



Barry County Central Dispatch

Administrative Board Meeting Minutes

February 1, 2019 *Rescheduled from 01/28/19

- A. Forbes called the meeting to order at 2:02 pm.
The Pledge of Allegiance was recited.
- B. Roll call was taken.
Attendance: Forbes, Leaf, Smelker, Redman, Murphy, Cove, & Wilson
Absent: VonSeggern, Vujea, Rothenberger, & Weeks
Others in attendance: Director Lehman (BCCD), Stafford (BCCD)
- C. No additions were made to agenda.
- D. A motion was made by Leaf and seconded by Cove to approve the agenda as written for today's meeting. **All in favor. Motion carried.**
- E. A motion was made by Cove and seconded by Leaf to approve the minutes as amended from the December 2018 meeting. **All in favor. Motion carried.**
- F. No public comment.
- G. Committee Reports
 - a. Personnel Committee
No meeting held this month. Meeting will need to be held this month and Cove will contact Vujea to set that up.
 - b. Finance Committee
No meeting held this month.
 - c. Equipment Committee
No meeting held this month. Leaf stated that there have been no complaints in regards to the new MDCs and all is working well.
- H. Directors Report was reviewed and discussed.
 - a. Staffing – Gibson started the training program on January 5th with CTS Kellogg. She progressed through step one well and moved to step two on January 22nd with CTO Stein. Green will start the training program on February 2nd with CTS Kellogg. 5 candidates were given the offer to complete the criti-call stage of the hiring process and that will be administered January 30-February 1.
 - b. CAD Project – Several more demonstrations have been completed since the last meeting. Two companies were asked to come back for a second demonstration and those are scheduled for January 29th and February 12th.
 - c. Professional Development – Director Lehman is attending PSAP Management School January 31st – February 1st hosted by MCDA at the Grand Rapids Police Department.
 - d. Public Relations Committee – Members will be at the Barry County Church Security Summit on February 16th to assist with RAVE facility and Smart911 profiles.
 - e. Policy Review Committee – Committee includes Supervisors Jackson and Kellogg, CTO Nevins, and Telecommunicator Hohler. Their first meeting is scheduled for February 4th. Supervisor Jackson will oversee the committee.
 - f. Smart 911 – December 2018 – On trend.

- g. Calls Dispatched – On trend.
- I. New Business
 - a. Verizon Wireless / MDC Network Contract Changes
 - i. After a noticeable increase in data overage charges on the Verizon Wireless account, a review was done on our contract. Due to the updates on the new MDC modems with Windows 10, the modems are using more data than previously used. Verizon is working on getting our account moved over to an unlimited first responder plan. This should be completed within the month.
 - b. Peer Support Team
 - i. Supervisor Kellogg and Telecommunicator Hohler have completed the peer support certification courses through 9-1-1 Training Institute. This is the first stage of setting up a peer support group for our own agency as well as combining with neighboring counties. Research for a clinician that will work with this program will be done this month.
 - c. Employee Flu Shots
 - i. Discussion was had regarding having someone come in to administer flu shots to employees who wish to have them. It was determined that this is a covered expense in the health care plans and the employees can seek out that if they wish using their insurance coverage.
- J. December 2018 & Year End Budget Reports were reviewed. No questions or discussion.
- K. Expenses
 - 1. January 2019 operating disbursements were discussed. A motion was made by Cove and seconded by Wilson to approve the January operating disbursements in the amount of \$10,548.68. Roll call vote. **All in favor. Motion carried.**
 - 2. January 2019 state expenses were discussed. A motion was made by Leaf and seconded by Smelker to approve the January state expenses in the amount of \$5,872.21. Roll call vote. **All in favor. Motion carried.**
 - 3. February 2019 contingent vouchers were discussed. A motion was made by Cove and seconded by Leaf to approve the February 2019 contingent vouchers as provided. Roll call vote. **All in favor. Motion carried.**
- L. Old Business
 - a. CAD Steering Committee Update
 - i. The CAD project was discussed during the Directors Report, and no further discussion was needed.
- M. No public comment
- N. A motion was made by Leaf and seconded by Redman to adjourn the meeting. **All in favor. Motion carried.** The meeting was adjourned at 3:00 pm.

The next Administrative Board Meeting will be held on February 25, 2019 at 2:00 p.m.

Respectfully submitted by Jamie Stafford