

BARRY COUNTY CENTRAL DISPATCH

OFFICIAL ADMIN BOARD MEETING MINUTES

Date December 19, 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, Brower, Hartough, Smelker, Redman, Forbes and Vujea. Members absent: Leaf and Reid. Others present: Fuller and Rose and some members of the Technical Committee.

The Pledge of Allegiance was recited.

ADDITIONS/DELETIONS: Added as Miscellaneous 2: Christmas Gift for the staff.

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

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

LIMITED PUBLIC COMMENT: Bellevue Fire Chief Mark Jordan was welcomed.

COMMITTEE REPORTS:

PERSONNEL: Doug Hartough reported that the director's evaluations have been sent out. Please respond to Lani ASAP.

FINANCE: Both the Operating and State Budgets for 2016 needed line item amendments. Finance met prior to today's meeting to make the needed amendments. The line item amendments were reviewed. The necessary amendments to the Operating Budget total \$11,900.00 and this amount will be taken from the line item for MSP 800 (due to State mic fees being eliminated).

Motion was made by Hartough and support by Wilson to approve the line item amendments to the 2016 Operating Budget. Roll call vote was taken. All in favor and the motion carried.

The needed line item amendments to the 2016 State Budget total \$23,450.00. This amount will be taken from the Capital line item. There is no change to the total budget amount.

Motion made by Murphy and support by Wilson to approve the line item amendments to the 2016 State Budget. Roll call vote was taken with all in favor and the motion carried.

EQUIPMENT: There was no meeting and nothing to report.

9-1-1 PLAN REVIEW Committee: Just a reminder that the public hearing is scheduled for December 27, 2016 at 9:10 a.m. at the Board of Commissioner's Meeting. We would like as many board members as possible to attend. Phyllis will call Doug VanEssen to see if he can attend this meeting in case there are questions.

Thank you to all who worked on this 9-1-1 Plan review.

DIRECTORS MONTHLY REPORT: Phyllis gave a verbal report discussing Smart 9-1-1 profiles, our newest employee in training and another potential new hire. She advised that Eric Mulvaine has been promoted to Dispatch Supervisor. Michelle James will be moving to the open day shift supervisor position on January 7, 2017.

OLD BUSINESS:

Inter-Governmental Agreement between Barry Central and Ionia Central: Doug VanEssen has looked over this agreement which protects each county. This is an agreement to interchange our dispatch staff when needed.

Motion was made by Redman and support by Hartough to approve the Inter-Governmental Agreement. All in favor and the motion carried.

Representative from Small Villages to this Board: A letter was sent out to the villages and we have one interested person. Duane Weeks from Middleville is interested in serving on this board. A letter will be sent out to the villages so they can approve this appointment.

Earl Wilson's term expired in December 2015. Wes Kahler has advised Phyllis of township meeting dates. She will attend as many as she can. The township supervisors must approve a representative to this board.

SMPA The CPE install date is January 24, 2017 and training will be held for all employees.

BUDGET REPORTS:

NOVEMBER 2016 OPERATING BUDGET: The Operating Budget was reviewed and accepted without question. To date, 77.15% of the budget has been used.

NOVEMBER 2016 STATE BUDGET: The State Budget was reviewed and accepted without question. To date, 32.37% of the State Budget has been used.

Both budget reports were accepted.

DECEMBER 2016 OPERATING EXPENSES: Motion was made by Murphy and support by Redman to pay the November 2016 Operating Expenses in the amount of \$9,785.38. Roll call vote was taken with all present in favor and the motion carried.

DECEMBER 2016 STATE EXPENSES: Motion was made by Redman and support by Wilson to pay the December State Expenses in the amount of \$4,015.46 Roll call vote was taken with all present in favor and the motion carried.

JANUARY 2017 CONTINGENT REOCCURRING EXPENSES: Motion was made by Wilson and support by Redman to approve the January 2017 Contingent Expenses. Roll call vote was taken. All in favor and the motion carried.

MISCELLANEOUS:

2017 Meeting Schedules are in today's packet.

Christmas gift for the central dispatch staff: The board agreed to donate money to the propane tank fund.

Phyllis will purchase a new TV for the dispatch center using miscellaneous line item funds.

SECOND PUBLIC COMMENT: There was no public comment.

ADJOURN: Motion made by Murphy and support by Redman to adjourn. All in favor and the meeting adjourned at 2:35 p.m.