



**Barry County Central Dispatch
Administrative Board Meeting Minutes**

February 25, 2019

- A. Forbes called the meeting to order at 2:03 pm.
The Pledge of Allegiance was recited.
- B. Roll call was taken.
Attendance: Forbes, Leaf, Smelker, Redman, Murphy, Cove, Dunlap, Weeks & Wilson
Absent: Vujea, VonSeggern, Rothenberger
Others in attendance: Director Lehman (BCCD), Stafford (BCCD)
- C. No additions were made to agenda.
- D. A motion was made by Leaf and seconded by Smelker to approve the agenda as written for today's meeting. **All in favor. Motion carried.**
- E. A motion was made by Cove and seconded by Murphy to approve the minutes as written from the January 2019 meeting. **All in favor. Motion carried.**
- F. No public comment.
 - a. Forbes brought it to the attention of the Board that there was not a nomination and appointment of the Chair and Vice-Chair at the January meeting. Stafford will make a notation to have this on the agenda for January 2020. A motion was made by Leaf and seconded by Redman to keep Forbes as Chair and Smelker as Vice-Chair of the Administrative Board. No other nominations were heard. **All in favor. Motion carried.**
- G. Committee Reports
 - a. Personnel Committee
 - i. The form was discussed that will be used for the evaluation for Director Lehman. Cove advised that she would like those completed and returned to Vujea by March 1st.
 - 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 – Two trainees are progressing through the training steps well. Telecommunicator Godbey has completed the CTO training and joins the CTO group. One candidate received a conditional offer of employment and will be going for his pre-employment screenings soon.
 - b. CAD Project – Discussed in Old Business, item L.
 - c. Public Relations Committee – Director Lehman gave a presentation to the Hastings Fire Department on February 6th and Hastings Police Department Reserve Unit on February 9th. Telecommunicators Stein and Godbey represented Central Dispatch at the Barry County Church Security Summit on February 16th.
 - d. Policy Review Committee – Committee is working on breaking Policies and Procedures down by section to review and submit suggestions for edits, deletions and creations.

- e. Telecommunicator Week, April 15-19 2019
 - i. We will be hosting a dinner on April 18th for all staff and their family members. Board members will also receive an invite.
 - f. Smart 911 – On trend.
 - g. Call stats – On trend.
- I. New Business**
- a. Verizon Wireless / MDC Network Contract Changes
 - i. The data overage on the Verizon Wireless invoice was discussed. This is due to the new MDC's needing much more data for updates and security patches with the Windows 10. A new contract from Verizon would add approximately \$400.00 to the currently monthly invoice, but the new data plan would be unlimited, thus eliminating the data overages. A discussion was held and it was decided that this change in contract would be beneficial.
 - b. Peer Support Program with Barry County EAP & 9-1-1 Training Institute
 - i. Director Lehman advised the Board that she has set up a meeting with the representative from Pine Rest, who is the provider for the EAP for the County. This meeting will be held on March 7 at Central Dispatch. After contact was made with them, it was discovered that they would be able to work with our current peer support program that was initiated with 9-1-1 Training Institute. They currently work with Ottawa County on a peer support program.
 - c. 2019 Telecommunicator Week – April 15-19
 - i. This was discussed with the Directors report.
- J. January 2019 Budget Reports were reviewed. No questions or discussion.**
- K. Expenses**
- 1. February 2019 operating disbursements were discussed. A motion was made by Leaf and seconded by Murphy to approve the February operating disbursements in the amount of \$12,342.43. Roll call vote. **All in favor. Motion carried.**
 - 2. February 2019 state expenses were discussed. A motion was made by Cove and seconded by Murphy to approve the February state expenses in the amount of \$16,038.56. Roll call vote. **All in favor. Motion carried.**
 - 3. March 2019 contingent vouchers were discussed. A motion was made by Cove and seconded by Leaf to approve the March 2019 contingent vouchers as provided. Roll call vote. **All in favor. Motion carried.**
- L. Old Business**
- a. CAD Steering Committee Update – Preliminary Pricing
 - i. All demos have been completed. Two products are highly recommended out of all of the options. Price quotes are being put together and will be presented at the next meeting.
- 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 3:03 pm.

The next Administrative Board Meeting will be held on March 25, 2019 at 2:00 p.m.

Respectfully submitted by Jamie Stafford