

IONIA COUNTY CENTRAL DISPATCH  
**ADVISORY BOARD**  
Organizational Meeting  
January 7, 2009

**Call to Order**

An organizational meeting of the Ionia County Central Dispatch Advisory Board was held at 545 Apple Tree Drive and called to order by Amanda Powell at 1:10 p.m.

Members Present: Amanda Powell, Jerry Skeltis, Dave Bulling, Rick Norman, Dale Nelson, Gregg Moore, Pat Richard, Dwain Dennis, Robert Bennett and Paul Barker.

Members Absent: Jani Millard.

Others Present: Jim Valentine, Mike Lennon, Zenon Cardenas and Nancy Rodriguez.

**Introduction of Jim Valentine, Director**

Jim Valentine was introduced to the Advisory Board as the new director.

**Election of Officers**

The floor was opened for nominations for Chair. Motion made by Dale Nelson and seconded by Paul Barker to nominate Amanda Powell for Chair. All members present were in favor of closing the nominations and approving Amanda Powell for Chair by a voice vote.

The floor accepted nominations for Vice-Chair. Motion made by Bob Bennett and Paul Barker to nominate Jerry Skeltis for Vice-Chair. Motion made by Bob Bennett and Dale Nelson to close the nominations. All members present were in favor of approving Jerry Skeltis for Vice-Chair by voice vote.

The floor was opened for nominations for Secretary. Motion made by Pat Richard and seconded by Paul Barker to nominate Dave Bulling for Secretary. All members present were in favor of closing the nominations and approving Dave Bulling for Secretary by a voice vote.

**Committee Appointments**

Motion by Matt Bennett and seconded by Gregg Moore to retain Paul Barker, Jani Millard, Amanda Powell, Robert Bennett and Jerry Skeltis on the Personnel/Finance Committee. All members were in favor by a voice vote and the motion carried.

**Approval of Agenda**

Motion made by Matt Bennett and seconded by Gregg Moore to approve the Agenda as written. All members were in favor by a voice vote and the Agenda stood approved.

**Approval of Minutes**

Motion made by Matt Bennett and seconded by Dale Nelson to approve the minutes from the November 5, 2008 meeting as written. All members were in favor by a voice vote and the minutes stood approved.

### **Review and Approval of Bills**

The Personnel/Finance Committee will review and approve Central Dispatch paid invoices.

### **Discussion/Reports**

#### Committee Reports:

*Law Enforcement Committee:* Dale Nelson reported that the Committee met prior to the Board meeting and had an election of officers. Dale Nelson was elected Chair and Pat Richard the Vice-Chair. Discussion of the City Watch program took place and they are hopeful that the project will go forward. Rick Norman gave an explanation of the program and the status of the program currently. The County has requested that user agreements be in place before the program is utilized. Dale Nelson continued that the Committee recommends to the Advisory Board that they approve \$3,500.00 to be expended from the Fund Balance for the TALON upgrade and four (4) licenses for the dispatch consoles to interface with the Black Box unit.

Motion made by Dave Bulling and seconded by Dwain Dennis to recommend to the Board of Commissioners the expenditure of \$3,500.00 from the Fund Balance by a budget amendment for the TALON upgrade and four (4) licenses for the dispatch consoles to interface with the Black Box unit. Members voted by voice vote, with all ayes and one nay vote by Amanda Powell. The motion carried.

*General Government Committee:* The minutes from the meeting were in the Board handouts.

#### Emergency Management Report:

Rick Norman reported that he is reforming and recertifying the Local Planning Team. The members of this team are appointed by the Board of Commissioners and one of their duties is to approve the spending of the Homeland Security grant monies that come into the County.

The narrow banding survey results for Ionia County are compiled. The Region 6 group has included Ionia County's results in their survey of the 13 districts of Region 6 to obtain total count of radios and total costs to the region for the narrow banding project. Ionia County will only receive about \$18,000.00 from the interoperability monies to cover their total costs of \$358,000.00. Ionia County entities need to start budgeting funds to complete this project mandated by the federal government.

#### Director's Update:

*December Journal Reports and 2008 Budget Year End:* Until the 2008 fiscal year ends and we receive our revenues for the last quarter of 2008, we won't have a clear picture of the year end

numbers. Central Dispatch Administration has a couple of items to attend to. The C L Trucking invoice showed a high fee for shoveling the sidewalks and they will be contacted to make some changes in how many times they shovel for us each month. The AT&T invoices are not clear yet on how much will be saved under the new local and long distance contracts.

*2009 Budget:* We will keep a close monitor on the budget.

*Staffing & Operations:* We are currently down one dispatcher as Katherine Gilberg retired in October. We are anticipating losing another dispatcher in the next two weeks. We have conducted applicant testing and will be scheduling interviews in anticipation of the two openings. After discussion, motion made by Dave Bulling and seconded by Paul Barker to recommend to the Board of Commissioners to approve filling one vacancy and one potential vacancy to keep current staffing levels. All members were in favor by a voice vote and the motion carried.

*Negotiations:* The Board was updated on the status of the negotiations.

*2008 Year End Report:* The report has not been completed, but should be finished in February and will be presented to the Board at the March meeting.

Amanda Powell said that, from the Board, she wanted to credit Zenon with a remarkable job well done, as he was able to take over the reins at Central Dispatch and keep the operation running smoothly during a difficult time. Jim Valentine added that he was happy to come into Central Dispatch with a confident and capable staff, which made for a smooth transition for him.

## **New Business**

### Meeting Dates:

Motion made by Dwain Dennis and seconded by Pat Richard to set the meeting dates as listed on the Agenda: March 4, 2009; May 6, 2009; July 1, 2009; September 2, 2009; November 4, 2009. All members were in favor by a voice vote and the motion carried.

### Director's Computer:

Zenon Cardenas asked the Advisory Board to approve the purchase of a computer for Jim Valentine. The previous director used a laptop that was several years old and slow at processing. The Board directed that Brent Schipper be consulted about the computer purchase. Motion made by Dale Nelson and Bob Bauer to authorize the purchase of a new computer for the director, not to exceed \$1,000.00, and the funds would come from line item 261-325.000-850.349 -- 911 Communication Lines, which has some surplus funds for 2009. All members were in favor by a voice vote and the motion carried.

## **Member Concerns**

Paul Barker asked about the status of the software vendors that were preparing proposals for software to access the Sheriff Department's records management system. Zenon Cardenas stated

that he had not heard anything further from New World or Logisys and he would make contact with them.

### **Next Meeting**

The next meeting of the Advisory Board will be March 4, 2009 at 12:00 p.m.

### **Adjournment**

Motion made by Dwain Dennis and seconded by Pat Richard to adjourn the meeting. All members were in favor by a voice vote and the meeting adjourned at 2:30 p.m.

Respectfully Submitted,

Nancy Rodriguez  
Recorder