

BARRY COUNTY CENTRAL DISPATCH

OFFICIAL ADMIN BOARD MEETING MINUTES

Date January 25, 2016

The Administrative Board Meeting was called to order by Lani Forbes at 2:05 p.m. at Barry County Central Dispatch. Roll call: Members present: Murphy, Smelker, Forbes, Redman, Middleton, Leaf, Hartough and Reid. Members absent: Rothenberger, Vujea and Wilson. Others present Fuller and Rose.

The Pledge of Allegiance was recited.

ADDITIONS/DELETIONS: None

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

DECEMBER 2015 MEETING MINUTES: Motion made by Reid and support by Hartough to approve the December 2015 meeting minutes as printed. All in favor and the motion carried.

LIMITED PUBLIC COMMENT: There was no public comment.

ELECTION OF CHAIR: Middleton nominated Forbes to be Chair of the Administrative Board and the motion was seconded by Leaf. Motion was made by Redman that nominations be closed and unanimous ballot be case for Forbes as chair. The motion was supported by Smelker. All in favor and the motion carried. Forbes will remain the chair for 2016.

ELECTION OF VICE-CHAIR: Motion was made by Smelker to nominate Middleton as Vice-Chair of the Administrative Board. The motion was supported by Murphy. Motion was made by Redman that nominations be closed and unanimous ballot be cast for Middleton for Vice-Chair. The motion was seconded by Smelker. All in favor and the motion carried. Middleton is the Vice-Chair of the Administrative Board for 2016.

COMMITTEE MEMBER APPOINTMENTS: There will be no changes to the committees for 2016. Appointments are as follows:

<u>Personnel</u>	<u>Finance</u>	<u>Equipment</u>	<u>9-1-1 Review</u>
Hartough, Chair	Smelker, Chair	Rothenberger, Chair	Redman, Chair
Leaf	Wilson	Murphy	Murphy
Middleton	Redman	Reid	Smelker
Vujea			

COMMITTEE REPORTS:

PERSONNEL: Hartough advised that the committee had met to review the Director's evaluations and are making a recommendation (motion) of a 2.5% salary increase for 2016 effective on Phyllis' anniversary date in March. The motion was supported by Middleton.

Lani commented that the evaluations reflect that Phyllis does a phenomenal job across the board.

Roll call vote was taken and the vote was unanimous. The motion carried.

Hartough advised that he will be looking at the director's employment contract from 2008. The contract needs to be updated.

FINANCE: The finance committee met separately with Doug Hartough and discussed the director's salary increase.

EQUIPMENT: There was no report.

9-1-1 PLAN REVIEW: Redman advised that the committee had met to review changes needed to the service plan. A letter has gone out to all municipalities requesting a response by April 15, 2016. A meeting will be held on April 25, 2016 to make final recommendations and bring to this board. The municipalities are invited to meet with the board at 3 o'clock pm on that date with any comments or concerns.

DIRECTORS REPORT: Phyllis advised that the yearend numbers for Smart 9-1-1 are disappointing. There has been very little impact with Text to 9-1-1, with only two calls so far.

Phyllis advised that she will not be at the February board meeting as she will be going to Washington to represent APCO at "9-1-1 goes to Washington" again this year.

OLD BUSINESS:

SMPA Phase II: We are on target for issuing a RFP for a new Next Gen 9-1-1 phone system for Barry and Calhoun Counties in mid to late February. We are on the third rough draft with about 68 pages. Phyllis feels this is money well spent and she will have future updates.

BUDGET REPORTS:

2015 OPERATING BUDGET Final: We used 95.37% of the 2015 Operating Budget.

2015 STATE BUDGET Final: We used 36.27% of the 2015 State Budget.

Both budget reports were accepted as prepared

DECEMBER CHARGE-BACK EXPENSES: Motion was made by Middleton and support by Leaf to pay the December 2015 chargeback expenses in the amount of \$7,400.28. Roll call vote was taken with all present in favor and the motion carried.

JANUARY 2016 OPERATING EXPENSES: Motion was made by Middleton and support by Hartough to pay the January 2016 Operating Expenses in the amount of \$30,407.82. Roll call vote was taken with all present in favor and the motion carried.

JANUARY 2016 STATE EXPENSES:

Motion was made by Murphy and support by Redman to pay the January State Expenses in the amount of \$1,625.98. Roll call vote was taken with all present in favor and the motion carried.

FEBRUARY 2016 CONTINGENT REOCCURRING EXPENSES: Motion was made by Leaf and support by Hartough to approve the February 2016 Contingent Expenses. Roll call vote was taken with all in favor and the motion carried.

MISCELLANEOUS:

SECOND PUBLIC COMMENT: There was no public comment.

ADJOURN: Motion made by Middleton and support by Leaf to adjourn. All in favor and the meeting adjourned at 2:38 p.m.