.

Barry County Central Dispatch and Ionia County Central Dispatch are cross-training employees to work at each other's centers. This agreement was drawn up by our attorney for times employees are working at each center. A basic plan of training is being drawn up by supervisors at each center for equipment differences and policies. Training will be done just like for a new employee but on a smaller scale. The compensation portion is not to be used but is being left in as a policy. This policy may be used later as a model policy.

The board members will study this policy for discussion at the December meeting.

Representative for Small Villages to this board: The letter went out but there has been no response yet. It is understood that there is one interested person and Lani will follow up on that.

Vin Inspection/ Salvage Policy: The Technical Committee approved this policy at today's meeting with the elimination of Section A. Section B now becomes Section A.

Motion made by Leaf and support by Redman to approve the recommendation of the Technical Committee to approve Policy #579 with one change. Roll Call vote was taken with all in favor and the motion carried.

Public Threat Alert System: This policy was approved at today's Technical Committee Meeting. Motion was made by Hartough and seconded by Smelker to approve policy #560 "Public Threat Alert System". Roll call vote was taken with all in favor and the motion carried.

December 2016 Meeting: The December meeting is a combined meeting with Tech. It will be held one week early on December 19th at 1:30 p.m. This will be a desert potluck.

SECOND PUBLIC COMMENT: There was no public comment.

Leaf advised that a court security meeting was held and they are looking at panic buttons for the court house employees. Bids are being obtained. Also an alert can be sent out over the 800 system to all cars and to smart phones once the panic button is hit and an e-mail will be sent to everyone in the court house.

ADJOURN: Motion made by Murphy and support by Wilson to adjourn. All in favor and the meeting adjourned at 2:43 p.m.

