

BARRY COUNTY CENTRAL DISPATCH

OFFICIAL ADMIN BOARD MEETING MINUTES

Date January 23, 2017

The Administrative Board Meeting was called to order by Lani Forbes at 2:00 p.m. at Barry County Central Dispatch. Roll call: Members present: Murphy, Wilson, Rothenberger, Hartough, Smelker, Forbes, Weeks, Leaf, Reid and Vujea. Members absent: Redman. Others present: Fuller and Rose and dispatchers Blayne Frey and Kami Collier.

The Pledge of Allegiance was recited.

ADDITIONS/DELETIONS: There were no additions or deletions to the agenda.

APPROVAL of TODAY'S AGENDA: Motion made by Leaf and support by Hartough to approve today's agenda as printed. All in favor and the motion carried.

DECEMBER 2016 MEETING MINUTES: Motion was made by Murphy and supported by Rothenberger to approve the December Admin Board minutes as printed. All in favor and the motion carried.

LIMITED PUBLIC COMMENT: There was no public comment.

ELECTION OF OFFICERS:

CHAIR: Motion was made by Murphy to nominate Forbes as Chair. The motion was supported by Hartough. There were no other nominations and the nominations were closed. All in favor of the motion and the motion carried.

VICE-CHAIR: Motion was made by Leaf to nominate Smelker as Vice-Chair. The motion was seconded by Hartough. There were no other nominations and the nominations were closed. All in favor of the motion and the motion carried.

Earl Wilson was re-appointed this month by the Townships as the representative to this board and his current term will expire December 31, 2019.

APPOINTMENT OF COMMITTEE MEMBERS:

Personnel:

Hartough, Chair

Leaf

Vujea

Weeks

Finance:

Smelker, Chair

Wilson

Redman

Equipment:

Lt. Rothenberger, Chair

Murphy

Reid

COMMITTEE REPORTS:

PERSONNEL: There are three director's evaluations that have not been turned in. They are given forms today. All forms will be reviewed and tallied along with director benefit comparisons that Phyllis obtained and the wage study done by Barry County. Personnel will meet to prepare a recommendation to the board at the February meeting.

FINANCE: There was no meeting.

EQUIPMENT: There was no meeting and nothing to report.

DIRECTORS MONTHLY REPORT: Phyllis gave a verbal report advising that we will have a new employee starting on February 15. He has a fire background and is from the Delton area.

The Here All Year Award was discussed. There was a tie with two employees missing no unscheduled sick time all year. Phyllis would like to send both to either a Nena or Apco National Conference. The estimated cost would be \$2000.00 or more per person and the money is in the budget. This would not qualify for state funds. An in-lieu of payment was suggested but this is not preferred because of the training they get at the conference. It was decided that this should go to the Finance Committee for discussion. This would be a case by case item and a flexible policy. Finance will meet and bring back a recommendation to the board in February.

Final executed copies of the Plan, By-Laws, Ordinance and Intent to Function along with the Resolution and minutes prepared by the Board of Commissioners is in a binder and in today's packet.

There were a total of 49,069 Cfs's dispatched in 2016.

SMPA: All dispatchers have been trained on the new phone system. The go live date is uncertain at this time. The network conversion is scheduled for the week of March 13th.

OLD BUSINESS:

QUOTE FOR DISPATCH PORTABLE RADIOS: The total quote for 4 Motorola base model APX 1000 /800 portable radios (one for each dispatch console is \$6067.20. It includes chargers and activation fees. Demos were done and Motorola is the best quality and therefore the choice.

Motion was made by Murphy and support by Vujea to approve the purchase of four (4) Motorola APX 1000 portable radios at a total cost of \$6067.20. Roll call vote was taken with all in favor and the motion carried.

BUDGET REPORTS:

DECEMBER 2016 FINAL OPERATING BUDGET: The Operating Budget was reviewed and accepted without question. A total of 88.6% of the budget was used.

DECEMBER 2016 FINAL STATE BUDGET: The State Budget was reviewed and accepted without question. 36.9% of the 2016 State Budget was used. We were not able to complete planned capital expenditures in 2016. An addition of annual carryover funds has been added to the State budget.

Both budget reports were accepted.

2016 CHARGEBACK OPERATING EXPENSES: Motion was made by Leaf and support by Wilson to pay the 2016 Chargeback Operating Expenses in the amount of \$7,153.91. Roll call vote was taken with all present in favor and the motion carried.

2016 CHARGEBACK STATE EXPENSES: Motion was made by Smelker and support by Wilson to pay the 2016 Chargeback State Expenses in the amount of \$7,180.00. Roll call vote was taken with all present in favor and the motion carried.

JANUARY 2017 OPERATING EXPENSES: Motion was made by Murphy and support by Leaf to pay the January 2017 Operating Expenses in the amount of \$10,869.38. Roll call vote was taken with all in favor and the motion carried.

JANUARY 2017 STATE EXPENSES: Motion was made by Hartough and support by Murphy to pay the January 2017 State expenses in the amount of \$31,566.49. Roll call vote was taken with all in favor and the motion passed.

FEBRUARY 2017 CONTINGENT REOCCURRING EXPENSES: Motion was made by Leaf and support by Murphy to approve the February 2017 Contingent Expenses. Roll call vote was taken. All in favor and the motion carried.

MISCELLANEOUS: Phyllis thanked all employees and Aaron Staines (who has been instrumental in helping us with some security inefficiencies while doing our phone upgrade. Phyllis will put together a letter from this board and will also attend a Board of Commissioners Meeting to express our appreciation.

SECOND PUBLIC COMMENT: There was no public comment.

ADJOURN: Motion made by Rothenberger and support by Murphy to adjourn. All in favor and the meeting adjourned at 2:55 p.m.