



**Barry County Central Dispatch**  
**Administrative Board Meeting Minutes**  
**September 24, 2018**

- A. Forbes called the meeting to order at 2:06 pm.  
The Pledge of Allegiance was recited.
- B. Roll call was taken.  
Attendance: Forbes, Smelker, Weeks, Leaf, Murphy, VonSeggern, Redman, Vujea  
Absent: Cove, Rothenberger, Wilson  
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 Murphy to approve the agenda for today's meeting. **All in favor. Motion carried.**
- E. A motion was made by Murphy and seconded by Smelker to approve the minutes from the August 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  
No meeting held this month.
  - c. Equipment Committee  
No meeting held this month.
- H. Directors Report was reviewed and discussed.
  - Staffing – Amber Heyman will graduate from the training program on September 28, 2018 and will move into rotation. Erica Krouse just finished her EMD training and is in phase 3 with a scheduled date of December 21, 2018. Scott Putnam has left Barry Central effective August 30, 2018. New hire process has begun. September 17<sup>th</sup> was the first round of testing and the second round of testing will begin the first week of October with Critical testing. 6 candidates will test that week. August 6, 2018, we had one employee go on FMLA, he is scheduled to come back after bereavement leave on October 2, 2018. Jill Rantz will start her supervisor role this next week, taking over for retiree Che'rie Baldwin White.
  - MDC Project – MDC project is still in progress. This is moving slower than anticipated with issues arising with Windows 10 and Microsoft programs. Netmotion software will have to be removed prior to new MDC install to free up the license for the new MDC unit. Anticipated completion is October 31<sup>st</sup>.
  - CAD Project – September 12, 2018, Barry Central held a CAD demo with Motorola and the Spillman Flex solution. Motorola has offered to take Direct Lehman to Indiana to see the product live. October 8, 2018, a discovery meeting will be held with CORE. Tyler and Central Square discovery meetings have been done, and they are going to get us some demo dates soon.

- I. New Business – TTA 5802 was discussed. Tower Top Amplifier for the Nashville tower located at M-79 and Swift Road, which is an 800 MHz radio tower, the only one that sits entirely in Barry County. Most counties are moving to 800 MHz radio. Eaton county has proposed adding a TTA to Nashville tower to increase indoor radio coverage. This would be a cost of \$10,321.00 to Barry County Central Dispatch, which is half of the equipment and installation. Once the TTA is in place, all maintenance and repairs will be assumed by MSPCS. Map of current coverage and proposed coverage with TTA was reviewed. A motion was made by Smelker and seconded by Murphy to approve the use of \$10,321.00 to purchase, with Eaton County Central Dispatch, the TTA for tower 5802. Roll call vote. **All in favor and the motion carried.**
- J. August Budgets Reports were reviewed. No questions or discussion.
- K. Expenses
  1. September 2018 operating disbursements were discussed. A motion was made by Murphy and seconded by Leaf to approve the September operating disbursements in the amount of \$12,092.22. Roll call vote. **All in favor. Motion carried.**
  2. September 2018 state expenses were discussed. A motion was made by Leaf and seconded by Smelker to approve the September state expenses in the amount of \$5,199.48. Roll call vote. **All in favor. Motion carried.**
  3. October 2018 contingent vouchers were discussed. A motion was made by Leaf and seconded by Murphy to approve the October 2018 contingent vouchers as provided. Roll call vote. **All in favor. Motion carried.**
- L. Miscellaneous – Closed caption broadcasting of meetings were discussed. It was decided to review at a later time.
- M. No public comment
- N. A motion was made by Murphy and seconded by Redman to adjourn the meeting. **All in favor. Motion carried.** The meeting was adjourned at 2:33 pm.

The next Administrative Board Meeting will be held on October 18, 2018 at 7:00 p.m.

Respectfully submitted by Jamie Stafford