

## **COMMUNICATIONS CENTER BOARD**

Meeting minutes from November 27, 2018  
Held in the Macomb Police Department Training Room

### **Communications Board Members present:**

Mayor Inman, Comm. Bd. Chairman  
Scott Schwerer, Comm. Bd. Vice Chair, McDonough County Bd.  
Ben Thompson, Comm. Bd. Secretary, McDonough County Mutual Aid  
Chief Curt Barker, Comm. Bd. Treasurer, Macomb PD  
Tom Clark, ETSB Chairman

### **Communications Board Members absent:**

Sheriff Nick Petitgout, McDonough County

### **Also present:**

Eric Lenardt, Interim Director  
Jeanette Moon, Administrative Assistant

Mayor Inman called the meeting to order at 5:01pm.

Scott Schwerer moved with second by Chief Barker to approve the minutes from October 30, 2018, motion carried with a voice vote.

Tom Clark moved with second by Chief Barker to approve the claims, motion carried with a roll call vote of 5 yes and 1 absent.

Sheriff Petitgout arrived at 5:01pm.

### **Treasurer Reports:**

The report of income and expenses was distributed to the members. Jeanette reported the overtime expense for the first payroll of November was not paid out of the overtime line. She's made a call to the payroll office to have them look into this. Also, we have not received the quarterly payment from Lifeguard. Jeanette will follow up with Eric McCleerly on this. Chief Barker moved with second by Sheriff Petitgout to approve the treasurer's report, motion carried with a voice vote.

### **Old Business**

#### **Staff Update:**

Jayson Sam's has been moved off of training status and has been put to permanent full time status as of November 27, 2018. We are continuing with our training of our trainee, Rebekkah Raleigh. If all goes as planned, she will fill the ninth position. Right now we don't immediately plan on hiring for a tenth Telecommunicator because we believe with nine we can fill the schedule fairly well.

Eric gave some statistical data on calls handled during the blizzard on Sunday the 25<sup>th</sup>.

- 91 motorist assists
- 14 stalled vehicles
- 10 medical calls
- 7 traffic hazards
- 6 storm damage calls
- 6 officer out with subject calls
- 5 traffic accidents
- 3 911 calls

Total 142 calls

The storm hit about 4pm on Sunday, from 6pm on Sunday until 12pm Monday there were 172 calls. Shelbi and Nicholle were on duty Sunday until 6pm and Stephen and Evan took over at 6pm and we couldn't have had a better crew. They did an outstanding job! Eric was here till about 1:30am helping them by answering the phone and making phone calls checking on people.

Scott Schwerer moved with second by Sheriff Petitgout to extend our appreciation to the four dispatchers for working through this event and doing such a great job and to the acting 911 Director for his diligence in coming for 12 hours and making sure his staff had the support they needed during such a difficult event, motion carried with a voice vote.

**Discuss & review FY19 draft budget:**

The budget has had some changes made, new copies have been distributed to the members. Overtime has been lowered with the hiring of our eighth dispatcher and anticipating hiring a ninth. Training and travel was lowered because most of the training is covered under the ETSB. If the AC unit is not paid out of the ETSB is there a place, we can pay it out of here? It was suggested to move funds from the full time Telecommunicator line and put it into the miscellaneous to cover that expense if need be.

**New Business**

**Policy and Procedure Manual:**

This was tabled for next month.

**Christmas gifts for 911 personnel:**

It was suggested to give gift cards to McAlister's in the amount of \$15 dollars to each employee.

Sheriff Petitgout left the meeting at 5:41pm

**Discuss and approval of the Sikich engagement letter:**

The engagement letter is in the amount of \$9,900 to continue our relationship with them and their auditing services. Scott Schwerer moved, seconded by Tom Clark to approve the letter, motion carried with a roll call vote of 5 yes and 1 absent.

**Discuss and approve line item adjustments:**

The board was given a list a line item adjustments. Scott Schwerer moved with second by Chief Barker to approve the adjustments, motion carried with a roll call vote of 5 yes, and 1 absent.

**Executive Session**

No executive session was held.

**Public Comment**

None.

The next meeting is December 18, 2018 directly following the ETSB meeting in the Macomb Police Department Training Room.

Chief Barker moved with second by Tom Clark to adjourn motion carried with a voice vote.

The meeting adjourned at 5:44pm.

Jeanette Moon  
Recording Secretary  
Administrative Assistant  
McDonough County 911