

BARRY COUNTY CENTRAL DISPATCH

OFFICIAL ADMIN BOARD MEETING MINUTES

Date February 27, 2017

The Administrative Board Meeting was called to order by Lani Forbes at 2:15 p.m. at Barry County Central Dispatch. Roll call: Members present: Murphy, Wilson, Owinga, Smelker, Forbes, Weeks and Vujea. Members absent: Redman, Leaf and Reid. Others present: Fuller and Rose.

The Pledge of Allegiance was recited.

A moment of silence was taken in memory of Doug Hartough.

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

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

JANUARY 2017 MEETING MINUTES: Motion was made by Murphy and supported by Smelker to approve the January Admin Board minutes as printed. All in favor and the motion carried.

LIMITED PUBLIC COMMENT: There was no public comment.

COMMITTEE REPORTS:

PERSONNEL: Cindy Vujea was appointed the Chair of Personnel and Cindy reported on the meeting held with the members of the Personnel Committee regarding the director's evaluation. She stated that she was re-iterating Doug's wishes that a fair evaluation and compensation package be given. Their recommendations were made to the Finance Committee. Jon Smelker reported that the Finance Committee recommended a \$3,000 pay increase which was increased to \$5,000 as a result of the County Compensation study for department heads. Motion was made by Smelker and support by Murphy to award a \$5,000 salary increase for 2017 to Director Fuller. This will keep her more in line with what the department heads are getting for increases. Roll call vote was taken with all in favor. The motion carried.

FINANCE: Smelker reported on the the Finance Committee's Meeting regarding the "Here All Year Award". Their recommendation is to send two (2) dispatchers to National Conferences this year only, at a cost not to exceed \$6,000.00 total. This is not an allowable expense from state funds and will come from the operating budget training line item. Motion was made by Smelker and support by Vujea to send two dispatchers to national conferences in different

locations for one year only at a cost of up to \$6,000.00. Roll call vote was taken. All were in favor of the motion and the motion passed.

The second part of the Finance Meeting regarding a policy for the "Here all Year" award is to agree to send only one dispatcher to a national conference per year for all future years and that it should not be tied to just perfect attendance. It will be up to the Director who will earn this award.

EQUIPMENT: There was no meeting and nothing to report.

DIRECTORS MONTHLY REPORT: Phyllis gave a verbal report advising that our telecommunicator Kami Collier resigned in January. We have hired another dispatcher (Kyle Hohler) who started on February 15 and is very good. We still have one opening and a potential person to fill that opening.

We have 1,233 Smart 9-1-1 profiles and 101 screen pops and 77 chat sessions since January 1 this year.

OLD BUSINESS: Update to Intergovernmental Agreement with Ionia:

MMRMA suggested that the waiver of subrogation be removed. Our attorney said that it was not needed anyway so it has been taken out of the agreement. The program is stalled due to one of Ionia's two supervisors having a serious medical condition.

BUDGET REPORTS:

JANUARY 2017 OPERATING BUDGET: The Operating Budget was reviewed and accepted without question. Through January 5.8% of the budget has been used.

JANUARY 2017 STATE BUDGET: The State Budget was reviewed and accepted without question. 12.35% of the State Budget has been used.

FEBRUARY 2017 OPERATING EXPENSES: Motion was made by Murphy and support by Wilson to pay the February 2017 Operating Expenses in the amount of \$12,366.47. Roll call vote was taken with all in favor and the motion carried.

FEBRUARY 2017 STATE EXPENSES: Motion was made by Murphy and support by Wilson to pay the February 2017 State expenses in the amount of \$18,705.46. Roll call vote was taken with all in favor and the motion passed.

MARCH 2017 CONTINGENT REOCCURRING EXPENSES: Motion was made by Murphy and support by Wilson to approve the March 2017 Contingent Expenses. All in favor and the motion carried.

MISCELLANEOUS: It was noted that Phyllis will be a grandma by our next meeting. Congratulations!

Keith thanked the committee and the staff for the cards, letters and phone calls at the time of the loss of his step-daughter.

Jon advised that he got to be a part of the 9-1-1 testing process with the new phone system.

The board discussed doing something in memory of Doug Hartough. Cindy will get an idea from Jan; possibly a tree for their yard. We will take up a collection at the next meeting.

SECOND PUBLIC COMMENT: There was no public comment.

ADJOURN: Motion made by Wilson and support by Murphy to adjourn. All in favor and the meeting adjourned at 3:05 p.m.