



Barry County Central Dispatch
Administrative Board Meeting Minutes

November 26, 2018

- A. Forbes called the meeting to order at 2:07 pm.
The Pledge of Allegiance was recited.
- B. Roll call was taken.
Attendance: Forbes, Weeks, Leaf, Rothenberger, Redman, Murphy, Cove, Wilson
Absent: Vujea, Smelker, VonSeggern, Dunlap
Others in attendance: Director Lehman (BCCD), Stafford (BCCD)
- C. No additions were made to the agenda.
- D. A motion was made by Leaf and seconded by Cove to approve the agenda for today's meeting.
All in favor. Motion carried.
- E. A motion was made by Leaf and seconded by Cove to approve the minutes from the October 2018 meeting. **All in favor. Motion carried.**
- F. No public comment.
- G. Committee Reports
 - a. Personnel Committee
No meeting held this month.
 - b. Finance Committee
Meeting was held on November 13, 2018 to discuss a budget amendment and wage increase for non-represented employees.
 - c. Equipment Committee
No meeting held this month.
- H. Directors Report was reviewed and discussed.
 - a. Staffing – E Krouse will complete her training and move to a shift/rotation on December 21, 2018. A conditional offer of employment was given to J Longanbach and pending the background investigation, his start date will be January 7, 2019.
 - b. MDC Project – Installations are complete for all departments. Old unit hard drives are being cleaned up and then a final destination of the old units will be determined.
 - c. CAD Project – November and December will host many demos as we continue the search for a new CAD system.
 - d. Professional Development – Lehman completed the SHRM Essentials of Human Resources course on November 16th. Lehman will be attending Leadership Barry County 2019 through the Barry Community Foundation.
 - e. Public Relations Committee – Presentation was done at South Eastern Elementary on November 16th. A presentation for junior high level students has been completed.
 - f. Equipment Issue / Fiber Network (ESINet) Update – Plainwell tower site was not receiving/transmitting. Moisture was located inside it and was not able to be salvaged. The antenna was replaced and is not operational. PFN cut over AT&T to the fiber network on November 8th. We are now fully operational on a fiber network.
 - g. SMART 911 – Steady and following trends.

- h. 2018 Calls Dispatched – Steady and following trends.
- I. New Business
 - a. Budget Amendment – A budget amendment was proposed to increase the Miscellaneous line item for the 2018 budget, with the funds moved from the Capital line item. A motion was made by Wilson and seconded by Leaf to have \$2000.00 moved from account 980 Capital to account 960 Miscellaneous. Roll call vote. **All in favor. Motion carried.**
 - b. Wage increase for non-represented employees – Discussion was held regarding the represented and non-represented employee wages. The finance committee recommended a \$0.45 wage increase for non-represented employees to promote equality between the represented and non-represented employees. A motion as made by Redman and seconded by Cove for a \$0.45 wage increase for all non-represented employees effective January 1, 2019. Roll call vote. **All in favor. Motion carried.**
 - c. 2019 Administrative Board meeting schedule – A motion was made by Cove and seconded by Murphy to approved the 2019 Administrative Board meeting schedule. **All in favor. Motion carried.**
 - d. 2019 Technical Advisory Board meeting schedule – A motion was made by Leaf and seconded by Wilson to approved the 2019 Technical Advisory Board meeting schedule. **All in favor. Motion carried.**
- J. October Budget Reports were reviewed. No questions or discussion.
- K. Expenses
 - 1. November 2018 operating disbursements were discussed. A motion was made by Leaf and seconded by Cove to approve the November operating disbursements in the amount of \$18,128.33. Roll call vote. **All in favor. Motion carried.**
 - 2. November 2018 state expenses were discussed. A motion was made by Murphy and seconded by Wilson to approve the November state expenses in the amount of \$623.44. Roll call vote. **All in favor. Motion carried.**
 - 3. December 2018 contingent vouchers were discussed. A motion was made by Leaf and seconded by Cove to approve the December 2018 contingent vouchers as provided. Roll call vote. **All in favor. Motion carried.**
- L. Old Business – Cove discussed her interest in the next term as representative for the citizen at large after her term expires on December 31, 2018. She has submitted her application to the County Administrators office for consideration by the Barry County Board of Commissioners.
- 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 2:36 pm.

The next Administrative Board Meeting will be held on December 17, 2018 at 2:00 p.m.

Respectfully submitted by Jamie Stafford