



Barry County Central Dispatch
Administrative Board Meeting Minutes

October 18, 2018

- A. Forbes called the meeting to order at 7:02 pm.
The Pledge of Allegiance was recited.
- B. Roll call was taken.
Attendance: Forbes, Weeks, Murphy, VonSeggern, Cove, Wilson, Vujea, & Dunlap
(arrived at 7:12pm)
Absent: Leaf, Rothenberger, Smelker, Redman
Others in attendance: Director Lehman (BCCD), Stafford (BCCD), Jackson (BCCD), &
Members of the Barry County Fire Association.
- C. No additions were made to the agenda.
- D. A motion was made by Murphy and seconded by Cove to approve the agenda for today's meeting. **All in favor. Motion carried.**
- E. A motion was made by VonSeggern and seconded by Vujea to approve the minutes from the September 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.
 - a. Staffing – 3 candidates are moving on to the oral board interview for the open telecommunicator position. Telecommunicator Heyman has successfully completed training. Telecommunicator Krouse is scheduled to complete training in December 2018. Two telecommunicators that were previously off for FMLA and fitness for duty issue have returned to work fulltime and all issues have been resolved.
 - b. MDC update – Nashville, Freeport, Woodland, Hastings, Barry Twp, and Prairieville Twp have all been installed. 8 MDC's have been installed for the Sheriffs Office. Target date for installations to be completed is October 31, 2018. All old MDC's will have their hard drives wiped and then a determination will need to be made as to what will be done with them.
 - c. CAD update – Director Lehman traveled to Steuben County, Indiana for a live environment demonstration of the Spillman Flex CAD solution. Four demonstrations are pending for November and December 2018 and a fifth one is to be determined.
 - d. Professional Development – Director Lehman has enrolled in a six-week course offered through the Barry County Chamber of Commerce & Economic Development. This is a six-module course on human resource management. At the completion of the course,

Director Lehman will have a Society of Human Resources Management certificate through Davenport University.

- e. Public Relations Committee – A presentation was held at Delton Kellogg Elementary and they are working out a date to present to Southeastern Elementary in Hastings. Supervisor Kellogg, who oversees this committee, is working with Director Lehman to set up a public education tab for the website.
 - f. Smart 911 – SMS Chat sessions has decreased due to the Textty system that was previously implemented. Safety profiles have decreased a small amount.
 - g. Calls Dispatched – Police calls have decreased from last month, and Fire and EMS calls have increased since last month.
- I. New Business – None
- J. September Budget Reports were reviewed. No questions or discussion.
- K. Expenses
- 1. October 2018 operating disbursements were discussed. A motion was made by Murphy and seconded by Wilson to approve the October operating disbursements in the amount of \$16,574.94. Roll call vote. **All in favor. Motion carried.**
 - 2. October 2018 state expenses were discussed. A motion was made by Murphy and seconded by Cove to approve the October state expenses in the amount of \$12,124.52. Roll call vote. **All in favor. Motion carried.**
 - 3. November 2018 contingent vouchers were discussed. A motion was made by Weeks and seconded by Cove to approve the November 2018 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 Wilson and seconded by Murphy to adjourn the meeting. **All in favor. Motion carried.** The meeting was adjourned at 7:16 pm.

The next Administrative Board Meeting will be held on November 26, 2018 at 2:00 p.m.

Respectfully submitted by Jamie Stafford