



Barry County Central Dispatch
Administrative Board Meeting Minutes

March 25, 2019

- A. Forbes called the meeting to order at 2:00 pm.
The Pledge of Allegiance was recited.
- B. Roll call was taken.
Attendance: Forbes, Smelker, Redman, Murphy, Cove, Vujea, VonSeggern, Weeks & Wilson
Absent: Leaf, Rothenberger
Others in attendance: Director Lehman (BCCD), Stafford (BCCD)
- C. No additions were made to agenda.
- D. A motion was made by Redman and seconded by Murphy to approve the agenda as written for today's meeting. **All in favor. Motion carried.**
- E. A motion was made by Murphy and seconded by Cove to approve the minutes as written from the February 2019 meeting. **All in favor. Motion carried.**
- F. No public comment.
- G. Committee Reports
 - a. Personnel Committee
 - i. Evaluation of Director Lehman
 - 1. A motion was made by Vujea and seconded by Murphy to go into closed session to discuss the evaluation of Director Lehman. Lehman and Stafford left the room and the Board entered closed session at 2:03 pm. The Board went back into open session at 2:23 pm. Praise was given to Director Lehman by all Board members. Vujea will have a meeting with Director Lehman, to discuss the details of her evaluation, after a second personnel committee meeting is held on March 28.
 - ii. Staffing Plan
 - 1. Director Lehman discussed a plan to use the two additional positions given to her in January. These two positions will be part time positions. In addition, Supervisor Mulvaine will be moved to a new position of Network Administrator in Training after he completes his degree in May. This will allow him to train with Network Administrator Glasgow prior to his retirement which is expected in early 2020.
 - b. Finance Committee
 - i. Budget Amendments
 - 1. Director Lehman discussed the current equipment situation with the Liebert unit in the basement equipment room. A new Liebert unit will need to be purchased as well as two recommended upgrades. This along with the CAD purchase recommendation, a budget amendment is being recommended by the finance committee. This will only affect the 205-326 (State) budget. A motion was made by Cove and seconded by

Murphy to move \$93,326.80 from the fund balance carry over account into the 205-326-980 (Capital) line item. **Roll call vote. Motion carried.**

- c. Equipment Committee
 - i. CAD Recommendation
 - 1. Director Lehman discussed the equipment committee's recommendation to purchase the Zuercher Central Square CAD product. There are many positive features in this product that will greatly assist the telecommunicators. A motion was made by Murphy and seconded by Smelker to approve the use of \$213,916.00 to purchase the Zuercher Central Square CAD product. **Roll call vote. Motion carried.**
- H. Directors Report was reviewed and discussed.
 - a. The directors report was reviewed by the Board members. No discussion was needed.
- I. New Business
 - a. Pest Control
 - i. A proposal was reviewed from Griffin Pest Solutions for services to eliminate any future mice activity. A motion was made by Cove and seconded by Murphy to approve the contract, the initial \$88.00 expense and add a reoccurring monthly expense of \$58.00 to contingent expenses. **Roll call vote. Motion carried.**
- J. February 2019 Budget Reports were reviewed. No questions or discussion.
- K. Expenses
 - 1. March 2019 operating disbursements were discussed. A motion was made by Cove and seconded by Redman to approve the March operating disbursements in the amount of \$13,748.89. Roll call vote. **All in favor. Motion carried.**
 - 2. March 2019 state expenses were discussed. A motion was made by Cove and seconded by Murphy to approve the March state expenses in the amount of \$1,884.18. Roll call vote. **All in favor. Motion carried.**
 - 3. April 2019 contingent vouchers were discussed. A motion was made by Cove and seconded by Redman to approve the April 2019 contingent vouchers as provided. Roll call vote. **All in favor. Motion carried.**
- L. Old Business
 - a. 2019 Telecommunicator Week Dinner
 - i. Director Lehman discussed the plan for the dinner during telecommunicator week. This will be held on Thursday, April 18th.
- M. No public comment
- N. A motion was made by Redman and seconded by Murphy to adjourn the meeting. **All in favor. Motion carried.** The meeting was adjourned at 3:21 pm.

The next Administrative Board Meeting will be held on April 22, 2019 at 2:00 p.m.

Respectfully submitted by Jamie Stafford