

## **BARRY COUNTY CENTRAL DISPATCH**

### **OFFICIAL ADMIN BOARD MEETING MINUTES**

**Date September 25, 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, Smelker, Forbes, Weeks, Redman, Vujea, and Reid. Members absent: Leaf and Rothenberger. Others present: Che'rie Baldwin-White, Fuller and Rose.

The Pledge of Allegiance was recited.

**ADDITIONS/DELETIONS:** Che'rie Baldwin-White will be added for comments after approval of August Minutes.

**APPROVAL of TODAY'S AGENDA:** Motion made by Murphy and support by Redman to approve today's agenda as amended. All in favor and the motion carried.

**AUGUST 2017 MEETING MINUTES:** Motion was made by Murphy and supported by Redman to approve the August Admin Board minutes as printed. All in favor and the motion carried.

**COMMENTS BY CHE'RIE BALDWIN-WHITE:** Che'rie advised that the central dispatch staff had nominated Phyllis as the Director of the Year and she was awarded this title at the Apco Michigan Conference. Che'rie read aloud a portion of the comments made by the staff. Congratulations Phyllis!

**LIMITED PUBLIC COMMENT:** There was no public comment.

#### **COMMITTEE REPORTS:**

**PERSONNEL:** Cindy handed out copies and reviewed page by page the recommended changes made by the Personnel Committee to the director's evaluation form. This draft, if accepted, needs to be approved because the process of the evaluation started October 1, 2017. Motion was made by Murphy and support by Redman to approve the changes to the director's evaluation form as recommended by the Personnel Committee. All members commented favorably and all voted in favor and the motion and it carried. Any needed changes as discussed will be made and the final copy will be distributed yet this week. See page 2 of the form for the Annual Evaluation Schedule. Completed evaluations are due by October 15<sup>th</sup>. They can be returned to Sue in a sealed envelope or to Cindy, Duane or Dar.

**FINANCE:** Jon advised that the Finance Committee had met briefly prior to today's meeting to review two bids for four (4) new CAD workstations. The committee is recommending to the entire board that the workstations be purchased from Dell at a cost of \$4,825.12. This is the

low bid. Motion was made by Redman and support by Wilson to purchase four (4) CAD workstations from Dell in the amount of \$4,825.12 to be paid out of Operating Capital line item. Roll call vote was taken with all in favor and the motion carried.

This item was moved from Miscellaneous 1 on the agenda.

**EQUIPMENT:** Phyllis advised that a MDC's user group had their first meeting in early September. There are ten (10) people on the committee with good representation from various agencies. The next step will be demos in five (cars) of fully functional MDC's with the proper docking stations. There will be three (3) models that will be looked at from two vendors (Dell and Panasonic).

**DIRECTORS MONTHLY REPORT:** Phyllis gave a verbal report on the following topics.

1. There will be an Emergency Alert System test on September 27<sup>th</sup> at 2:20 p.m.
2. Barry Central Dispatch will be hosting a Basic 40 Hour Dispatch School October 16-20, 2017. This class is booked over max which gives us two free attendees saving us \$700.00 for each. Che'rie, Michelle and Sue will be hosting. Phyllis will be on vacation during this time.
3. Phyllis will be teaching two topics at the School for New Directors next week.
4. A copy of Senate Bill 400 is in your packet today. Last week was a heavy legislative week and she and Stephanie Lehman were in Lansing and met with Senators and Representatives. Senator Nofs was very positive about this bill.
5. Discussed deployment status from PFN.

**OLD BUSINESS:** It was noted that Kristen Cove will be voted on to fill the General Public at Large position on this board. Once appointed, the October meeting will be her first meeting.

**BUDGET REPORTS:**

**AUGUST 2017 OPERATING BUDGET:** The Operating Budget was reviewed and accepted without question. Through August 55.1% of the budget has been used.

**AUGUST 2017 STATE BUDGET:** The State Budget was reviewed and accepted without question. 78.21% of the State Budget has been used August 2017.

**SEPTEMBER 2017 OPERATING EXPENSES:** Motion was made by Murphy and support by Redman to pay the September 2017 Operating Expenses in the amount of \$24,765.44. Roll call vote was taken with all in favor and the motion carried.

**SEPTEMBER 2017 STATE EXPENSES:** Motion was made by Murphy and support by Wilson to pay the September 2017 State expenses in the amount of \$5,746.46. Roll call vote was taken with all in favor and the motion passed.

**OCTOBER 2017 CONTINGENT REOCCURRING EXPENSES:** Motion was made by Murphy and support by Smelker to approve the October 2017 Contingent Expenses. Roll call vote was taken with all in favor and the motion carried.

**MISCELLANEOUS:**

Reminder that the October Meeting is a night meeting with the Barry County Fire Association. The date is **Thursday, October 19, 2017 at 7 p.m.**

**SECOND PUBLIC COMMENT:** There was no public comment.

**ADJOURN:** Motion made by Smelker and support by Redman to adjourn. All in favor and the meeting adjourned at 2:50 p.m.