

Steve Hinkley, Chairperson	Calhoun County Sheriff's Office
Ryan Harvey, Vice-Chairperson	Township Association
Dan Strowbridge	Calhoun County Board of Commissioners
Toby Baker	Michigan State Police
Eric Krause	City of Albion
Vacant	Area Metropolitan Services Agency
Shannon Bagley	City of Battle Creek – Seat #1
Patrick O'Donnell	City of Battle Creek – Seat #2
Scott Wolfersberger	City of Marshall

## **Roll Call**

## **Pledge of Allegiance**

## **Agenda Approval**

**Public Comments** – 3-minute limit per person; see [public comment policy](#).

## **Meeting Minutes Approval**

1. March 11, 2025 - Regular Meeting.

## **Consent Agenda**

1. Excuse absent board members.
2. Routine agreements, invoices, and reimbursements.
3. Check register and accounts payable.
4. Reports and items to file.

## **Report from the Executive Director**

**Old Business** - None

## **New Business**

1. Change in Personnel Allocation
2. Resolution 2025-03 – Budget Amendment
3. Resolution 2025-04 – National Public Safety Telecommunicator Week
4. CFS Policy Review

## **Board Member Comments**

**Closed Session** - Consider a periodic personnel evaluation of the Executive Director, as permitted under MCL 15.268(1)(a) (Section 8.1(a) of the Open Meetings Act).

## **New Business (Continued)**

5. Executive Director Evaluation

## **Adjournment**



Consolidated Dispatch Authority

315 WEST GREEN ST  
MARSHALL, MI 49068  
NON-EMERGENCY PHONE: 269-781-0911

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**CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY**  
**Governing Board of Directors**  
**March 11, 2025 at 2:30 PM**  
**Calhoun County Administrative Building- Law Library**  
**315 W Green St, Marshall MI 49068**

The meeting was called to order by Chair Steve Hinkley at 2:30 PM

**ROLL CALL:**

Directors Present:

- Steve Hinkley, Chairperson
- Ryan Harvey, Vice-Chair
- Eric Krause, City of Albion
- Shannon Bagley, City of Battle Creek (Seat #1)
- Toby Baker, Michigan State Police
- Scott Wolfersberger, City of Marshall
- Dan Strowbridge, County Board of Commissioners
- Patrick O'Donnell, City of Battle Creek (Seat #2)

Directors Excused:

Kevin Leiter, Area Metropolitan Services Agency

Others Present:

- Michael Armitage, CCCDA
- Robert Stahelin, CCCDA
- Regan Lucas, CCCDA
- Kate Chism, CCCDA

## **PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL** A motion was made by Scott Wolfersberger approve the March 11, 2025, CCCDA Governing Board agenda with correction to add new business item: Annual Review Committee the. The motion was seconded by Shannon Bagley.

All were in favor.

Motion was approved.

## **PUBLIC COMMENTS- Three-minute limit per person; see public comment policy.**

None.

## **MEETING MINUTES**

1. A motion was made by Patrick O'Donnell to accept the February 11, 2025, CCCDA Governing Board minutes. The motion was seconded by Ryan Harvey.

All were in favor.

Motion was approved.

## **CONSENT AGENDA**

The following items were listed on the Board's consent agenda:

1. Excuse Absent Board Members
2. Routine Agreements, Invoices, and Reimbursements
3. Check Register and Accounts Payable
4. Reports and Items to File

A motion was made by Shannon Bagley to approve the March 11, 2025, Consent Agenda. The motion was seconded by Eric Krause.

All were in favor.

Motion was approved.

## **EXECUTIVE DIRECTOR'S REPORT**

Highlights from the Executive Director's report were shared by Michael Armitage.

1. Staffing currently at 19 full time employees with an additional three in training. Reporting staff is really 17 due to two on disability.

2. Radio Project- still running on schedule. As soon as the last tower site is energized, the testing phase can begin.
3. 911 Goes to Washington- Leah Edgell attended the conference through an awarded scholarship.
4. Rave Alert- Tekonsha has gone live.
5. Supervisor position has been posted.
6. Interviews are taking place for open telecommunicator position.
7. Branch Co.- A meeting took place with the county controller to discuss the possibility of merging services. There has been no initial feedback. They are down to five full time employees. This has been an ongoing issue. The next step is to put together representatives from both agencies to study possible benefits. A discussion took place among members about possible outcomes and benefits. The group was generally supportive.

## **OLD BUSINESS**

None.

## **NEW BUSINESS**

1. Change in personnel allocation- There is currently a part time employee who is interested in coming on full time. There would be no impact to the budget. A general discussion took place among members. A motion was made by Eric Krause to approve adding one FTE emergency telecommunicator. The motion was seconded by Dan Strowbridge. All were in favor. The motion passed.
2. Outdoor warning siren proposal- A discussion took place regarding the options for outdoor warning sirens after the transition to the simulcast system. There is a proposal for a digital system. A pre application was submitted on 3/23. An invitation to put in final application for loan was received. Feedback will be needed from all interested municipalities.
3. Annual Review Committee- A committee of three or more board members needs to be formed for the Executive Director's annual performance review. This needs to be completed by April 30, 2025, for the 2024 calendar performance. A motion was made by Ryan Harvey for the board chair to select committee members. The motion was seconded by Eric Krause. All were in favor. The motion passed.

## **BOARD COMMENTS**

None.

## **ADJOURNMENT**

The meeting was adjourned at 3: 26 PM.

# Consent Agenda

April 8, 2025

**1. Excuse Absent Board Members (approve)**

No pages attached.

**2. Routine Agreements, Invoices, and Reimbursements (approve)**

- a. Gabridge Engagement Letter (audit)

**3. Check Register and Accounts Payable (approve)**

**4. Reports and Items for File:**

- a. Year-to-Date Budget Performance Report
- b. MPSCS Credit Balance Report
- c. Latest Approved TAC Minutes
- d. General Correspondence:

March 13, 2025

To the Board of Directors and Management:

Calhoun County Consolidated Dispatch Authority  
315 West Green Street  
Marshall, MI 49068

We are pleased to confirm our understanding of the services we are to provide the Calhoun County Consolidated Dispatch Authority (the “Authority”) for the year ended December 31, 2024.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities and the major fund, and the disclosures, which collectively comprise the basic financial statements of the Authority as of and for the year ended December 31, 2024. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management’s discussion and analysis (MD&A), to supplement the Authority’s basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Authority’s RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management’s discussion and analysis
- 2) Budgetary comparison schedules
- 3) Schedule of changes in net pension liability and related ratios
- 4) Schedule of pension contributions

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; and issue an auditor’s report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always

CERTIFIED PUBLIC ACCOUNTANTS

detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be

asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of the financial statements does not relieve you of your responsibilities.

### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

We have identified the following significant risks of material misstatement as part of our audit planning:

- Improper revenue recognition
- Implementation of new accounting standards
- Management override of controls / separation of duties

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Authority's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

### **Other Services**

We will also prepare the financial statements of the Authority in conformity with accounting principles generally accepted in the United States of America based on information provided by you. We will also perform the following services:

- Reconciliation of net pension liability and related deferrals
- Reconciliation of long-term debt
- Reconciliation of leases
- Preparation of the Qualifying Statement
- Preparation of the Form 5572

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.



You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

## **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America with the oversight of those charged with governance.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have

changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

### **Engagement Administration, Fees, and Other**

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

The audit documentation for this engagement is the property of Gabridge & Company, PLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Michigan Department of Treasury (“Treasury”), or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gabridge & Company, PLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to Treasury, or its designee. Treasury, or its designee, may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Joe Verlin, CPA, CGFM is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on approximately April 7, 2025 and to issue our reports no later than May 9, 2025.

Our fee for services will be at our standard hourly rates except that we agree that our gross fee will not exceed \$10,200. Fees for our assistance implementing GASB 96 will be at standard hourly rates (if applicable). Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

To be respectful of your time and ours, we schedule our work well in advance. When engagements have to be rescheduled, it causes a domino effect, as we likely have other clients scheduled in the new requested time slot, and our staff our likely scheduled on another client. As a result, we may have to put your engagement at the back of the line, and/or change staff. When our staff members finishing the work are not the same as those who started it, the audit is less efficient and more disruptive to your and our staff. Our price quoted above is contingent on the following:

- All items on the assistance list being completed by the due dates indicated.
- The audit being performed during the dates scheduled.
- All accounts being adequately reconciled by the beginning of scheduled fieldwork.
- Accurate information provided to us that does not require subsequent rework.

If the above items are not met and the engagement needs to be rescheduled or if additional days need to be schedule, then an additional price of at least 20% will apply. Beyond this, the time required for rework and posting client requested entries after we have been given the trial balance will be billed at our standard hourly rates.

**Reporting**

We will issue a written report upon completion of our audit of the Authority’s financial statements. Our report will be addressed to the Board of Directors. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor’s report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the Authority and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,



**RESPONSE:**

This letter correctly sets forth the understanding of the Authority.

Management signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

# Claims Payable 03/08/25 - 04/02/25

Payment Date Range 03/08/25 - 04/02/25

Vendor	Invoice No.	Invoice Desc	Status	Invoice Date	Due Date	G/L Date	Payment Date	Invoice Amount
<b>Fund 261 - 911 Service Fund</b>								
<b>Org 261325 - Dispatch</b>								
<b>Account 261325-718060 - Retirement CDA MERS DB</b>								
1036 - MERS	Feb 25 MERS DB 911	February 2025 MERS DB Dispatch	Paid by EFT # 2536	03/17/2025	03/17/2025	03/17/2025	03/18/2025	\$24,963.00
<b>Account 261325-718060 - Retirement CDA MERS DB Invoice Transactions 1</b>							<b>\$24,963.00</b>	
<b>Account 261325-719000 - Workers Compensation</b>								
1029 - MICHIGAN MUNICIPAL LEAGUE	4678207	Payroll Audit 7/1/23-7/1/24	Paid by Check # 1008755	03/11/2025	05/11/2025	03/14/2025	03/18/2025	\$253.00
<b>Account 261325-719000 - Workers Compensation Invoice Transactions 1</b>							<b>\$253.00</b>	
<b>Account 261325-728000 - Office Supplies</b>								
5434 - STAPLES BUSINESS ADVANTAGE	7004313830	DET 223455 Feb Office Supplies	Paid by EFT # 4982	02/28/2025	03/30/2025	03/14/2025	03/18/2025	\$141.86
1939 - AF SOLUTIONS AND SERVICES LLC	243	HP ink	Paid by EFT # 5140	01/02/2025	02/02/2025	03/27/2025	03/31/2025	\$720.00
1939 - AF SOLUTIONS AND SERVICES LLC	287	HP ink- Regan	Paid by EFT # 5140	02/11/2025	03/11/2025	03/27/2025	03/31/2025	\$480.00
<b>Account 261325-728000 - Office Supplies Totals Invoice Transactions 3</b>							<b>\$1,341.86</b>	
<b>Account 261325-801000 - Contractual Services</b>								
11059 - TIMOTHY KENNETH FIFER	2971	Martinez Background	Paid by EFT # 4872	02/28/2025	03/30/2025	03/07/2025	03/11/2025	\$950.00
10312 - CENTRALSQUARE TECHNOLOGIES LLC	433213	Annual Maint 4/1/25-3/31/26	Paid by EFT # 5075	03/07/2025	04/06/2025	03/21/2025	03/25/2025	\$118,786.73
11059 - TIMOTHY KENNETH FIFER	2980	Policella Background	Paid by EFT # 5144	03/18/2025	04/17/2025	03/27/2025	03/31/2025	\$950.00
5443 - STATE OF MICHIGAN	551-654273	AVPN- 3 way line 1/1/25-3/31/25	Paid by Check # 1008842	03/11/2025	06/09/2025	03/21/2025	03/25/2025	\$1,800.00
<b>Account 261325-801000 - Contractual Services Totals Invoice Transactions 4</b>							<b>\$122,486.73</b>	
<b>Account 261325-810000 - Education &amp; Training</b>								
11356 - SAVANT LEARNING SYSTEMS	VA14340	4/1/25-4/1/26 Full Catalog	Paid by Check # 1008843	03/20/2025	04/19/2025	03/21/2025	03/25/2025	\$1,870.00
<b>Account 261325-810000 - Education &amp; Training Totals Invoice Transactions 1</b>							<b>\$1,870.00</b>	

<b>Account 261325-813010 - Legal Fees Misc</b>								
1435 - McGINTY, HITCH, PERSON, ANDERSON & REVORE, P.C.	10530	Feb consult serv	Paid by EFT # 4980	03/10/2025	03/17/2025	03/14/2025	03/18/2025	\$385.00
<b>Account 261325-813010 - Legal Fees Misc Totals</b>							<b>Invoice Transactions 1</b>	<b>\$385.00</b>
<b>Account 261325-820010 - Interpreter Fees Misc</b>								
3683 - LANGUAGE LINE SERVICES	11545096	9020508261 Feb Services	Paid by Check # 1008590	02/28/2025	03/30/2025	03/07/2025	03/11/2025	\$32.77
<b>Account 261325-820010 - Interpreter Fees Misc Totals</b>							<b>Invoice Transactions 1</b>	<b>\$32.77</b>
<b>Account 261325-835020 - Health Services EE Physicals</b>								
1587 - BRONSON METHODIST HOSPITAL	700001870 3/4/25	ACCT#700001870 PRE- EMPLOYMENT CCDA	Paid by Check # 1008768	03/04/2025	04/03/2025	03/10/2025	03/18/2025	\$404.00
<b>Account 261325-835020 - Health Services EE Physicals</b>							<b>Invoice Transactions 1</b>	<b>\$404.00</b>
<b>Account 261325-850030 - Communications Telephone</b>								
1233 - AT&T	28728245500932 5	287282455009 2/17-3/16	Paid by Check # 1008587	02/16/2025	03/11/2025	03/07/2025	03/11/2025	\$53.50
1080 - PENINSULA FIBER NETWORK LLC	50039515	3/1-3/31 Carrier Ethernet	Paid by Check # 1008757	03/01/2025	03/31/2025	03/14/2025	03/18/2025	\$750.00
1233 - AT&T	26978126260332 5	269 781-2326 218 0 2/4-3/4	Paid by Check # 1008839	03/04/2025	03/27/2025	03/21/2025	03/25/2025	\$2,436.81
1233 - AT&T	6544289902	831-001-0449 044 3/7-4/6	Paid by Check # 1008840	03/07/2025	04/06/2025	03/21/2025	03/25/2025	\$469.49
1233 - AT&T	5653498909	831-001-0449 031 3/7-4/6	Paid by Check # 1008841	03/07/2025	04/06/2025	03/21/2025	03/25/2025	\$477.88
1233 - AT&T	28731182638142 5	287311826381 2/12-3/11	Paid by Check # 1008938	03/11/2025	04/06/2025	03/27/2025	03/31/2025	\$565.91
<b>Account 261325-850030 - Communications Telephone</b>							<b>Invoice Transactions 6</b>	<b>\$4,753.59</b>
<b>Account 261325-850060 - Communications Internet</b>								
5811 - VERIZON WIRELESS	6106754586	342007071-00001	Paid by Check # 1008591	02/23/2025	03/15/2025	03/07/2025	03/11/2025	\$114.03
<b>Account 261325-850060 - Communications Internet</b>							<b>Invoice Transactions 1</b>	<b>\$114.03</b>
<b>Account 261325-864000 - Printing and Publishing</b>								
1124 - ALLEGRA BATTLE CREEK	185923	Mini Banners Acct# 1477	Paid by EFT # 5141	12/02/2024	01/01/2025	03/27/2025	03/31/2025	\$108.00
<b>Account 261325-864000 - Printing and Publishing Total:</b>							<b>Invoice Transactions 1</b>	<b>\$108.00</b>
<b>Account 261325-915000 - Subscription Fees</b>								

10847 - RAVE WIRELESS INC	INV-66570	ADDITIONAL SMS OPT-IN 4TH YR OF 5 3/1/25-2/28/26	Paid by EFT # 4953	03/01/2025	03/31/2025	03/03/2025	03/11/2025	\$11,434.00
<b>Account 261325-915000 - Subscription Fees Totals</b>							<b>Invoice Transactions 1</b>	<b>\$11,434.00</b>
<b>Account 261325-921000 - Electricity</b>								
1981 - CONSUMERS ENERGY	203322676037	1030 0828 9730 Bedford Rd 1/28- 2/25	Paid by EFT # 4870	02/25/2025	03/20/2025	03/07/2025	03/11/2025	\$161.61
1981 - CONSUMERS ENERGY	207147901315	1000 5300 4964 Meachem 1/24- 2/23	Paid by EFT # 4871	02/23/2025	03/18/2025	03/07/2025	03/11/2025	\$319.43
1981 - CONSUMERS ENERGY	202877718100	1000 8203 3174 1/30-2/26 John Patterson Way	Paid by EFT # 4978	02/26/2025	03/25/2025	03/14/2025	03/18/2025	\$227.84
1981 - CONSUMERS ENERGY	202165809579	1000 5433 6795 2/4-3/4 10 1/2 Mile Rd	Paid by EFT # 4979	03/04/2025	03/27/2025	03/14/2025	03/18/2025	\$141.99
1865 - CITY OF MARSHALL	2806000003 0225	ACCT# 2806000003 2/4/25-3/4/25	Paid by EFT # 4997	03/04/2025	04/04/2025	03/12/2025	03/18/2025	\$2,122.46
1865 - CITY OF MARSHALL	3100880000425	3100880000 2/5- 3/4 18 1/2 Mile Rd	Paid by EFT # 5066	03/04/2025	04/11/2025	03/21/2025	03/25/2025	\$183.06
1981 - CONSUMERS ENERGY	205814335850	1001 0473 5541 13 1/2 Mile Rd 3/3-3/16	Paid by EFT # 5067	03/16/2025	04/08/2025	03/21/2025	03/25/2025	\$39.88
1981 - CONSUMERS ENERGY	205369432810	1001 0351 5621 24 1/2 Mile Rd 2/12-3/12	Paid by EFT # 5068	03/12/2025	04/04/2025	03/21/2025	03/25/2025	\$122.77
1981 - CONSUMERS ENERGY	201987860065	1000 5482 0483 D Dr N 2/14-3/16	Paid by EFT # 5069	03/16/2025	04/08/2025	03/21/2025	03/25/2025	\$528.58
1981 - CONSUMERS ENERGY	202966721763	1000 7586 7869 2/12-3/12 Walnut	Paid by EFT # 5070	03/12/2025	04/04/2025	03/21/2025	03/25/2025	\$210.07
1981 - CONSUMERS ENERGY	206970612419	1000 5300 5110 B Dr N 2/17-3/16	Paid by EFT # 5142	03/16/2025	04/09/2025	03/27/2025	03/31/2025	\$182.78
1981 - CONSUMERS ENERGY	204123624168	1000 5358 6192 2/18-3/18 Athens	Paid by EFT # 5143	03/18/2025	04/10/2025	03/27/2025	03/31/2025	\$172.87

		<b>Account 261325-921000 - Electricity Totals</b>		<b>Invoice Transactions 12</b>				<b>\$4,413.34</b>
		<b>Account 261325-922000 - Natural Gas</b>						
5167 - SEMCO ENERGY, INC.	0366822.500425	0366822.500	John Paid by EFT # Patterson 2/3-3/4 5071	03/04/2025	04/03/2025	03/21/2025	03/25/2025	\$19.94
5167 - SEMCO ENERGY, INC.	0317738.501425	0317738.501	Paid by EFT # Rittenhouse 1/31- 5072 3/3	03/03/2025	04/02/2025	03/21/2025	03/25/2025	\$19.94
5167 - SEMCO ENERGY, INC.	0312111.501425	0312111.501	1/31 Paid by EFT # 3/3 Meachem 5073	03/03/2025	04/02/2025	03/21/2025	03/25/2025	\$24.68
5167 - SEMCO ENERGY, INC.	03874767.500425	0387467.500	Paid by EFT # Hubbard St 2/4- 5074 3/5	03/05/2025	04/07/2025	03/21/2025	03/25/2025	\$19.94
5167 - SEMCO ENERGY, INC.	0354886.500425	0354886.500	2/11 Paid by EFT # 3/12 5145	03/12/2025	04/10/2025	03/27/2025	03/31/2025	\$21.13
9839 - MICHIGAN GAS UTILITIES	5412389796	0506642759-	1008939 Paid by Check # 00001 2/20-3/21	03/21/2025	04/14/2025	03/27/2025	03/31/2025	\$39.24
		<b>Account 261325-922000 - Natural Gas Totals</b>		<b>Invoice Transactions 6</b>				<b>\$144.87</b>
		<b>Account 261325-931010 - Equipment-Repair and Maint</b>						
6361 - CRITICAL SYSTEM SERVICES LLC	9382	Humidifier	Paid by Check # 1008588	02/28/2025	03/30/2025	03/07/2025	03/11/2025	\$1,384.22
6361 - CRITICAL SYSTEM SERVICES LLC	9383	Liebert System	Paid by Check # 1008588	02/28/2025	03/30/2025	03/07/2025	03/11/2025	\$1,185.00
2091 - CUMMINS SALES & SERVICE	S3-250229784	Planned Maint	Paid by Check # 1008589	02/25/2025	03/27/2025	03/07/2025	03/11/2025	\$472.73
4338 - MOTOR SHOP ELECTRICAL CONSTRUCTION CO.	78315	Progress billing 18 1/2 Mile rd	Paid by Check # 1008756	02/28/2025	03/30/2025	03/14/2025	03/18/2025	\$309.69
4338 - MOTOR SHOP ELECTRICAL CONSTRUCTION CO.	78321	18 1/2 Mile Rd Tower Maint.	Paid by Check # 1008756	02/28/2025	03/30/2025	03/14/2025	03/18/2025	\$274.99
		<b>Account 261325-931010 - Equipment-Repair and Maint Invoice Transactions 5</b>						<b>\$3,626.63</b>
		<b>Account 261325-955000 - Miscellaneous</b>						
1429 - BESCO WATER TREATMENT INC	4497593	2032320 Cooler rental	Paid by EFT # 4869	03/01/2025	03/31/2025	03/07/2025	03/11/2025	\$6.00
10338 - EMERY VETERINARY CLINIC PLC	222844	2/24/25 Hope visit	Paid by EFT # 4977	02/24/2025	03/26/2025	03/14/2025	03/18/2025	\$263.70
1429 - BESCO WATER TREATMENT INC	4279445-A	2032320 Credit inv	Paid by EFT # 5065	03/07/2024	03/21/2025	03/21/2025	03/25/2025	(\$5.25)
1429 - BESCO WATER TREATMENT INC	4355455	2032320 Credit Inv	Paid by EFT # 5065	07/11/2024	03/21/2025	03/21/2025	03/25/2025	(\$6.00)

1429 - BESCO WATER TREATMENT INC	4504747	Water Delivery	Paid by EFT #	03/06/2025	04/05/2025	03/21/2025	03/25/2025	\$24.50
		3/6	5065					
7801 - FLOYD G. PRATER	189014	Thorn & Martinez	Paid by Check #	03/10/2025	04/09/2025	03/14/2025	03/18/2025	\$90.00
		Photos	1008758					
		<b>Account 261325-955000 - Miscellaneous Totals</b>				<b>Invoice Transactions 6</b>		<b>\$372.95</b>
		<b>Account 261325-981000 - Capital Outlay</b>						
4339 - MOTOROLA SOLUTIONS INC	8230500603	1036580084	Paid by EFT #	02/15/2025	03/17/2025	03/14/2025	03/18/2025	\$27,961.89
			4981					
7699 - ASC INC	55303	Clerks / Dispatch	Paid by Check #	03/21/2025	04/20/2025	03/21/2025	03/25/2025	\$24,510.21
		Cameras	1008850					
		<b>Account 261325-981000 - Capital Outlay Totals</b>				<b>Invoice Transactions 2</b>		<b>\$52,472.10</b>
		<b>Org 261325 - Dispatch Totals</b>				<b>Invoice Transactions 53</b>		<b>\$229,175.87</b>
		<b>Fund 261 - 911 Service Fund Totals</b>				<b>Invoice Transactions 53</b>		<b>\$229,175.87</b>
								<b>\$229,175.87</b>



YEAR-TO-DATE BUDGET REPORT

FOR 2025 04

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
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261 911 Service Fund

261320 Training

261320 615010	Surcharges State	-30,000	0	-30,000	.00	.00	-30,000.00	.0%
261320 703020	Salaries Regular	15,000	0	15,000	.00	.00	15,000.00	.0%
261320 703030	Salaries Overtime	2,500	0	2,500	.00	.00	2,500.00	.0%
261320 703050	Salaries S&A	0	0	0	.00	.00	.00	.0%
261320 715000	Social Security E	0	0	0	.00	.00	.00	.0%
261320 715010	Medicare Expense	0	0	0	.00	.00	.00	.0%
261320 716000	Insurance Health	0	0	0	.00	.00	.00	.0%
261320 716005	Insurance HSA	0	0	0	.00	.00	.00	.0%
261320 716020	Insurance Vision	0	0	0	.00	.00	.00	.0%
261320 716030	Insurance Dental	0	0	0	.00	.00	.00	.0%
261320 716040	Insurance Waiver	0	0	0	.00	.00	.00	.0%
261320 717000	Insurance Life	0	0	0	.00	.00	.00	.0%
261320 718060	Retirement CDA ME	0	0	0	.00	.00	.00	.0%
261320 718070	Retirement CDA ME	0	0	0	.00	.00	.00	.0%
261320 719000	Workers Compensat	0	0	0	.00	.00	.00	.0%
261320 720000	Unemployment	0	0	0	.00	.00	.00	.0%
261320 810000	Education & Train	10,000	0	10,000	2,529.00	.00	7,471.00	25.3%
261320 861000	Travel	2,500	0	2,500	.00	.00	2,500.00	.0%
261320 861004	Mileage	0	0	0	.00	.00	.00	.0%
261320 955999	Misc Operating -	0	0	0	.00	.00	.00	.0%
TOTAL Training		0	0	0	2,529.00	.00	-2,529.00	100.0%

261325 Dispatch

261325 402000	Property Tax - Re	-3,727,070	0	-3,727,070	-3,395,479.42	.00	-331,590.58	91.1%
261325 410000	Property Tax - Pe	-587,315	0	-587,315	-704,360.35	.00	117,045.35	119.9%
261325 411000	Property Tax - Re	-1,200	0	-1,200	-418.39	.00	-781.61	34.9%
261325 412000	Property Tax - Pe	0	0	0	.00	.00	.00	.0%
261325 432000	Payment In Lieu o	-6,700	0	-6,700	-204.34	.00	-6,495.66	3.0%
261325 437000	Industrial Facili	-33,220	0	-33,220	-9,428.42	.00	-23,791.58	28.4%
261325 445000	Penalties and Int	-650	0	-650	-151.12	.00	-498.88	23.2%
261325 573000	Local Community S	0	0	0	.00	.00	.00	.0%
261325 581000	Local Contributio	0	0	0	.00	.00	.00	.0%
261325 607015	Fees FOIA	-500	0	-500	-80.00	.00	-420.00	16.0%
261325 615010	Surcharges State	-315,000	0	-315,000	.00	.00	-315,000.00	.0%
261325 615020	Surcharges 911	-765,000	0	-765,000	-6,951.16	.00	-758,048.84	.9%
261325 615030	Surcharges Local	-718,583	0	-718,583	-359,291.98	.00	-359,291.02	50.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
261 911 Service Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
261325 665000 Interest	-25,000	0	-25,000	-10,444.64	.00	-14,555.36	41.8%
261325 665050 Interest - Invest	0	0	0	.00	.00	.00	.0%
261325 667000 Rent	0	0	0	.00	.00	.00	.0%
261325 675000 Miscellaneous Rev	-143,955	0	-143,955	-10,713.37	.00	-133,241.63	7.4%
261325 692000 Carry Over Miscel	-178,013	0	-178,013	.00	.00	-178,013.00	.0%
261325 696020 Proceeds from Bon	0	0	0	.00	.00	.00	.0%
261325 697010 Proceeds Premium	0	0	0	.00	.00	.00	.0%
261325 703020 Salaries Regular	2,214,529	0	2,214,529	423,077.60	.00	1,791,451.40	19.1%
261325 703030 Salaries Overtime	175,000	0	175,000	75,279.13	.00	99,720.87	43.0%
261325 703050 Salaries S&A	0	0	0	12,491.06	.00	-12,491.06	100.0%
261325 708000 Termination Pay	0	0	0	9,129.87	.00	-9,129.87	100.0%
261325 709000 Paid Time Off Wag	0	0	0	366.83	.00	-366.83	100.0%
261325 712001 Funeral Leave Wag	0	0	0	208.09	.00	-208.09	100.0%
261325 715000 Social Security E	135,933	0	135,933	31,886.51	.00	104,046.49	23.5%
261325 715010 Medicare Expense	31,790	0	31,790	7,457.30	.00	24,332.70	23.5%
261325 716000 Insurance Health	545,000	0	545,000	111,038.10	.00	433,961.90	20.4%
261325 716005 Insurance HSA	75,000	0	75,000	.00	.00	75,000.00	.0%
261325 716020 Insurance Vision	8,500	0	8,500	1,526.09	.00	6,973.91	18.0%
261325 716030 Insurance Dental	31,500	0	31,500	5,497.71	.00	26,002.29	17.5%
261325 716040 Insurance Waiver	26,000	0	26,000	6,862.36	.00	19,137.64	26.4%
261325 717000 Insurance Life	1,750	0	1,750	208.33	.00	1,541.67	11.9%
261325 718060 Retirement CDA ME	315,000	0	315,000	49,926.00	.00	265,074.00	15.8%
261325 718070 Retirement CDA ME	169,874	0	169,874	48,506.07	.00	121,367.93	28.6%
261325 719000 Workers Compensat	9,208	0	9,208	2,470.22	.00	6,737.78	26.8%
261325 720000 Unemployment	216	0	216	96.92	.00	119.08	44.9%
261325 724020 Allowance Auto	0	0	0	.00	.00	.00	.0%
261325 724030 Allowance Cell Ph	1,920	0	1,920	480.00	.00	1,440.00	25.0%
261325 728000 Office Supplies	6,500	0	6,500	2,739.30	.00	3,760.70	42.1%
261325 728050 Small Equipment	45,000	0	45,000	15,153.49	.00	29,846.51	33.7%
261325 735000 Building Maintena	1,250	0	1,250	.00	.00	1,250.00	.0%
261325 740000 Uniform Supplies	7,500	0	7,500	.00	.00	7,500.00	.0%
261325 755010 Kitchen Supplies	250	0	250	.00	.00	250.00	.0%
261325 755020 Food Supplies Exp	0	0	0	.00	.00	.00	.0%
261325 801000 Contractual Servi	295,658	0	295,658	143,681.67	.00	151,976.33	48.6%
261325 801030 Cont Svc Property	10,000	0	10,000	.00	.00	10,000.00	.0%
261325 804000 Auditing and Acco	11,000	0	11,000	.00	.00	11,000.00	.0%
261325 808010 Association Dues	4,200	0	4,200	800.00	.00	3,400.00	19.0%
261325 810000 Education & Train	36,000	0	36,000	9,319.95	.00	26,680.05	25.9%
261325 810010 Administrative Fe	106,000	0	106,000	.00	.00	106,000.00	.0%
261325 813010 Legal Fees Misc	17,500	0	17,500	1,610.00	.00	15,890.00	9.2%
261325 820010 Interpreter Fees	1,000	0	1,000	145.72	.00	854.28	14.6%
261325 835020 Health Services E	1,000	0	1,000	580.00	.00	420.00	58.0%
261325 835030 Health Services D	0	0	0	.00	.00	.00	.0%
261325 850030 Communications Te	55,000	0	55,000	11,233.15	.00	43,766.85	20.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04								
ACCOUNTS FOR:		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
261	911 Service Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
261325	850060	2,500	0	2,500	228.06	.00	2,271.94	9.1%
261325	850070	500	0	500	12.42	.00	487.58	2.5%
261325	850080	3,500	0	3,500	203.23	.00	3,296.77	5.8%
261325	861000	32,000	0	32,000	7,972.74	.00	24,027.26	24.9%
261325	861004	600	0	600	.00	.00	600.00	.0%
261325	864000	2,500	0	2,500	164.22	.00	2,335.78	6.6%
261325	873020	1,400	0	1,400	51.68	.00	1,348.32	3.7%
261325	874000	8,000	0	8,000	293.94	.00	7,706.06	3.7%
261325	886000	0	0	0	104.34	.00	-104.34	100.0%
261325	915000	83,010	0	83,010	40,573.43	.00	42,436.57	48.9%
261325	921000	55,000	0	55,000	13,441.05	.00	41,558.95	24.4%
261325	922000	3,000	0	3,000	527.94	.00	2,472.06	17.6%
261325	931010	164,400	0	164,400	31,637.04	.00	132,762.96	19.2%
261325	942000	0	0	0	.00	.00	.00	.0%
261325	943000	10,300	0	10,300	5,142.06	.00	5,157.94	49.9%
261325	955000	17,500	0	17,500	2,481.04	.00	15,018.96	14.2%
261325	955999	0	0	0	.00	.00	.00	.0%
261325	958010	50,000	0	50,000	17,573.00	.00	32,427.00	35.1%
261325	964000	0	0	0	.00	.00	.00	.0%
261325	981000	270,682	0	270,682	214,304.10	-24,387.83	80,765.73	70.2%
261325	991010	540,000	0	540,000	540,000.00	.00	.00	100.0%
261325	991020	0	0	0	.00	.00	.00	.0%
261325	991030	96,364	0	96,364	.00	.00	96,364.00	.0%
261325	992010	817,500	0	817,500	415,500.00	.00	402,000.00	50.8%
261325	992020	0	0	0	.00	.00	.00	.0%
261325	992030	4,372	0	4,372	.00	.00	4,372.00	.0%
261325	993000	0	0	0	500.00	.00	-500.00	100.0%
261325	993100	0	0	0	.00	.00	.00	.0%
261325	996000	0	0	0	.00	.00	.00	.0%
TOTAL Dispatch		0	0	0	-2,235,041.43	-24,387.83	2,259,429.26	100.0%
TOTAL 911 Service Fund		0	0	0	-2,232,512.43	-24,387.83	2,256,900.26	100.0%
TOTAL REVENUES		-6,532,206	0	-6,532,206	-4,497,523.19	.00	-2,034,682.81	
TOTAL EXPENSES		6,532,206	0	6,532,206	2,265,010.76	-24,387.83	4,291,583.07	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 04

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-2,232,512.43	-24,387.83	2,256,900.26	100.0%

\*\* END OF REPORT - Generated by Michael Armitage \*\*

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**TECHNICAL ADVISORY COMMITTEE**

**Calhoun County Administrative Building – Garden Level Conference Room**

**Wednesday, February 26, 2025 – 2:00 p.m.**

Present:

Lt Tony Geigle—Emmet Township DPS/ TAC Chairperson (2:11 arrival)  
Adam Mattens—Calhoun County Sheriff Representative  
Kurt Swope---Fire Chief’s Council  
Chief Robert Cipic- Springfield Department of Public Safety Representative  
Josh Lankerd & Marty Erskine- Marshall Police or Fire Representative  
Director Nick Smith—Medical Control Authority Representative

Excused:

I/Director Aaron Phipps—Albion Department of Public Safety Representative  
Lt. Joes Case—Battle Creek Police or Fire Representative  
Toby Baker—Michigan State Police

Others Present:

Michael Armitage— CCCDA  
Robert Stahelin--CCCDA  
Regan Lucas--CCCDA  
Kate Chism—CCCDA

Meeting was called to order at 2:01 P.M. by Tony Geigle

## **Consent Agenda**

1. Approval of the January 15, 2025, meeting minutes. A motion was made by Nick Smith to accept the January 15, 2025, meeting minutes as presented. The motion was seconded by Robert Cipic.

All were in favor.

The motion passed.

2. Approval of February 26, 2025, TAC Agenda- A motion was made by Robert Cipic to accept the February 26, 2025, TAC Agenda. The motion was seconded by Josh Lanker.

All were in favor.

The motion passed.

## **Public Comment**

No Public Comment

## **OLD BUSINESS**

1. Radio Project Update- Still on track. Power is still needed at the Washington Heights tower. Radio installs will start next week, fire portables installs will be done by the end of the month. Training at department level in April.

## **NEW BUSINESS**

1. STORM Loan/ Outdoor Warning Sirens- This would be a temporary solution. It is a low interest loan for hazard mitigation. A decision needs to be made within the next 60 days. Meeting will be held with all participating municipalities to determine payback options, adding an assessment on CFS invoices over the next 10 years for equipment. A discussion took place among members presents on the technicalities of siren activation and temporary fix.
2. LE Notification of EMS/Fire Calls- Notifications would focus o "ECHO" calls. A designation of specific nature codes will spawn for LE. Fire Departments can always request LE when needed and discretion to be used by dispatch to send on additional events.
3. Status Check Policy- Terminology use is still being ironed out- Status Check vs Radio Check. Previously, status check was used if a unit was assigned to a call; radio check was used if a unit was not assigned to a call. There should be more use of common sense. A discussion took place among members about situations/when to do checks. A policy for more clear guidelines to be established.

A motion was made by Tony Geigle to discontinue, effective immediately, hourly status checks. Checks will continue to be done at the discretion of dispatch. The motion was seconded by Robert Cipic.

All were in favor.

The motion passed.

## **Public Comment**

None.

**Member Comments**

A discussion took place regarding CAD-to-CAD. An exact timeline is not available. According to Emergent Health, AVL data will not be shared, so the ETA in CAD will not be correct. Med Control board will need to write a policy to have AVL data be given to PSAP.

**Adjournment**

Meeting was adjourned at 2:52 PM.

**Calhoun County Consolidated Dispatch Authority**  
**Staff Report for Agenda Items**

Meeting Date: April 8, 2025

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From: Michael Armitage, Executive Director

Item: New Business – Personnel Allocation

**Background:**

CCFDA enters warrants and other documents in LEIN (Law Enforcement Information Network) on behalf of law enforcement agencies. The district court enters warrants issued by their court, however circuit court does not. Circuit court warrants fall under the jurisdiction of CCSO as the law enforcement agency.

Warrant/LEIN entry responsibilities landed in dispatch centers, primarily where they were operated as part of a law enforcement agency. As dispatch centers consolidated or moved out of law enforcement agencies across the state, different approaches have been taken as this is not a primary function of a 911 center. Some 911 centers have simply notified agencies that they will no longer do the work, some have assessed a fee, and some are all court-entered.

This is an area I had identified as a problem for our agency early on. The challenge is that these warrants usually come to us in the afternoon, and the person entering them is the front-line person for answering 911 calls. This requires the individual to switch between answering 911 calls and entering warrants. This can cause slight delays as you switch gears, and it also has made us prone to significant errors with these entries.

I have had dialogue with the county and the courts on how to best address this moving forward. We discussed options and concluded that it would be best to house a position in dispatch, with a cost sharing agreement for 65-75% of the position. This cost sharing estimate is based off of the last quarter of 2024 when the circuit court sent approximately 1,700 documents for entry.

It is my recommendation that the board approves a change to our position allocation to add this position, with the following pay scale:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
\$19.61	\$20.59	\$21.58	\$22.54	\$23.53	\$24.50



Proposed Personnel Allocation:

25	Full-time Emergency Telecommunicators/Calltakers
6	Full-time Dispatch Supervisors
1	Full-time Executive Director
1	Full-time Deputy Director
1	Full-time Operations Manager
1	Full-time Executive Assistant
1	Full-Time Records Specialist
2	Part-time Telecommunicators/Calltakers

**Financial Impact:**

Adding this FTE would be within our current FY2025 budget. 65-75% of costs to be offset by user fees.

The following was provided by the county to outline wage and benefit costs:

NEW CCCDA LEIN/Admin Specialist			Hourly Wage	2025
Object	Account Name	Position	Selection	
703020	Salaries Regular	LEIN/Admin Specialist		40,788.80
715000	Social Security Expense	LEIN/Admin Specialist		2,528.91
715010	Medicare Expense	LEIN/Admin Specialist		591.44
716000	Insurance Benefits Hospitalization	LEIN/Admin Specialist		20,000.00
716020	Insurance Benefits Vision	LEIN/Admin Specialist		250.00
716030	Insurance Benefits Dental	LEIN/Admin Specialist		900.00
717000	Insurance Benefits Life	LEIN/Admin Specialist		50.00
718070	Retirement Defined Contribution	LEIN/Admin Specialist		3,670.99
719000	Worker's Comp Expense	LEIN/Admin Specialist		171.31
720000	Insurance Benefits Unemployment	LEIN/Admin Specialist		5.40
<b>Grand Total</b>				<b>68,956.85</b>

**Recommended Motion:**

Approve adding one FTE records specialist position.

**Calhoun County Consolidated Dispatch Authority**  
**Staff Report for Agenda Items**

Meeting Date: April 8, 2025

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From: Michael Armitage, Executive Director

Item: New Business – Resolution 2025-003, Budget Amendment

**Background:**

This budget amendment reflects the outdoor warning siren communication project. In 2023, we submitted a preliminary application to the Michigan State Police Department of Homeland Security and Emergency Management for a [STORM loan](#). This is a new federal program which provides a revolving loan for communities to achieve hazard mitigation projects. The loan would have a 1% interest rate and be for a term of 20 years.

The vendor has provided a quote for each municipality, including CCCDA. The municipalities are responsible for equipment at their siren sites, and CCCDA will be responsible for the activation equipment. For municipalities that wish to take advantage of the loan, CCCDA will assess the payment as part of the user fee quarterly billing.

There will be formal agreements and project approvals coming, however this budget amendment is necessary for the loan application process.

**Financial Impact:**

N/A.

**Recommended Motion:**

Approve Resolution 2025-004.

**Calhoun County Consolidated Dispatch Authority  
RESOLUTION 2025-003**

**A RESOLUTION TO AMEND AND ADJUST THE BUDGET FOR THE 2023 FISCAL YEAR**

**WHEREAS**, the Calhoun County Consolidated Dispatch (CCFDA) Authority Governing Board has adopted a budget for the fiscal year that began January 1, 2025, and ends December 31, 2025; and

**WHEREAS**, it is necessary to amend the budget to recognize operational changes, actual expenses occurred, and changes in projections during the course of the year; and

**WHEREAS**, the following amendments and adjustments are needed to accurately reflect operations and priorities in FY 2025:

**REVENUE:**

<b>[261325] INCREASE BY:</b>	<b>[261325] DECREASE BY:</b>
675000 Misc. Revenue \$550,000	

**EXPENSE:**

<b>[261325] INCREASE BY:</b>	<b>[261325] DECREASE BY:</b>
981000 Capital Outlay \$550,000	

**NOW, THEREFORE, BE IT RESOLVED** that the CCFDA Governing Board does hereby approve this amendment to the budget for CCFDA as outlined above for the fiscal year that ends December 31, 2025.

\_\_\_\_\_  
Steve Hinkley, Chair

Motion to approve by: \_\_\_\_\_

Supported by: \_\_\_\_\_

YEA(S): \_\_\_\_\_ NEA(S): \_\_\_\_\_

**Calhoun County Consolidated Dispatch Authority**  
**Staff Report for Agenda Items**

Meeting Date: April 8, 2025

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From: Michael Armitage, Executive Director

Item: New Business – Resolution 2025-004, NPSTW

**Background:**

National Public Safety Telecommunicators Week (NPSTW) is held annually during the second week of April to honor public safety telecommunicators for their commitment, service, and sacrifice.

NPSTW initially started in 1981 by Patricia Anderson of the Contra Costa County Sheriff's Office in California. In 1994, President William J. Clinton signed Presidential Proclamation 6667, declaring the second week of April as NPSTW. This week is a time to celebrate and thank telecommunications personnel across the nation who serve our communities, citizens, and public safety personnel 24 hours a day, seven days a week. Learn more about the history of NPSTW and how you can celebrate our public safety telecommunicators. (Source: <https://www.cisa.gov/national-public-safety-telecommunicators-week>)

**Financial Impact:**

N/A.

**Recommended Motion:**

Approve Resolution 2025-004.

**Calhoun County Consolidated Dispatch Authority  
RESOLUTION 2025-004**

**NATIONAL PUBLIC SAFETY TELECOMMUNICATORS WEEK**

**WHEREAS** emergencies can occur at any time that require police, fire, or emergency medical services; and,

**WHEREAS** when an emergency occurs the prompt response of police officers, firefighters and paramedics is critical to the protection of life and preservation of property; and,

**WHEREAS** the safety of our police officers and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone contact the Calhoun County Consolidated Dispatch Authority; and,

**WHEREAS** Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

**WHEREAS** Public Safety Telecommunicators are the single vital link for our police officers and firefighters by monitoring their activities by radio, providing them information, and ensuring their safety; and,

**WHEREAS** Public Safety Telecommunicators of the Calhoun County Consolidated Dispatch Authority have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

**WHEREAS**, in 2024, Public Safety Telecommunicators in Calhoun County answered 185,244 phone calls, dispatched 172,822 calls for service, and answered 1,382 text-to-911 sessions; and,

**WHEREAS** each Public Safety Telecommunicator has exhibited compassion, understanding and professionalism during the performance of their job in the past year;

**THEREFORE, BE IT RESOLVED** that the Calhoun County Consolidated Dispatch Authority Governing Board declares the week of April 13 through 19, 2025, to be National Public Safety Telecommunicators Week, in honor of the men and women whose diligence and professionalism keep our city and citizens safe.

\_\_\_\_\_  
Steve Hinkley  
Chair

Motion to approve by: \_\_\_\_\_

Supported by: \_\_\_\_\_

YEA(S): \_\_\_\_\_ NEA(S): \_\_\_\_\_

**Calhoun County Consolidated Dispatch Authority**  
**Staff Report for Agenda Items**

Meeting Date: April 8, 2025

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From: Michael Armitage, Executive Director

Item: New Business – User Fee

**Background:**

The CFS/User Fee policy was last reviewed in 2015/16. There are sections of the policy that are out of date and does not align with current practices. There has also been informal discussion regarding whether calls for service alone is the best formulation for user fees.

I would recommend a blended group to review, possibly to include:

- 1 city, 1 township, 1 county official.
- 1 fire, 1 police chief/agency head.
- CCFDA Administration.

Or, alternatively, CCFDA administration can provide a proposal for review by the board.

After the board reviews the recommended revisions, they should be sent to all municipalities for review and comments.

**Financial Impact:**

N/A.

**Recommended Motion:**



# Calhoun County Consolidated Dispatch Authority

*Serving Our Community One Call at a Time*

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## Call for Service (CFS) Formula Implementation Guidelines

[\(PROPOSED REVISIONS herein were approved by CCCDA on November 10, 2015\)](#)

### I. INTRODUCTION

On July 17<sup>th</sup>, 2008, the Calhoun County Board of Commissioners, the cities of Albion, Battle Creek, and Marshall, and the Area Metropolitan Services Agency (AMSA) entered into an Interlocal Agreement which created the Calhoun County Consolidated Dispatch Authority (CCCDA) pursuant to the Urban Cooperation Act, MCL §124.501, et seq. The creation of the separate legal entity/independent authority resulted in delegation of management and control of 9-1-1 and public safety dispatch services in Calhoun County to CCCDA's Governing Board of Directors.

The Fiscal Administration section of the Interlocal Agreement (page 13) specified an Initial Funding Plan (section A) for the first five (5) years of operations; 2009-2013. The revenues specified in the Initial Funding Plan was comprised of a combination of state and local 9-1-1 surcharge monies, and general fund tax dollars which were contributed by the signatories of the Interlocal Agreement. The details of the Initial Funding Plan were outlined in an attachment to the Interlocal Agreement known as the Pro-forma Budget and included annual revenues of \$3,702,550.

The CCCDA Governing Board of Directors was tasked with implementing an Alternative Funding Plan in accordance with the Interlocal Agreement that would be implemented at the conclusion of or prior to the end of the Initial Funding Plan. The CCCDA Governing Board of Directors would determine the most appropriate, equitable and beneficial way to continue financing consolidated dispatch.

In accordance with the Interlocal Agreement, CCCDA's Governing Board of Directors spent a year and a half (April 2010 – November 2011) evaluating eight (8) different future funding options for consolidated dispatch. This included public forums and presentations to municipalities and citizens to gather feedback as to what they felt was "*Fair and Equitable*". As a result of the feedback received, the CCCDA Governing Board of Directors requested that a Local 9-1-1 Surcharge Proposal be placed on the August 7<sup>th</sup>, 2012 ballot by the Board of Commissioners to allow citizens to choose whether or not to fund 9-1-1 and public safety dispatch services entirely with surcharge monies or, if the proposal failed, to implement the alternative funding plan – Call for Service Formula. The educational message delivered by CCCDA was this ballot proposal was a choice between a surcharge and a Call for Service Formula. It was repeatedly stated that if the surcharge did not pass, the Call for Service Formula would be instituted.



The Local 9-1-1 Surcharge ballot proposal on August 7<sup>th</sup>, 2012 failed by 63 votes and the CCCDA Governing Board of Directors immediately thereafter approved the implementation of the Call for Service Formula effective July 1, 2013.

## II. AUTHORITY

Michigan Public Act 32 of 1986, MCL §484.11101 et seq, as amended, authorizes Calhoun County to enact an E9-1-1 Service Plan that establishes a Service District in which enhanced 9-1-1 services are provided to callers requesting emergency medical, police, and fire services. The E9-1-1 Service Plan provides details regarding Technical, Operational, Managerial, and Fiscal considerations to implement said plan. On June 17<sup>th</sup>, 2010, the Calhoun County Board of Commissioners revised the Calhoun County E9-1-1 Service Plan to incorporate the consolidation of 9-1-1 services and delegation of management and control to CCCDA's Governing Board of Directors.

Similar to the Interlocal Agreement, the E9-1-1 Service Plan specifically addresses Operational Funding (page 10) for CCCDA in the event that millage and/or 9-1-1 surcharge monies are insufficient to cover the costs of financing consolidated dispatch. Thus, with the failure of the 9-1-1 Surcharge ballot proposal on August 7<sup>th</sup>, 2012, the plan authorizes CCCDA's Governing Board of Directors to:

*"...set a service user fee at reasonable and fair levels in relation to the estimated cost of the services actually delivered to the service user or on his or her behalf or on behalf of a person or entity receiving the benefit of the emergency public and/or private services."*

*"The County Board and/or Authority Board may impose such fees through resolution or implementing ordinance, including authorization to the State of Michigan District Court system to collect such fees from the party adjudicated at fault for creating the emergency service condition through civil and criminal infraction proceedings. The County Board and/or Authority Board may authorize the initiation of civil court proceedings to collect any such service user fee."*

All municipalities (cities, villages, townships, [tribal nations](#), and Calhoun County) participating in the Calhoun County Emergency Telephone Service District FINAL PLAN shall be considered "Service Users" as each municipality determines the level of emergency service in their jurisdiction.

## III. CCCDA Annual Budget

CCCDAs Governing Board of Directors has been and will continue to be dedicated to providing effective and efficient 9-1-1 and public safety dispatch service to all Service Users. Since taking over dispatch functions for Calhoun County, CCCDA's operational costs have been significantly less in

comparison to costs incurred by Service Users prior to consolidation. As a matter of transparency for the implementation of this formula, the CCCDA Governing Board of Directors will adhere to the following budgetary guidelines:

1. For fiscal years 2014, 2015, and 2016, the CCCDA operational budget shall not increase greater than the lesser of the following two options:
  - i. The previous year’s operational budget plus two percent (2%)  
or,
  - ii. The previous year’s operational budget plus the Inflation Rate Multiplier determined by the State of Michigan’s Department of Treasury.

In the event the Inflation Rate Multiplier identified above is negative (deflation), CCCDA’s operational budget will remain constant.

2. During the month of November, all Service Users shall receive, via certified mail, a copy of CCCDA’s Proposed Annual Budget. This notification shall include the date and time of the public hearing for the Proposed Budget. This process is to encourage Service User feedback; written or in person at the CCCDA’s public hearing.

#### IV. FORMULA DEFINITIONS

##### Calls for Service

Calls for Service are defined as requests for service received by CCCDA that require CCCDA staff members to take a specific action or dispatch public safety resources. Calls for Service are based on the geographical location of the incident requiring the action or public safety resource. The geographical location must be in one or more of the service users’ boundaries.

##### Calls for Service Statistics

Calls for Service Statistics are maintained in CCCDA’s Computer Aided Dispatch (“CAD”) system. These statistics are agency specific; therefore, each agency/entity that is dispatched is calculated as a separate Call for Service.

##### Service User

A Service User shall be defined as each municipality (city, village, township, [tribal nation](#), or Calhoun County) receiving services from CCCDA. The following is a list of service users:

Albion City	Albion Township
Athens Township	Athens Village
Battle Creek City	Bedford Township

Burlington Township	Burlington Village
Clarence Township	Clarendon Township
Convis Township	Eckford Township
Emmett Township	Fredonia Township
Homer Township	Homer Village
Lee Township	Leroy Township
Marengo Township	Marshall City
Marshall Township	Newton Township
Pennfield Township	Sheridan Township
Springfield City	Tekonsha Township
Tekonsha Village	Calhoun County
<a href="#"><u>Nottawaseppi Huron Band of the Potawatomi</u></a>	

Each Service User's calls for service are specific to its geographical boundaries except for Calhoun County. For the purpose of this formula, Calhoun County's calls for service are specific to the incidents handled by the Calhoun County Office of the Sheriff.

Revenue to be Generated

The amount of Revenue to be Generated by the Call for Service Formula shall be determined by subtracting all unreserved revenues (FOIA fees, State Surcharge, Local Surcharge, etc) from CCCDA's approved annual budgetary expenditures.

**V. FORMULA IMPLEMENTATION**

The Call for Service Formula will be implemented in the following manner:

1. CCCDA will send out quarterly invoices to service users. The quarterly invoice will be sent during the first ten (10) days of the month preceding the start of each quarter. Invoices are due ten (10) days after the start of the quarter for which the invoice is for. Please refer to the table below:

QUARTERLY INVOICE	INVOICE SENT BY	INVOICE DUE BY
April – June	March 10 <sup>th</sup>	April 10 <sup>th</sup>
July – September	June 10 <sup>th</sup>	July 10 <sup>th</sup>
October – December	September 10 <sup>th</sup>	October 10 <sup>th</sup>
January – March	December 10 <sup>th</sup>	January 10 <sup>th</sup>

2. A percentage (rounded to four decimal places) of total calls for service will be assigned to each Service User. This percentage will be valid for 12 months beginning April 1<sup>st</sup> of each year and running thru March 31<sup>st</sup> of the following year.

This will be based on an average of the Service User’s THREE (3) previous year’s calls for service and determined by CCCDA’s CAD system. The service user’s average is then converted to a percentage of total calls (illustrated below – orange column). For example:

Service User	2010	2011	2012	SUB-TOTAL	AVG. Per Yr.	% of Total CFS
City A	3017	2973	3139	9129	3043	71.4554%
ABC Township	570	479	527	1576	525	12.3390%
City B	725	633	712	2070	690	16.2056%
<b>Totals</b>	<b>4313</b>	<b>4085</b>	<b>4378</b>		<b>4259</b>	<b>100.0000%</b>
	<b>12776</b>					

A Service User’s percentage of total calls will be recalculated at the end of each calendar year. For the calculation, the oldest year’s statistics will be removed and the year that just ended will be added.

CCFDA will distribute the new percentage of total calls for service for each Service User after the numbers have been recalculated. This shall occur no later than January 15th.

3. A Service User’s quarterly invoice will be calculated by multiplying the Service User’s percentage of total calls (identified above) by the amount of revenue to be generated; divided by four (conversion to quarterly).
4. After the initial implementation of the Calls for Service formula, if a Service User’s estimated COST exceeds a ten percent (10%) increase of the COST for the previous year, the Service User may be eligible for a “**10% Cap Exemption**”. The Service User’s increase in COST must be directly related to an act of nature (natural disaster) or another type of mass emergency/casualty incident that occurred in the previous year.

NOTE - This exemption does not include an increase in cost as a result of a decision made by the Service User’s governing body or a department reporting to the governing body of the Service User, to alter/change the level of service provided to the citizens in the Service User’s jurisdiction.

Service Users may request the **10% Cap Exemption** by completing the following steps:

- i. A Service User's governing body must submit a request in writing to the CCCDA Governing Board of Directors for the 10% Cap Exemption. The written request should identify the qualifying event(s) that resulted in the Service User's estimated costs to exceed 10%.
- ii. The CCCDA Governing Board of Directors will consider each 10% Cap Exemption submitted at the normative February meeting.
- iii. The CCCDA Governing Board of Directors can grant and implement the 10% Cap Exemption by a majority vote of the Directors present at the meeting.
  - a. If implemented, the Service User's cost for the forthcoming 12 months will be reduced from the original estimation to the previous year's cost plus 10%.

## **VI. AMENDMENTS**

The guidelines herein may be amended by the CCCDA Governing Board of Directors in accordance with these procedural steps:

1. CCCDA Governing Board of Directors shall approve the "PROPOSED REVISED" Guidelines by a majority vote of the Directors present at the meeting. This does not constitute an amendment but initiates the comment period which will remain open for a minimum of 50 calendar days.
2. CCCDA will send a *certified* copy of the "PROPOSED REVISED" Guidelines to all municipalities' (cities, villages, townships, [tribal nations](#), and Calhoun County) governing bodies. This shall serve as notice that the comment period is open and will remain open for a minimum of 50 calendar days.
3. At the conclusion of comment period, CCCDA Governing Board of Directors can formally approve and implement the AMENDED Guidelines by a majority vote of the Directors present at the meeting.