

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. July 8, 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

1. Change Order 13 – Subscriber Software Updates.
2. AMSA Discussion.

New Business

1. Administrative Services Agreement.

Board Member Comments

Adjournment



Consolidated Dispatch Authority

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

CALHOUNMI911.GOV

 CALHOUNCO911

 CALHOUNCO911

CALHOUN COUNTY CONSOLIDATED DISPATCH AUTHORITY
Governing Board of Directors
July 8, 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 Michael Armitage at 2:31 PM.

ROLL CALL:

Directors Present:

Shannon Bagley, City of Battle Creek (Seat #1)
Eric Krause, City of Albion
Toby Baker, Michigan State Police
Dan Strowbridge, County Board of Commissioners
Scott Wolfersberger, City of Marshall

Directors Excused:

Steve Hinkley, Chairperson
Ryan Harvey, Vice-Chair
Patrick O'Donnell, City of Battle Creek (Seat #2)
Vacant, Area Metropolitan Services Agency

Others Present:

Michael Armitage, CCCDA
Regan Lucas, CCCDA
Kate Chism, CCCDA

ELECT INTERIM-CHAIR To preside for this meeting only. A motion was made by Toby Baker to appoint Shannon Bagley interim-chair. The motion was seconded by Scott Wolfersberger.

All were in favor the motion passed.

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL A motion was made by Dan Strowbridge to approve the July 8 2025, CCCDA Governing Board agenda with the addition of Old Business item: Pager purchase affirmation with roll call vote. The motion was seconded by Eric Krause.

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 Scott Wolfersberger to accept the June 10, 2025, CCCDA Governing Board minutes. The motion was seconded by Dan Strowbridge.

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 Eric Krause to approve the July 8, 2025, Consent Agenda. The motion was seconded by Toby Baker.

All were in favor.

Motion was approved.

EXECUTIVE DIRECTOR'S REPORT

Highlights from the Executive Director's report were shared.

1. Radio Update: Radio cut over took place on June 10. The process went well. Nearly one month on the new system- still working out some bugs but over all, going very well.
2. Trainfo- This has been on an going exchange. The City fo battle Creek has been looking at similar programs, looked at a joint project. A grant was applied for. Funding was received through Battle Creek Transportation. It is an 81/19 (funded/match) split.
3. School Camera: Policy as part of CommandCentral Aware. Trying for a boiler plate agreement. There is one concern with ISD and Marshall looking at different mapping which uses an ipad for monitoring. More conversations to be had, ongoing.
4. NENA Conference- was attended by staff members.
5. CPR Calls- The medical control board is focusing on a wholistic approach, which dispatch being part of the big picture. Calhoun County is half of the survivability rate as others.
6. Tactical Dispatch- Supervisor Kidder completed the remainder of her certification criteria at electric forest.
7. Wester Michigan Pool- Insurance policies increasing at a much higher rate that the County. Utilizing this group could save 6% and receive the same or better coverage.

OLD BUSINESS

1. Pager Purchase: A motion was made by Dan Strowbridge to take a roll call vote to reaffirm the boards previous approval of the purchase of additional pagers. The motion was seconded by Scott Wolfersberger. A roll call vote was taken. Dan Strowbridge, yes; Toby Baker, yes; Eric Krause, yes; Shannon Bagley, yes; Scott Wolfersberger, yes.
All were in favor.
The motion passed.

NEW BUSINESS

1. Change Order 13- Subscriber Software Updates- This will add MPSCS WIFI to be able to do remote updates for radios. This is not to exceed \$17k. A motion was made by Eric Krause to approve change order 13, not to exceed \$17,000, and authorize the Executive Director to sign. The motion was seconded by by Dan Strowbridge. A roll call vote was taken. Dan Strowbridge, yes; Toby Baker, yes; Eric Krause, yes; Shannon Bagley, yes; Scott Wolfersberger, yes.
All were in favor.
The motion passed.
2. Purchase Portable Data Network from INS- A PDN provides EIFI in a case that can be easily transported. It has a router, solar power, would allow to run network at a scene, program radios in the field. A budget amendment will be needed. A motion was made by Scott Wolfersberger to approve the purchase of a PDN from Industrial Networking Solutions, not to to exceed \$20,000. The motion was seconded by Dan Strowbridge. A roll call vote was taken. Dan Strowbridge, yes; Toby Baker, yes; Eric Krause, yes; Shannon Bagley, yes; Scott Wolfersberger, yes.
All were in favor.

The motion passed.

3. Purchase Spare Radio Batteries from Chrouch Communications- The request for chargers ended up being greater than anticipated by agencies. This order will cover the request for single chargers and have spares moving forward.

A motion was made by Dan Strowbridge to approve the purchase of batteries and single chargers from Chrouch Communications, not to exceed \$20, 443. The motion as seconded by Scott Wolfersberger. A roll call vote was taken. Dan Strowbridge, yes; Toby Baker, yes; Eric Krause, yes; Shannon Bagley, yes; Scott Wolfersberger, yes.

All were in favor.

The motion passed.

4. Contribution to MERS surplus Division- A surplus division was set up with MERS as a way to make additional payments. Local stabilization funds were not in budget, also bond revenue was higher than expected.

A motion was made by Eric Krause to authorize a one-time contribution of \$175,000 to the MERS surplus division. The motion was seconded by Dan Strowbridge. A roll call vote was taken. Dan Strowbridge, yes; Toby Baker, yes; Eric Krause, yes; Shannon Bagley, yes; Scott Wolfersberger, yes.

All were in favor.

The motion passed.

BOARD COMMENTS

Board member shared they have received positive feedback regarding 911 contact.

New Radio system worked fantastic at Field of Flight.

Question regarding CFS nos., committee forming to make a recommendation.

ADJOURNMENT

The meeting was adjourned at 3:21 PM.

Consent Agenda

August 12, 2025

1. Excuse Absent Board Members (approve)

No pages attached.

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

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:

Claims Payable 07/06/25 - 08/08/25

Payment Date Range 07/06/25 - 08/08/25

Vendor	Invoice No.	Invoice Desc	Status	Invoice Date	Due Date	G/L Date	Payment Date	Invoice Amount
Fund 261 - 911 Service Fund								
Org 261325 - Dispatch								
Account 261325-718060 - Retirement CDA MERS DB								
1036 - MERS	00168997-1	CCFDA MERS	Paid by EFT #	07/09/2025	08/20/2025	07/09/2025	07/10/2025	\$175,000.00
		Surplus - 2025	2868					
1036 - MERS	JUNE 25 DB DISPATCH	JUNE 2025 MERS DB DISPATCH	Paid by EFT #	07/10/2025	07/10/2025	07/10/2025	07/15/2025	\$24,963.00
			2880					
Account 261325-718060 - Retirement CDA MERS DB Invoice Transactions 2								\$199,963.00
Account 261325-728000 - Office Supplies								
5434 - STAPLES BUSINESS ADVANTAGE	7005902018	June Supply Order	Paid by EFT #	06/30/2025	07/30/2025	07/17/2025	07/22/2025	\$172.92
			6689					
1939 - AF SOLUTIONS AND SERVICES LLC	482	printer ink	Paid by EFT #	07/29/2025	08/29/2025	07/31/2025	08/05/2025	\$1,164.00
			6862					
Account 261325-728000 - Office Supplies Totals Invoice Transactions 2								\$1,336.92
Account 261325-801000 - Contractual Services								
10312 - CENTRALSQUARE TECHNOLOGIES LLC	440753	Radio Channel Manager	Paid by EFT #	06/26/2025	07/26/2025	07/02/2025	07/08/2025	\$2,340.00
			6499					
11059 - TIMOTHY KENNETH FIFER	3060	Kealey Background	Paid by EFT #	07/02/2025	08/01/2025	07/10/2025	07/15/2025	\$950.00
			6574					
10312 - CENTRALSQUARE TECHNOLOGIES LLC	442049	Freedom Base-BCFD	Paid by EFT #	07/07/2025	09/04/2025	07/17/2025	07/22/2025	\$24.63
			6690					
11685 - RICHARD T JANKA	1005	Wallace, Goodhew, CISM	Paid by EFT #	07/22/2025	08/21/2025	07/25/2025	07/29/2025	\$1,200.00
			6780					
7543 - DJ LAWN & LANDSCAPING LLC	30547	June Mowing	Paid by EFT #	06/28/2025	07/28/2025	07/31/2025	08/05/2025	\$1,612.00
			6869					
11059 - TIMOTHY KENNETH FIFER	3077	Corey Background	Paid by EFT #	07/30/2025	08/29/2025	07/31/2025	08/05/2025	\$950.00
			6870					
4811 - RADIO COMMUNICATIONS INC	16115	July 2025 Antenna Site Lease	Paid by Check #	07/01/2025	07/15/2025	07/10/2025	07/15/2025	\$1,714.02
			1010466					
Account 261325-801000 - Contractual Services Totals Invoice Transactions 7								\$8,790.65
Account 261325-804000 - Auditing and Accounting Svcs								
9419 - GABRIDGE & COMPANY PLC	7345663	2024 Financial Audit/Report	Paid by Check #	06/20/2025	07/05/2025	07/01/2025	07/22/2025	\$10,200.00
			1010599					

		Account 261325-804000 - Auditing and Accounting		Invoice Transactions 1				\$10,200.00
		Account 261325-810000 - Education & Training						
6562 - NATIONAL ACADEMIES OF EMERGENCY DISPATCH	SIN410094	EMD Recert	Paid by EFT # 6497	06/30/2025	07/30/2025	07/02/2025	07/08/2025	\$275.00
10201 - ABIGAIL KIDDER	AK62725	Electri Forrest COMMEX	Paid by Check # 1010393	06/27/2025	07/27/2025	07/02/2025	07/08/2025	\$50.00
5443 - STATE OF MICHIGAN	551-660818	Stahelin- 911	Paid by Check # 1010601	07/17/2025	08/16/2025	07/17/2025	07/22/2025	\$200.00
3884 - BOUCK CORPORATION	2995	Emerging Tech Advanced Alerts- Kidder	Paid by Check # 1010727	06/11/2025	07/11/2025	07/31/2025	08/05/2025	\$150.00
		Account 261325-810000 - Education & Training Totals		Invoice Transactions 4				\$675.00
		Account 261325-820010 - Interpreter Fees Misc						
3683 - LANGUAGE LINE SERVICES	11644780	9020508261 June Services	Paid by Check # 1010465	06/30/2025	07/30/2025	07/10/2025	07/15/2025	\$122.62
		Account 261325-820010 - Interpreter Fees Misc Totals		Invoice Transactions 1				\$122.62
		Account 261325-835020 - Health Services EE Physicals						
1587 - BRONSON METHODIST HOSPITAL	700001870 7/4/2025	ACCT#700001870 PRE- EMPLOYMENT CCCDA	Paid by Check # 1010682	07/04/2025	08/03/2025	07/21/2025	07/29/2025	\$176.00
		Account 261325-835020 - Health Services EE Physicals		Invoice Transactions 1				\$176.00
		Account 261325-850030 - Communications Telephone						
1080 - PENINSULA FIBER NETWORK LLC	50041970	7/1-7/31	Paid by EFT # 6575	07/01/2025	07/31/2025	07/10/2025	07/15/2025	\$750.00
1233 - AT&T	28728245500972 5	287282455009 6/17-7/16	Paid by Check # 1010391	06/16/2025	07/11/2025	07/02/2025	07/08/2025	\$53.50
1233 - AT&T	28731182638172 5	287311826381 5/12-6/11	Paid by Check # 1010392	06/11/2025	07/06/2025	07/02/2025	07/08/2025	\$604.14
1233 - AT&T	26978123260772 5	269 781 2326 218 6/5-7/4	Paid by Check # 1010598	07/04/2025	07/24/2025	07/17/2025	07/22/2025	\$481.00
1233 - AT&T	5121683016	831-001-0449 031 7/6-8/6	Paid by Check # 1010672	07/07/2025	08/06/2025	07/25/2025	07/29/2025	\$444.88
1233 - AT&T	4889043017	831-001-0449 044 7/7-8/6	Paid by Check # 1010673	07/07/2025	08/06/2025	07/25/2025	07/29/2025	\$475.00
1233 - AT&T	28728245500982 5	287282455009 6/17-7/16	Paid by Check # 1010726	07/16/2025	08/11/2025	07/31/2025	08/05/2025	\$58.50
		Account 261325-850030 - Communications Telephone		Invoice Transactions 7				\$2,867.02
		Account 261325-850060 - Communications Internet						
5811 - VERIZON WIRELESS	6116749979	342007071-00001 5/24-6/23	Paid by Check # 1010394	06/23/2025	07/15/2025	07/02/2025	07/08/2025	\$114.03

									Account 261325-850060 - Communications Internet	Invoice Transactions 1	\$114.03
									Account 261325-861000 - Travel		
8592 - ERICA NAGELDINGER	EN772025	NENA 2025	Paid by Check #	07/07/2025	07/17/2025	07/17/2025	07/22/2025	\$250.93	reimbursement	1010600	
									Account 261325-861000 - Travel Totals	Invoice Transactions 1	\$250.93
									Account 261325-861004 - Mileage		
11743 - ROBERT R STAHELIN	RS62525	Radio Deliver	Paid by Check #	06/25/2025	07/25/2025	07/10/2025	07/15/2025	\$54.60	Mileage	1010467	
									Account 261325-861004 - Mileage Totals	Invoice Transactions 1	\$54.60
									Account 261325-873020 - Vehicle Expense Fuel		
10393 - WEX BANK	105541701	JUNE 2025 FUEL	Paid by EFT #	07/03/2025	07/13/2025	07/08/2025	07/10/2025	\$265.42	USAGE	2867	
10393 - WEX BANK	106150045	July 2025 Fuel	Paid by EFT #	07/23/2025	08/02/2025	08/05/2025	08/07/2025	\$133.03	Usage	2926	
									Account 261325-873020 - Vehicle Expense Fuel Totals	Invoice Transactions 2	\$398.45
									Account 261325-915000 - Subscription Fees		
2126 - CARAHSOFT TECHNOLOGY CORPORATION	IN2036361	JIRA Cloud	Paid by Check #	07/31/2025	08/30/2025	08/01/2025	08/05/2025	\$4,000.00	Subscription	1010742	
									Account 261325-915000 - Subscription Fees Totals	Invoice Transactions 1	\$4,000.00
									Account 261325-921000 - Electricity		
1981 - CONSUMERS ENERGY	201187147502	1000 5300 4964	Paid by EFT #	06/24/2025	07/17/2025	07/02/2025	07/08/2025	\$111.50	5/27-6/24	6494	
									Meachem		
1981 - CONSUMERS ENERGY	202521951332	1030 0828 9730	Paid by EFT #	06/26/2025	07/21/2025	07/02/2025	07/08/2025	\$61.90	5/29-6/26	6495	
									BEdford		
1981 - CONSUMERS ENERGY	205547542836	1001 0374 9147	Paid by EFT #	06/23/2025	07/16/2025	07/02/2025	07/08/2025	\$626.96	5/23-6/23 B Dr S	6496	
1981 - CONSUMERS ENERGY	205013660580	1000 8203 3174	Paid by EFT #	07/01/2025	07/24/2025	07/10/2025	07/15/2025	\$163.40	John Patterson	6572	
									6/03-7/1		
1981 - CONSUMERS ENERGY	203856810219	1001 0511 4381	Paid by EFT #	06/29/2025	07/22/2025	07/10/2025	07/15/2025	\$664.93	Hubbard 5/30-	6573	
									6/29		
1981 - CONSUMERS ENERGY	204746697744	1000 5433 6795	Paid by EFT #	07/06/2025	07/29/2025	07/17/2025	07/22/2025	\$159.06	10 1/2 Mile Rd	6684	
									6/5-7/6		

1865 - CITY OF MARSHALL	2806000003 0625	ACCT# 2806000003 06/03/25 - 07/01/25	Paid by EFT # 6704	07/02/2025	08/01/2025	07/16/2025	07/22/2025	\$1,238.92
1865 - CITY OF MARSHALL	3100880000825	3100880000 6/2- 7/1/ 18 1/2 Mile	Paid by EFT # 6774	07/01/2025	08/08/2025	07/25/2025	07/29/2025	\$141.61
1981 - CONSUMERS ENERGY	204657722889	1001 0351 5621 6/13-7/14 24 1/2 Mile Rd	Paid by EFT # 6775	07/14/2025	08/06/2025	07/25/2025	07/29/2025	\$609.91
1981 - CONSUMERS ENERGY	205102643596	1001 0473 5541 6/17-7/16 13 1/2 Mile Rd	Paid by EFT # 6776	07/16/2025	08/08/2025	07/25/2025	07/29/2025	\$644.13
1981 - CONSUMERS ENERGY	206170399075	1000 5482 0483 6/17-7/16 D Dr N	Paid by EFT # 6777	07/16/2025	08/08/2025	07/25/2025	07/29/2025	\$114.15
1981 - CONSUMERS ENERGY	204657731293	1000 5358 6192 6/19-7/20 Four Mile Rd	Paid by EFT # 6778	07/20/2025	08/12/2025	07/25/2025	07/29/2025	\$50.58
1981 - CONSUMERS ENERGY	203233919149	1000 7586 7869 6/13-7/14 Tekonsha	Paid by EFT # 6779	07/14/2025	08/06/2025	07/25/2025	07/29/2025	\$66.23
1981 - CONSUMERS ENERGY	203767839150	1001 0374 9147 6/24-7/23 B Dr S	Paid by EFT # 6866	07/23/2025	08/15/2025	07/31/2025	08/05/2025	\$703.49
1981 - CONSUMERS ENERGY	206259371234	1000 5300 5100 6/18-7/17 4662 B Dr S	Paid by EFT # 6867	07/17/2025	08/11/2025	07/31/2025	08/05/2025	\$139.44
1981 - CONSUMERS ENERGY	204123812278	1000 5300 4964 Meachem 6/25- 7/24	Paid by EFT # 6868	07/16/2025	08/18/2025	07/31/2025	08/05/2025	\$105.83
Account 261325-921000 - Electricity Totals						Invoice Transactions 16		\$5,602.04
Account 261325-922000 - Natural Gas								
5167 - SEMCO ENERGY, INC.	0359518.500725	0359518.500 5/15-6/16 27 Mile Rd	Paid by EFT # 6498	06/16/2025	07/16/2025	07/02/2025	07/08/2025	\$19.94
5167 - SEMCO ENERGY, INC.	0317738.501825	0317738.501 Rittenhouse 6/2- 6/30	Paid by EFT # 6685	06/30/2025	08/01/2025	07/17/2025	07/22/2025	\$21.22
5167 - SEMCO ENERGY, INC.	0312111.501825	0312111.501 Meachem 6/2- 6/30	Paid by EFT # 6686	06/30/2025	08/01/2025	07/17/2025	07/22/2025	\$26.31

5167 - SEMCO ENERGY, INC.	0366822.500825	0366822.500 John Patterson 6/3-7/1	Paid by EFT # 6687	07/01/2025	08/04/2025	07/17/2025	07/22/2025	\$21.22
5167 - SEMCO ENERGY, INC.	0387467.500825	0387467.500 Hubbard St 6/4- 7/7	Paid by EFT # 6688	07/07/2025	08/05/2025	07/17/2025	07/22/2025	\$29.22
5167 - SEMCO ENERGY, INC.	0354886.500825	0354886.500 Bedford Rd 6/11- 7/14	Paid by EFT # 6781	07/14/2025	08/12/2025	07/25/2025	07/29/2025	\$21.22
5167 - SEMCO ENERGY, INC.	0359518.500825	0359518.500 27 Mile Rd 6/16- 7/17	Paid by EFT # 6872	07/17/2025	08/15/2025	07/31/2025	08/05/2025	\$21.22
9839 - MICHIGAN GAS UTILITIES	5562747323	0506642759- 00001 6/23-7/23 Walnut	Paid by Check # 1010674	07/23/2025	08/14/2025	07/25/2025	07/29/2025	\$39.92
Account 261325-922000 - Natural Gas Totals						Invoice Transactions 8		\$200.27
Account 261325-955000 - Miscellaneous								
1429 - BESCO WATER TREATMENT INC	883810853	cooler rental CAL CTY CENTRAL DISPATCH	Paid by EFT # 6493	06/01/2025	06/28/2025	07/02/2025	07/08/2025	\$6.00
1429 - BESCO WATER TREATMENT INC	886081431	Water Delivery CAL CTY CENTRAL DISPATCH	Paid by EFT # 6493	06/26/2025	07/26/2025	07/02/2025	07/08/2025	\$10.50
1429 - BESCO WATER TREATMENT INC	894137739	Cooler Rental CAL CTY CENTRAL DISPATCH	Paid by EFT # 6493	07/01/2025	07/31/2025	07/02/2025	07/08/2025	\$6.00
1429 - BESCO WATER TREATMENT INC	894664241	CCFDA Water Delivery	Paid by EFT # 6569	07/10/2025	08/09/2025	07/10/2025	07/15/2025	\$10.50
1858 - CINTAS	5278501412	July Med refill	Paid by EFT # 6571	07/01/2025	07/31/2025	07/10/2025	07/15/2025	\$249.23
1429 - BESCO WATER TREATMENT INC	895159833	CCFDA water delivery	Paid by EFT # 6863	07/24/2025	08/23/2025	07/31/2025	08/05/2025	\$10.50
1858 - CINTAS	5283218405	July Med cab refill	Paid by EFT # 6865	07/29/2025	08/28/2025	07/31/2025	08/05/2025	\$201.56
Account 261325-955000 - Miscellaneous Totals						Invoice Transactions 7		\$494.29
Account 261325-981000 - Capital Outlay								
1749 - CHROUCH COMMUNICATIONS, INC	12863500	40 Antenna	Paid by EFT # 6570	06/30/2025	07/10/2025	07/10/2025	07/15/2025	\$1,440.00

1749 - CHROUCH COMMUNICATIONS, INC	12872500	Foot switch Cust# 6386	Paid by EFT # 6864	07/24/2025	08/04/2025	07/31/2025	08/05/2025	\$135.00
1749 - CHROUCH COMMUNICATIONS, INC	12888000	Radio Batteries Cust# 6386	Paid by EFT # 6864	07/24/2025	08/04/2025	07/31/2025	08/05/2025	\$16,480.50
1749 - CHROUCH COMMUNICATIONS, INC	12888300	Single Unit Chargers (25) Cust# 6386	Paid by EFT # 6864	07/24/2025	08/04/2025	07/31/2025	08/05/2025	\$3,962.50
1749 - CHROUCH COMMUNICATIONS, INC	12904200	Desktop Mic Cust# 6386	Paid by EFT # 6864	07/25/2025	08/04/2025	07/31/2025	08/05/2025	\$1,050.00
4982 - ROE-COMM INC	363103	Antenna Cust# 32895	Paid by EFT # 6871	07/30/2025	08/09/2025	07/31/2025	08/05/2025	\$4,260.00
6948 - JACKSON COUNTY	100	Radios for Clarence Township	Paid by Check # 1010464	07/03/2025	08/02/2025	07/10/2025	07/15/2025	\$3,750.00
Account 261325-981000 - Capital Outlay Totals						Invoice Transactions 7		\$31,078.00
Org 261325 - Dispatch Totals						Invoice Transactions 69		\$266,323.82
Fund 261 - 911 Service Fund Totals						Invoice Transactions 69		\$266,323.82
								\$266,323.82

YEAR-TO-DATE BUDGET REPORT

FOR 2025 08

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	-14,939.00	.00	-15,061.00	49.8%*
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	2,091.95	.00	7,908.05	20.9%
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	-12,847.05	.00	12,847.05	100.0%

261325 Dispatch

261325 402000	Property Tax - Re	-3,727,070	0	-3,727,070	-3,769,298.88	.00	42,228.88	101.1%
261325 410000	Property Tax - Pe	-587,315	0	-587,315	-738,284.41	.00	150,969.41	125.7%
261325 411000	Property Tax - Re	-1,200	0	-1,200	243.92	.00	-1,443.92	-20.3%*
261325 412000	Property Tax - Pe	0	0	0	.00	.00	.00	.0%
261325 432000	Payment In Lieu o	-6,700	0	-6,700	-4,915.12	.00	-1,784.88	73.4%*
261325 437000	Industrial Facili	-33,220	0	-33,220	-32,801.69	.00	-418.31	98.7%*
261325 445000	Penalties and Int	-650	0	-650	-204.08	.00	-445.92	31.4%*
261325 573000	Local Community S	0	0	0	-202,494.33	.00	202,494.33	100.0%
261325 581000	Local Contributio	0	0	0	.00	.00	.00	.0%
261325 607015	Fees FOIA	-500	0	-500	-236.00	.00	-264.00	47.2%*
261325 615010	Surcharges State	-315,000	0	-315,000	-165,485.00	.00	-149,515.00	52.5%*
261325 615020	Surcharges 911	-765,000	0	-765,000	-406,196.53	.00	-358,803.47	53.1%*
261325 615030	Surcharges Local	-718,583	0	-718,583	-718,583.94	.00	.94	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
261 911 Service Fund							
261325 665000 Interest	-25,000	0	-25,000	-59,484.60	.00	34,484.60	237.9%
261325 665050 Interest - Invest	0	0	0	-20,336.88	.00	20,336.88	100.0%
261325 667000 Rent	0	0	0	.00	.00	.00	.0%
261325 675000 Miscellaneous Rev	-143,955	-550,000	-693,955	-100,628.48	.00	-593,326.52	14.5%*
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	1,130,104.47	.00	1,084,424.53	51.0%
261325 703030 Salaries Overtime	175,000	0	175,000	206,657.03	.00	-31,657.03	118.1%*
261325 703050 Salaries S&A	0	0	0	27,492.85	.00	-27,492.85	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	10,358.73	.00	-10,358.73	100.0%*
261325 712001 Funeral Leave Wag	0	0	0	4,747.87	.00	-4,747.87	100.0%*
261325 715000 Social Security E	135,933	0	135,933	85,082.24	.00	50,850.76	62.6%
261325 715010 Medicare Expense	31,790	0	31,790	19,898.20	.00	11,891.80	62.6%
261325 716000 Insurance Health	545,000	0	545,000	281,807.16	.00	263,192.84	51.7%
261325 716005 Insurance HSA	75,000	0	75,000	18,900.00	.00	56,100.00	25.2%
261325 716020 Insurance Vision	8,500	0	8,500	4,034.30	.00	4,465.70	47.5%
261325 716030 Insurance Dental	31,500	0	31,500	14,568.15	.00	16,931.85	46.2%
261325 716040 Insurance waiver	26,000	0	26,000	17,862.36	.00	8,137.64	68.7%
261325 717000 Insurance Life	1,750	0	1,750	760.43	.00	989.57	43.5%
261325 718060 Retirement CDA ME	315,000	0	315,000	324,778.00	.00	-9,778.00	103.1%*
261325 718070 Retirement CDA ME	169,874	0	169,874	119,371.15	.00	50,502.85	70.3%
261325 719000 Workers Compensat	9,208	0	9,208	6,168.00	.00	3,040.00	67.0%
261325 720000 Unemployment	216	0	216	127.87	.00	88.13	59.2%
261325 724020 Allowance Auto	0	0	0	.00	.00	.00	.0%
261325 724030 Allowance Cell Ph	1,920	0	1,920	1,680.00	.00	240.00	87.5%
261325 728000 Office Supplies	6,500	0	6,500	5,893.74	.00	606.26	90.7%
261325 728050 Small Equipment	45,000	0	45,000	27,028.58	.00	17,971.42	60.1%
261325 735000 Building Maintena	1,250	0	1,250	.00	.00	1,250.00	.0%
261325 740000 Uniform Supplies	7,500	0	7,500	2,914.00	.00	4,586.00	38.9%
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	187,303.12	.00	108,354.88	63.4%
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	10,200.00	.00	800.00	92.7%
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	17,131.90	.00	18,868.10	47.6%
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	2,555.00	.00	14,945.00	14.6%
261325 820010 Interpreter Fees	1,000	0	1,000	486.68	.00	513.32	48.7%
261325 835020 Health Services E	1,000	0	1,000	1,264.00	.00	-264.00	126.4%*
261325 835030 Health Services D	0	0	0	.00	.00	.00	.0%
261325 850030 Communications Te	55,000	0	55,000	25,839.90	.00	29,160.10	47.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2025 08		ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
ACCOUNTS FOR:	911 Service Fund	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
261325	850060	2,500	0	2,500	684.18	.00	1,815.82	27.4%
261325	850070	500	0	500	83.13	.00	416.87	16.6%
261325	850080	3,500	0	3,500	286.80	.00	3,213.20	8.2%
261325	861000	32,000	0	32,000	19,501.57	.00	12,498.43	60.9%
261325	861004	600	0	600	399.98	.00	200.02	66.7%
261325	864000	2,500	0	2,500	1,351.47	.00	1,148.53	54.1%
261325	873020	1,400	0	1,400	595.38	.00	804.62	42.5%
261325	874000	8,000	0	8,000	642.96	.00	7,357.04	8.0%
261325	886000	0	0	0	104.34	.00	-104.34	100.0%*
261325	915000	83,010	0	83,010	50,312.30	.00	32,697.70	60.6%
261325	921000	55,000	0	55,000	34,600.42	.00	20,399.58	62.9%
261325	922000	3,000	0	3,000	1,479.77	.00	1,520.23	49.3%
261325	931010	164,400	0	164,400	193,919.81	.00	-29,519.81	118.0%*
261325	942000	0	0	0	.00	.00	.00	.0%
261325	943000	10,300	0	10,300	10,284.12	.00	15.88	99.8%
261325	955000	17,500	0	17,500	5,497.24	.00	12,002.76	31.4%
261325	955999	0	0	0	.00	.00	.00	.0%
261325	958010	50,000	0	50,000	35,553.00	.00	14,447.00	71.1%
261325	964000	0	0	0	.00	.00	.00	.0%
261325	981000	270,682	550,000	820,682	162,675.15	218,468.62	439,538.23	46.4%
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	-2,179,788.80	218,468.62	1,961,320.18	100.0%
TOTAL 911 Service Fund		0	0	0	-2,192,635.85	218,468.62	1,974,167.23	100.0%
TOTAL REVENUES		-6,532,206	-550,000	-7,082,206	-6,233,645.02	.00	-848,560.98	
TOTAL EXPENSES		6,532,206	550,000	7,082,206	4,041,009.17	218,468.62	2,822,728.21	

YEAR-TO-DATE BUDGET REPORT

FOR 2025 08

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-2,192,635.85	218,468.62	1,974,167.23	100.0%

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

TECHNICAL ADVISORY COMMITTEE

Calhoun County Administrative Building – Garden Level Conference Room

Wednesday, June 25, 2025 – 2:00 p.m.

Present:

Lt Tony Geigle—Emmet Township DPS/ TAC Chairperson (2:11 arrival)
Kurt Swope---Fire Chief’s Council
Lt. Joel Case—Battle Creek Police or Fire Representative
Chief Robert Cipic- Springfield Department of Public Safety Representative
Josh Lankerd & Chris Ambrose- Marshall Police or Fire Representative
Toby Baker—Michigan State Police

Excused:

Adam Mattens—Calhoun County Sheriff Representative
I/Director Aaron Phipps—Albion Department of Public Safety Representative
Director Nick Smith—Medical Control Authority Representative

Others Present:

Robert Stahelin--CCCDA
Kate Chism—CCCDA

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

Consent Agenda

1. Approval of the April 23, 2025, meeting minutes. A motion was made by Robert Cipic to accept the April 23, 2025, meeting minutes as presented. The motion was seconded by Joel Case.

All were in favor.

The motion passed.

2. Approval of June 25, 2025, TAC Agenda- A motion was made by Robert Cipic to accept the June 25, 2025, TAC Agenda. The motion was seconded by Joel Case.

All were in favor.

The motion passed.

Public Comment

No Public Comment

OLD BUSINESS

1. Radio Project Update- Clarence Township Fire Department will be on board in one week. Chrouch Communications is in touch with Athens. They are out on various items. Next weeks will include going over inventory. Bugs and procedures are still being ironed out; MPSCS stated this is one of the best cutovers/transitions.
2. STORM Loan- Data for the state is being collected.

NEW BUSINESS

1. Fireground Assignments- Assignments of channels are taking place for four nature codes. Battle Creek Fire has requested additional codes (8+) due to multi station/apparatus responses for BCFD. Discussion took place among group. General consensus was that it was ok to request fireground assignment if needed. This would need to be universal for all fire departments. A recommendation was made by the board to take this to the Fire Chiefs meeting for further discussion.

Public Comment

None.

Member Comments

A brief discussion took place among members regarding issues with pagers cutting out. Questions if it is a timing issue, if it is a channel/scan issue?

Also a question about having a representative from Battle Creek Fire Department on the board.

Adjournment

Meeting was adjourned at 2:25PM.

EXECUTIVE DIRECTOR'S MONTHLY REPORT

Michael Armitage, ENP

July 2025

Upcoming Meetings

315 W. Green St., Marshall, MI 49068

Governing Board

August 12 @ 2:30 p.m.
Law Library (3rd Floor)

TAC Committee

August 27 @ 2:00 p.m.
Law Library (3rd Floor)

Agendas available: www.calhounmi911.gov

Trainings

Virtual Academy

Cognitive Diversity (1), Interpersonal Communication with Family and Friends (19).

IAED:

Protocol 38: Advanced Send (4), Protocol 38: Advanced Send (Medical Miranda) v. 14.0 (2), Protocol 20: Heat/Cold Exposure (17), Take a Stabb (1), Sudden Cardiac Arrest Causes (2), To Use or Not to Use (1), The Science of Exposure (1), Dispatch Stress (1), EMD Certification (1), EMD Recertification (3), Online Universal Telecommunications Essentials Course (2), Protocol L: Sinking Vehicle/Vehicle in Floodwaters (1), Get on Track (1).

Other:

CPR (2), Advanced 40-hour dispatch course (1).

Staffing Numbers

	FULLY TRAINED	IN TRAINING	IN HIRING PROCESS	VACANT
FULL-TIME TELECOM/CALLTAKER	20	2	2	1
PART-TIME TELECOM/CALLTAKER	0	0	0	1
SUPERVISORS	6	0	0	0

 **TOTAL CALLS**
17,649

Emergency Lines
9,046

Non-emergency Lines
8,603

 **TEXT-TO-911 SESSIONS**
194

INCIDENTS
14,954

 Law Enforcement
10,984

 EMS
2,289

 Fire
1,681

96% (Meets Standard)

Answered within in 15 seconds

99% (Meets Standard)

Answered within 20 seconds

NENA-STA-020.1-2020: Ninety percent (90%) of all 911 calls arriving at the Public Safety Answering Point (PSAP) SHALL be answered within (\leq) fifteen (15) seconds. Ninety-five (95%) of all 911 calls SHOULD be answered within (\leq) twenty (20) seconds.

EXECUTIVE DIRECTOR'S MONTHLY REPORT

July 2025

RAVE Alerts/Smart 911

RAVE ALERT OPT-IN SUBSCRIBERS	7,632
TOTAL SMART911 SAFETY PROFILES	5,227
SMART911 SAFETY PROFILE POPS	84



- Increase of **55** Smart911 Profiles
- Increase of **185** Rave Alert Subscribers

Updates

Technology and Radios

- We participated in a test of the Rave Panic / CC Aware school camera integration system.
- Radios were provided for Field of Flight.
- We continue to troubleshoot fire pager issues, including audio cutting out and areas with poor coverage. We have a troubleshooting session planned for August 18 with MPSCS and Chrouch.
- Clarence Twp. fire radios were programmed.

Updates

Outreach

- Assisted Springfield and Athens with setting up an 'opt-in' list in Rave Alert.
- Participated in KCC's 'Touch a Truck,' which had a great turnout.

Operations

- Our new records specialist, Corynn, has started! She is now actively entering warrants, relieving the workload for our 911 floor staff.
- We have been working with the prosecutors office to give them access to our recorder and CAD systems, similar to data access they have for law enforcement agencies. This will significantly reduce our workload when it comes to fulfilling record requests.
- We are excited to be hiring one of our interns from this years inaugural partnership with the CISD Career Center!

Quality Assurance (June)

RATING	CURRENT MONTH	PREVIOUS MONTH	2 MONTHS PRIOR	CHANGE
HIGH COMPLIANCE	28%	34%	39%	
COMPLIANT	38%	33%	37%	
PARTIAL COMPLIANCE	15%	12%	7%	
LOW COMPLIANCE	4%	1%	0%	
NON-COMPLIANT	16%	20%	17%	

EXECUTIVE DIRECTOR'S MONTHLY REPORT

Calls for Service Statistics

July 2025

MUNICIPALITY	LAW	CCSO	NHBP	FIRE	NHBP	EMS	NHBP	EMS TRANS CFS	TOTAL
ALBION CITY	689	24	0	18	0	127	0	0	858
ALBION TWP	13	34	0	14	0	14	0	0	75
ATHENS TWP	27	24	16	4	0	12	0	0	83
ATHENS VILLAGE	26	0	0	2	0	4	0	0	32
BATTLE CREEK CITY	5031	109	0	886	0	1115	0	3	7144
BEDFORD TWP	336	9	0	117	0	111	0	0	573
BURLINGTON TWP	11	24	0	10	0	12	0	0	57
BURLINGTON VILLAGE	6	3	0	3	0	4	0	0	16
CLARENCE TWP	19	29	0	15	0	8	0	0	71
CONVIS TWP	16	151	0	10	0	15	0	0	192
CLARENDON TWP	17	33	0	14	0	15	0	0	79
ECKFORD TWP	17	31	0	7	0	7	0	0	62
EMMETT TWP	779	21	50	133	10	162	15	0	1170
FREDONIA TWP	25	66	0	13	0	16	0	0	120
HOMER VILLAGE	9	65	0	16	0	14	0	0	104
HOMER TWP	10	22	0	3	0	6	0	0	41
LEE TWP	7	21	0	8	0	8	0	0	44
LEROY TWP	28	75	0	23	0	31	0	0	157
MARSHALL CITY	1370	39	0	121	0	144	0	106	1780
MARSHALL TWP	73	126	0	43	0	45	0	0	287
MARENGO TWP	51	90	0	25	0	60	0	0	226
NEWTON TWP	20	47	0	16	0	19	0	0	102
PENNFIELD TWP	19	339	0	102	0	88	0	0	548
SHERIDAN TWP	40	354	0	15	0	19	0	0	428
SPRINGFIELD CITY	17	452	0	34	0	86	0	0	589
TEKONSHA VILLAGE	10	12	0	7	0	11	0	0	40
TEKONSHA TWP	16	36	0	12	0	12	0	0	76
CALHOUN COUNTY SHERIFF		2236							
NHBP			66		10		15		
TOTALS	8682	2236	66	1671	10	2165	15	109	14954

Submitted by:  Michael Armitage

Date: August 7, 2025

Calhoun County Consolidated Dispatch Authority
Staff Report for Agenda Items

Meeting Date: August 12, 2025

From: Michael Armitage, Executive Director

Item: Old Business – Motorola Change Order 13

Background:

At the July 8, 2025, meeting, the board approved CO 13 to update 36 radios, not to exceed \$17,000. Subsequently, it was determined that the total number of radios needing updates is 41. This brings the new cost to \$24,268.

These radios are for Battle Creek Fire and are repurposed (ordered prior to the radio project). These updates are needed for them to work with Wi-Fi programming, and for seven radios, to work on the MPSCS network.

Financial Impact:

Capital / Bond Project. Budget amendment will be needed.

Recommended Motion:

Approve change order 13, not to exceed \$24,268, and authorize the Executive Director to sign.

Completion Date Adjustments

Original Completion Date:	03/29/2023
Current Completion Date prior to this Change Order:	06/30/2025
New Completion Date:	09/30/2025

Equipment Changes: *(additions, deletions or modifications)* **Include attachments if needed.**

QTY	NOMENCLATURE	DESCRIPTION	UNIT LIST	EXT LIST
1	T8553A	SOFTWARE LICENSE DIGITAL SMARTZONE	0	0
31	QA09001AC	SOFTWARE LICENSE ENH: WI-FI CAPABILITY FLP	407	12617
1	T8425A	DIGITAL SMARTZONE	0	0
3	GA09001AB	ADD: WI-FI CAPABILITY	407	1221
1	T8550A	DIGITAL CONVENTIONAL	0	0
7	Q327BH	ENH: UPGRADE CONVENTIONAL TO SMART	1083	7581
7	QA09001AC	SOFTWARE LICENSE ENH: WI-FI CAPABILITY FLP	407	2849
49			2304	24268

Scope of Work Changes: *(additions, deletions or modifications)* **Include attachments if needed.**

No changes in scope of work. Chrouch Communications will perform or assist with performing the upgrades.

SUA/Support Service Changes: *(additions, deletions or modifications)* **Include attachments if needed. Must be completed by Project CSM.**

N/A

Schedule Changes: *(describe change or N/A)*

Extending project to 9/30/2025

Contract Price Changes: *(describe change or N/A)*

Addition of \$ 24,268.00

Customer Responsibilities: <i>(describe change or N/A)</i>
No Change

Payment Schedule for this Change Order: <i>(describe new payment terms applicable to <u>this</u> change order)</i>
100% payment (\$ 24,268.00) due upon shipment of equipment.

Purchase Order Requirements for this Change Order (select only one).

A Purchase Order is required - included with this change order and is attached.

XX No Purchase Order is required - Customer affirms that this change order document is the only notice to proceed required, that funding has been encumbered for this change order in its entirety, and that no further purchase orders will be issued against this change order.

No Purchase Order required - this is a \$0 Change Order, or a decrease in scope.

Unless amended above, all other terms and conditions of the Contract shall remain in full force. If there are any inconsistencies between the provisions of this Change Order and the provisions of the Contract, the provisions of this Change Order will prevail.

IN WITNESS WHEREOF the parties have executed this Change Order as of the last date signed below.

Motorola Solutions, Inc.**Customer**

By: Scott Pitman
Printed Name: Scott Pitman
Title: RSM
Date: 8/4/2025

By: _____
Printed Name: _____
Title: _____
Date: _____

Reviewed by: _____
Motorola Solutions Project Manager

Date: _____

SerialNumber	ModelNumber	CodeplugVersion	FirmwareVersion	AstroPurchasedFlashCode	GroupName	RadioAlias	TemplateName	TuningVersion	Comments
Serial Number	Model Number	Codeplug Version	Firmware Version	FLASHcode	Group	Radio Alias	Template	Tuning Version	Comments
579CVH0002	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	Car 1	9133188_579CVH0002	R01.00.00	
579CVH0007	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 310	9133198_579CVH0007	R01.00.00	
681CVF2978	M37TSS9PW1AN	R35.00.00	R33.52.00	14R048-011480-9-000000-000000	Battle Creek/Fire/Radios need wifi	chief	9133091_681CVF2978	R01.00.00	dual head
681CVF2979	M37TSS9PW1AN	R35.00.00	R33.52.00	14R048-011480-9-000000-000000	Battle Creek/Fire/Radios need wifi	BC 530	9133093_681CVF2979	R01.00.00	clown car
579CVH1202	H91TGD9PW6AN	R35.00.00	R33.52.00	10R060-Q11000-5-000000-000000	Battle Creek/Fire/Radios need wifi	BCFD 2A0	579CVH1202	R01.00.00	Also needs P25/MPSCS entitlements
579CVH0012	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	Car 5	9133208_579CVH0012	R01.00.00	
579CVH0027	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	Car 4	9133238_579CVH0027	R01.00.00	
579CVH0016	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 332	9133216_579CVH0016	R01.00.00	
579CVH0010	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 335	9133204_579CVH0010	R01.00.00	
579CVH0014	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 329	9133212_579CVH0014	R01.00.00	
579CVH0030	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 333	9133244_579CVH0030	R01.00.00	
579CVH1221	H91TGD9PW6AN	R35.00.00	R33.52.00	10R060-Q11000-5-000000-000000	Battle Creek/Fire/Radios need wifi	BCFD 6A	579CVH1221(2)	R01.00.00	Also needs P25/MPSCS entitlements
579CVH0004	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	CAR 8	9133192_579CVH0004	R01.00.00	
579CVH0020	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 320	9133224_579CVH0020	R01.00.00	
579CVH0028	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 319	9133240_579CVH0028	R01.00.00	
579CVH0006	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 318	9133196_579CVH0006	R01.00.00	
579CVH0018	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 315	9133220_579CVH0018	R01.00.00	
579CVH0013	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	CAR 3C	9133210_579CVH0013	R01.00.00	
579CVH0003	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 314	9133190_579CVH0003	R01.00.00	
579CVH0031	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 322	9133246_579CVH0031	R01.00.00	
579CVH0019	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 323	9133222_579CVH0019	R01.00.00	
579CVH0015	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 326	9133214_579CVH0015	R01.00.00	
579CVH0024	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 334	9133232_579CVH0024	R01.00.00	
579CVH0011	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	CAR 7	9133206_579CVH0011	R01.00.00	
579CVH0008	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 313	9133200_579CVH0008	R01.00.00	
579CVH0022	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 321	9133228_579CVH0022	R01.00.00	
579CVH0017	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 330	9133218_579CVH0017	R01.00.00	
579CVH0026	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 328	9133236_579CVH0026	R01.00.00	
579CVH0009	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	CAR 3A	9133202_579CVH0009	R01.00.00	
579CVH0032	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 325	9133248_579CVH0032	R01.00.00	
579CVH0021	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 324	9133226_579CVH0021	R01.00.00	
579CVH0023	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 317	9133230_579CVH0023	R01.00.00	
579CVH0029	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	BC 316	9133242_579CVH0029	R01.00.00	
579CVH0025	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	CAR 3B	9133234_579CVH0025	R01.00.00	
579CVH0005	H91TGD9PW6AN	R35.00.00	R33.52.00	14R068-811480-7-000000-000000	Battle Creek/Fire/Radios need wifi	CAR 6	9133194_579CVH0005	R01.00.00	
681CVF2980	M37TSS9PW1AN	R35.00.00	R33.52.00	14R048-011480-9-000000-000000	Battle Creek/Fire/Radios need wifi	BCFD Mobile	681CVF2980(2)	R01.00.00	dual head
579CVH1204	H91TGD9PW6AN			10R060-Q11000-5-000000-000000					P25 and Wifi
579cvh1214	H91TGD9PW6AN			10R060-Q11000-5-000000-000000					P25 and Wifi
579CVH1202	H91TGD9PW6AN			10R060-Q11000-5-000000-000000					P25 and Wifi
579CVH1221	H91TGD9PW6AN			10R060-Q11000-5-000000-000000					P25 and Wifi
	H91TGD9PW6AN			10R060-Q11000-5-000000-000000					P25 and Wifi

Calhoun County Consolidated Dispatch Authority
Staff Report for Agenda Items
Meeting Date: August 12, 2025

From: Michael Armitage, Executive Director

Item: New Business – Administrative Services Agreement

Background:

The Authority and County have entered into an Administrative Services Agreement to define services provided by both agencies, and the subsequent cost sharing for those services. This amendment to the agreement incorporates the new records management position, as well as the purchase of JIRA, which is a service ticketing program what will be used for radio asset management.

Updated language:

- Section V, page 3:
 JIRA – Up to 4 seats for ticketing system \$4,000.00

- Section X, page 4:
 10.4 The County will pay the Authority 65% of the annual cost of a 1.0 FTE to perform warrant entry into LEIN that is the statutory obligation of the Calhoun County Sheriff's Office. The 1.0 FTE will be an employee of the Authority. Each month, Finance will calculate 65% of the actual monthly costs incurred and recognize the amount via a journal entry.

Financial Impact:

Records position was previously approved and accounted for in our FY2025 budget. A budget amendment will be needed for JIRA.

Recommended Motion:

Approve the administrative services agreement with Calhoun County.

**FIRST AMENDMENT TO
ADMINISTRATIVE SERVICES AND FRINGE BENEFITS AGREEMENT
BETWEEN THE CALHOUN COUNTY CONSOLIDATED
DISPATCH AUTHORITY AND CALHOUN COUNTY**

This Agreement is made this ___ day of _____, 2025, by and between the Calhoun County Consolidated Dispatch Authority ("Authority") and Calhoun County ("County").

WHEREAS, the parties originally entered into an Administrative Services and Fringe Benefits Agreement as of January 1, 2015; and

WHEREAS, the parties entered into a new agreement on February 20, 2025; and

WHEREAS, the parties wish to amend the Agreement entered into on February 20, 2025, to add Section 10.4 and update Section V.

NOW THEREFORE, the parties agree as follows:

**SECTION I
PURPOSE**

The Authority was created as of January 1, 2009, by an Interlocal Agreement between the County of Calhoun, the Cities of Marshall, Albion, and Battle Creek, and the Area Metropolitan Services Agency and is charged with operating the central dispatch system for participating Local Government Units, the County, and other supporting agencies. The Authority is a separate and independent entity having its own employees and other applicable powers and rights. The purpose of this agreement is to provide a cooperative mechanism for the Authority to receive certain administrative services and labor from the County and, to the extent possible, participate in fringe benefit program(s) offered by the County to its current employees. This Agreement is entered into pursuant to, and authorized by, the Urban Cooperation Act of 1967, MCL §124.501 et. Seq.

**SECTION II
FISCAL SERVICES**

The County may provide payroll, accounts payable, bookkeeping, accounting, budgeting, fiscal planning, receipting, and other financial services as the Authority requests and as the County Administrator/Controller deems reasonable. Payroll and other checks as needed by the Authority may be created by the County and, if applicable, signed by the County Clerk and County Treasurer. The County Treasurer may be the repository for Authority Funds and, if applicable, shall maintain those Funds in a segregated account, to the extent feasible. Financial services provided shall not include analysis but will include access to such financial information as is reasonably needed for the Authority. Such services shall at a minimum enable the Authority to operate under Michigan law and the Interlocal Agreement. This agreement shall not include the cost of any independent audit of the Authority's accounts which shall be the responsibility of the Authority.

SECTION III
HUMAN RESOURCES SERVICES

The County Human Resources Department may provide the following services to the Authority: 1) new employee orientation (including completion of initial employment forms); 2) providing postings for employment through the County internet and through other means as specified from time to time by the Authority; 3) administering and coordinating pre-employment testing as necessary for Authority employees; 4) tracking leave, including FMLA leave, for Authority employees; 5) maintaining Authority personnel files and medical records; 6) administering unemployment and workers compensation claims for the Authority; and 7) acting as benefits coordinator for the Authority. The County Human Resources Department may also provide such additional services to the Authority as the County Administrator/Controller and Authority Executive Director deem reasonable.

SECTION IV
MAIL AND COPIER SERVICES

The Authority shall be provided with coded access to the County's copiers and will be charged the same rate charged to County departments per the County's centralized cost allocation plan based on the number of actual copies. The Authority will also be able to use the County mail room and the County address at no charge to receive mail and will be charged for the actual postage used for Authority using the County's rate.

SECTION V
INFORMATION TECHNOLOGY SERVICES

To the extent possible, the County may provide Information Technology ("IT") services, including internet access and e-mail, together with help desk support to the Authority. The Authority agrees that it will follow County IT protocols and County IT policies. The County may provide such other IT services as the County Administrator/Controller deems reasonable. The cost for IT services will be updated on an annual basis determined by annual increased software costs and equipment needs. The 2025 cost for IT services is described in the table below;

Information Technology Services Provided	Annual Rate
IT PC Support (12 Terminals @ \$31.00 per month) w/Help Desk Support	\$ 4,464.00
On-Call Support 24/7/365	\$ 2,000.00
MS Office 365 (36 Lic.)	\$ 10,368.00
Internet Services Provider (36 Users @ \$11 per Month)	\$ 4,752.00
On Base Licenses	\$ 1,854.84
Rave Alert	1/3 of Total Annual Rate
Application Server Hosting (X 8)	\$ 4,750.00
Application Server Backup (X 8)	\$ 1,500.00

JIRA – Up to 4 seats for ticketing system	\$4,000.00
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SECTION VI
GEOGRAPHIC INFORMATION SERVICES

6.1 To the extent possible, the County may provide Geographic Information Services (GIS) services, including, but not limited to:

- A. Creating, editing and maintaining GIS layers and data for use in the Computer Aided Disptach (CAD), Command Central Aware systems and development of a county-wide address point layer;
- B. The development and creation of hard copy and digital maps, as needed, to use as communication tools with the public and area safety agencies.

SECTION VII
HEALTH INSURANCE

To the extent and while feasible, the County may act as the administrator for the Authority's health insurance and shall, to extent feasible, enable the enrollment of Authority employees in the County's health insurance plan. The direct costs of health insurance shall be borne entirely by the Authority together with the cost of administering the same as set forth in Paragraph VIII below.

SECTION VIII
LIFE INSURANCE

To the extent and while feasible, the County may enable the enrollment of Authority employees in the County's life insurance plan. Such plan may be administered by the Human Resources Department and the direct costs of any such insurance shall be borne entirely by the Authority together with the cost of administering the same as set forth in Paragraph VIII below.

SECTION IX
COMMUNICATION SERVICES

The County will provide Communications services including but not limited to, brand development and implementation, messaging assistance, communications strategy, social media campaigns, press releases, media relations, annual reports, print materials, multi-media content, outreach materials, grant support services and other communication items. The County may also provide other requested communications services as the Authority requests from time to time and as the County Administrator/Controller deems reasonable.

SECTION X
ACCOUNTING AND COMPENSATION FOR SERVICES

10.1 The Authority shall pay for the services provided by the County pursuant to paragraphs II, III, VI and IX, as follows. For services provided pursuant to paragraph II and VI, the Authority shall pay during the term of this agreement the sum of Eight Thousand Five Hundred Dollars (\$8,500.00) per year; the sum of Four Thousand and 00/100 Dollars (\$4,000.00) per year for services provided by the Treasurer's Office; the sum of Thirty-Six Thousand and 00/100 Dollars (\$36,000) per year; for services provided by Geographic Information Services; and the sum of Fifteen Thousand and 00/100 Dollars (\$15,000.00) per year for Communication Services. For services provided pursuant to paragraph III, the Authority shall pay the sum of \$525.00 per Authority employee per year (total of 36 employees x \$525 = \$18,900) as of the effective date of this Agreement, In the event that the Authority changes the number of employees which would be covered by the services set forth in paragraph III, it will notify the County within thirty (30) days of the change in the number and the County will issue a new invoice during its next applicable billing cycle reflecting the changed number of employees. The Authority shall pay for IT costs at the rate set forth in Paragraph V.

10.2 For ease in accounting relative to fringe benefits (health insurance, life insurance, and pension benefits), wherever possible, the County will create a sub-account for the Authority within the County's relevant plan. If sub accounting is not possible, the Authority will pay a pro-rata share of the County's costs based on a percentage calculated by using the number of Authority employees as the numerator and all personnel in the specific health benefit plan as the denominator. It is the intent of the parties that, to the greatest extent possible, the Authority bear all of the direct costs of fringe benefits provided to its employees, plus an administrative cost for Human Resources Department administering the same.

10.3 The County Administrator/Controller shall, on a periodic basis, provide invoices to the Authority's Executive Director which will be paid within thirty (30) days from receipt or such other time as may be agreed upon by the parties to this Agreement.

10.4 The County will pay the Authority 65% of the annual cost of a 1.0 FTE to perform warrant entry into LEIN that is the statutory obligation of the Calhoun County Sheriff's Office. The 1.0 FTE will be an employee of the Authority. Each month, Finance will calculate 65% of the actual monthly costs incurred and recognize the amount via a journal entry.

SECTION XI
INDEMNIFICATION

The County and Authority agree, to the extent allowed by law, to mutually indemnify the other for any costs, including attorney fees, incurred as a result of their actions or inactions or those of their employees, officers and agents.

SECTION XII
MISCELLANEOUS

12.1 This Agreement constitutes the complete expression of the agreement between the County and Authority on the subjects contained herein and there are no other oral or written agreements or understandings between the entities concerning these subjects. Any prior agreements or understandings on the matters addressed in this Agreement are hereby rescinded, revoked or terminated. This Agreement may be modified or amended only by subsequent written agreement approved by the County Board of Commissioners and the Authority Board.

12.2 This Agreement shall be interpreted in a manner consistent with applicable law. If any portion is held to be illegal, invalid, or unenforceable, the remainder of the Agreement shall be deemed severable and shall remain in full force and effect.

12.3 The term of this Agreement shall be five (5) years and the Agreement may be terminated by resolution of either the County Board of Commissioners or the Authority Board, provided that the effective date of the termination shall be ninety (90) days after the date of such resolution, unless the other party agrees in writing to a shorter termination period. The Agreement shall automatically renew thereafter on an annual basis unless either party gives notice of termination at least ninety (90) days prior to the annual date of termination. The parties agree that actual costs such as those for postage, copies, and fringe benefits shall be passed on to the Authority and shall not require any modification of this Agreement. Modification in the amounts allocated/charged by the County for services shall be reviewed on a periodic basis by the Executive Director of the Authority and the Administrator/Controller of the County and, in the event changes are made, agreed to in writing by the two of them.

12.4 Nothing in this Agreement shall be interpreted as obligating or requiring the Authority to utilize the County's fringe benefits. Rather, the Authority reserves the right to obtain other benefit plan or insurance arrangements on one or more of the listed benefits without terminating this Agreement or its right to obtain other fringe benefits through the County.

12.5 Any notices pursuant to this Agreement shall be sent to the parties and shall be directed to the persons and addresses stated below:

Administrator/Controller
Calhoun County
315 W. Green Street
Marshall, MI 49068

Executive Director
CCCDA
315 W. Green Street
Marshall, MI 49068

12.6 The effective date of this Agreement shall be January 1, 2025.

SECTION XIII
INDEPENDENT CONTRACTOR

No employee, agent, or volunteer of a Party is, nor shall be, considered an employee, agent, or volunteer of the other Party. No employee, agent, or volunteer of a Party shall be entitled to any compensation or benefit from the other Party.

Each Party shall remain responsible for any claims arising out of their employees' own acts or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase any Party liability for, or immunity from, tort claims.

SECTION XIV
CONTROL OF COUNTY PERSONNEL

In providing services under this Agreement, the parties recognize that County personnel will, from time to time, be doing work for the Authority. The County and the Authority agree that the point of contact for all communication and direction regarding work to be performed by County personnel under this Agreement shall be the Executive Director of the Authority. The County reserves the right to control and direct all of its employees and when they may perform services under this Agreement.

SECTION XV
NONDISCRIMINATION

In carrying out the terms of this Agreement, the Parties hereto shall adhere to all applicable Federal, State and local laws and regulations prohibiting discrimination. The parties hereto, as required by law, shall not discriminate against persons to receive services under this Agreement or against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, sexual orientation, gender identity, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight or marital status. Breach of this covenant shall be regarded as a material breach of this Agreement.

By the signatures executed below, the parties agree to the terms of this Agreement and the signatories represent that they have the authority to execute this Agreement on behalf of the party for which they have signed.

Calhoun County

By: _____, 2025
Derek King
Its: Board Chair

Calhoun County Consolidated Dispatch Authority

By: _____, 2025
Steve Hinkley
Its: Board Chair