

COMMUNICATIONS CENTER BOARD
Meeting minutes from February 26, 2019
Held in the Macomb Police Department Training Room

Communications Board Members present:

Mayor Inman, Comm. Bd. Chairman
George Dixon Comm. Bd. Vice Chair, McDonough County Bd.
Ben Thompson, Comm. Bd. Secretary, McDonough County Mutual Aid
Chief Curt Barker, Comm. Bd. Treasurer, Macomb PD
Sheriff Nick Petitgout, McDonough County

Communications Board Members absent:

Tom Clark, ETSB Chairman

Also present:

Jeanette Moon, Administrative Assistant

Mayor Inman called the meeting to order at 3:58pm.

A roll call attendance was taken; 5 of the 6 members were present.

Chief Barker moved with second by Sheriff Petitgout to approve the minutes from January 29, 2019, motion carried with a voice vote.

George Dixon moved with second by Ben Thompson to approve the claims, motion carried with a roll call vote of 5 yes and 1 absent.

Treasurer Reports:

The total income received in January was \$51,318.09. The expenses were \$59,422.98. The income received so far for February is \$14,480.27. The expenses so far for February are at \$23,014.64. Sheriff Petitgout moved with the second by George Dixon to approve the Treasurer's report, the motion carried with a voice vote.

Old Business

Staff update:

We have seven full time employees. Unfortunately the full time trainee that we had, we did release from employment. After 200 hours of training she was not where we needed her to be in her training status. She was making critical errors which left us to make the decision to release her. We have put an advertisement in the newspaper and do have it on our website and on our Facebook page. We do have a part time person in training right now. Mayor Inman asked if we have anything listed on Indeed. Eric replied we do not. He stated we can look into it.

Discuss and Approve Directors' procurement policy/procedure:

We are trying to use the same policy for both boards. Eric reported the change that was made in the ETSB meeting to the second page under the section for sealed quotes. He read the sentence to be added "Quotes are to be opened at the following appropriate board meeting." The members discussed the ambiguity of "appropriate board" stating it should state the ETSB or the Communications Board meeting. Discussion was also held over having to hold a meeting to open the bids. Most bid openings are done by a clerk or an administrative assistant in an open setting on a determined day as stated in the bid. It was agreed to reword this again to include opening the bids by the administrative assistant in an open setting. The revised wording will be sent out in an email before the next board meeting for everyone to review.

Discuss progress of Policy and Procedure Manual:

Eric has been working on revising the procedure manual. He has been using the Macomb Police Procedure manual and the Sheriff's Procedure manual and is adapting them towards a 911 Center. He started with the existing 911 manual and is reworking it and adding to it. The rules and regulations was mentioned as being an important part of the policy and procedure manual. Mayor Inman asked if there was a section on confidentiality. Eric stated he is working on that and said there is a PIO policy. It is still a work in progress.

Update on IT/Server Install progress:

We are still working diligently the upgrades to our computer systems. Last week TimbukTech replaced a switch in the server room because we have still been having CAD kick outs. Which is simply, dispatchers getting tossed out of CAD and it always happens at the most inopportune time. Eric reported the recording software has been upgraded but in doing that upgrade one of the consoles has been having problems with it. It's a combination of an older machine running Windows 7; a new computer has been ordered for that console. They can dispatch from that console but the recording system of that console is not working as it should. This is a matter of keeping the computers running the consoles current and on a schedule of being replaced in a timely manner.

New Business

Appoint members to search committee for Director Position:

Mayor Inman appointed Tom Clark and Sheriff Petitgout to the search committee for the Director Position to be filled by June 1st if possible.

Executive Session

No executive session was held.

Public Comment

None

The next meeting is March 26, 2019 directly following the ETSB meeting in the Macomb Police Department Training Room.

Ben Thompson moved with second by Sheriff Petitgout to adjourn, motion carried with a voice vote.

The meeting adjourned at 4:31pm.

Jeanette Moon
Recording Secretary
Administrative Assistant
McDonough County 911