



Barry County Central Dispatch  
Administrative Board Meeting Minutes

December 17, 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, Smelker, Redman, Murphy, VonSeggern, Cove, Wilson, Vujea, & Dunlap  
Absent: None  
Others in attendance: Director Lehman (BCCD), Stafford (BCCD), Michelle James (BCCD & Tech Committee), & Jim Yarger (EMD & Tech Committee)
- C. An addition was made to the agenda to item I.a., to change to an additional two telecommunicator positions.
- D. A motion was made by Leaf and seconded by Weeks to approve the agenda as amended 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 November 2018 meeting. **All in favor. Motion carried.**
- F. No public comment.
- G. Committee Reports
  - a. Personnel Committee  
No meeting held this month. Notice was made that there will need to be some discussion regarding the union contract that will expire in 2020, as well as Director Lehman's evaluation in March.
  - b. Finance Committee  
No meeting held this month.
  - c. Equipment Committee  
No meeting held this month. Discussion was held regarding the CAD demo phase. Three demos have been completed and two more are scheduled for January.
- H. Directors Report was reviewed and discussed.
  - a. Staffing - E Krouse will finish the shadow portion of her training on December 21<sup>st</sup> and enter into rotation. Termination of an employee occurred on December 9<sup>th</sup>. B Frey has announced he will be leaving Central Dispatch effective January 4<sup>th</sup>.
  - b. MCD Project – It was determined that it would be best practice to remove the hard drives from the old MDCs and have them destroyed. Anyone interested in the purchase of an old MDC would need to purchase a new hard drive which is approximately \$30.00.
  - c. CAD Project – 3 demos have been completed with a 4<sup>th</sup> coming in January. So far, the committee has favored the Spillman and Zuercher products.
  - d. Professional Development - S Lehman was going to be participating in Leadership Barry County, but the Board and Lehman agreed that with the staff turnover at the current time, it would be best to hold off a year.

- e. Public Relations Committee – S Lehman and J Stafford attended the Career Expo on December 4<sup>th</sup>. This provided exposure to 9<sup>th</sup> grade students from all area schools.
  - f. Fiber Network (ESINet) Update – Legacy trunks have not been disconnected as we are in a “soak” phase of the process, to ensure no calls are being delivered on them.
  - g. Smart911 – On trend
  - h. Calls Dispatched – On trend
- I. New Business**
- a. Additional Two Telecommunicator Positions
    - i. A motion was made by Cove and seconded by Murphy to change the current number of telecommunicator positions from 10 to 12. Roll call vote. 10 yay & 1 nay. Motion carried.
  - b. Policy & Procedure 247, Consensual Relationships & Nepotism
    - i. A motion was made by Cove and seconded by Smelker to adopt policy and procedure #247. All in favor. Motion carried.
  - c. Changes to the Verizon Wireless contract
    - i. Director Lehman updated the board on the current data overages from our current Verizon Wireless plan. A webex meeting was held with Tom Ditmar from Verizon Wireless and he will be getting us some final figures on changing our plan to a new First Responders Plan that will contain unlimited data and will place us on priority during data coverage overages occur.
- J. November Budget Reports** were reviewed. No questions or discussion.
- K. Expenses**
1. December 2018 operating disbursements were discussed. A motion was made by Redman and seconded by Leaf to approve the November operating disbursements in the amount of \$19,242.29. Roll call vote. **All in favor. Motion carried.**
  2. December 2018 state expenses were discussed. A motion was made by Leaf and seconded by Cove to approve the November state expenses in the amount of \$42,714.23. Roll call vote. **All in favor. Motion carried.**
  3. January 2018 contingent vouchers were discussed. A motion was made by Murphy and seconded by Leaf to approve the January 2019 contingent vouchers as provided. Roll call vote. **All in favor. Motion carried.**
- L. Old Business** – None
- M.** No public comment
- N.** A motion was made by Murphy and seconded by Wilson to adjourn the meeting. **All in favor. Motion carried.** The meeting was adjourned at 2:54 pm.

The next Administrative Board Meeting will be held on January 28, 2019 at 2:00 p.m.

Respectfully submitted by Jamie Stafford