

COMMUNICATIONS CENTER BOARD
Meeting minutes from March 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.
Chief Curt Barker, Comm. Bd. Treasurer, Macomb PD
Sheriff Nick Petitgout, McDonough County

Communications Board Members absent:

Ben Thompson, Comm. Bd. Secretary, McDonough County Mutual Aid
Tom Clark, ETSB Chairman

Mayor Inman called the meeting to order at 3:12pm.

A roll call attendance was taken; 4 of the 6 members were present.

George Dixon moved with second by Chief Barker to approve the minutes from February 26, 2019, motion carried with a voice vote.

Sheriff Petitgout moved with second by Chief Barker to approve the claims, motion carried with a roll call vote of 4 yes and 2 absent.

Old Business

Staff update:

Mayor Inman read some notes given to him from Interim Director Lenardt. We took in a total of 19 applications for employment. 15 of those took the pre-employment screening test. We are interviewing one person tomorrow for a full time position. In addition, a former dispatcher has moved back into the area. Dewain Hulett has been offered a part-time position and we are in the process of getting him hired and start him training.

The current trainee continues to train however her school hours are limiting her time with us. She will become an intern for the McDonough County Sheriff's Office this summer and we look forward to being able to get her in for longer training hours.

The Indeed advertisement brought in 75 responses. All 75 were sent a full application to fill out and return, only 8 people returned the application.

Discuss and Approve Directors' procurement policy/procedure:

The changes suggested at last month's meeting were made and the members were emailed a copy of the revised policy. The question was raised as to the definition of an "open setting". There is some concern over having the Administrative Assistant being the sole person present when the bids are opened. It was stated it would be advertised in the bid that they would be opened at a time and place which would be open to the public if they wished to be present while the Administrative Assistant opened the bids. Concern was expressed that a representative

from the respective board should also be there while the Administrative Assistant is opening the bids and that it could be done at a meeting or at an appointed time as stated in the bid itself.

Sheriff Petitgout made a motion to change the wording of the policy in regards to the section of opening the bids to: "The bids will be opened in an open setting available to the public, by the Administrative Assistant in the presence of at least one board member from the respective board, for which the bid is for." George Dixon gave the second and the motion carried with a voice vote.

Sheriff Petitgout then moved seconded by George Dixon to accept the amended procurement policy/procedure motion carried with a roll call vote of 4 yes and 2 absent.

Discuss progress of Policy and Procedure Manual:

This was tabled for next month.

Update on IT/Server Install progress:

The Cushing server has been upgraded and is fully functioning. We are now tackling software issues with Cushing.

About a month ago the Eventide Company (the company for our recordings) came in and upgraded their software. This caused the Eventide recorder at workstation 2 to become sluggish and unusable due to that computer running Windows 7 and being a bit older. TimbukTech replaced that computer and the Eventide recorder immediately became usable again.

New chairs have arrived:

The new chairs have arrived two weeks ago. The dispatchers love them.

New Business

None

Executive Session

No executive session was held.

Public Comment

None

The next meeting is April 30, 2019 directly following the ETSB meeting in the Macomb Police Department Training Room.

George Dixon moved with second by Sheriff Petitgout to adjourn, motion carried with a voice vote.

The meeting adjourned at 3:27pm.

Jeanette Moon
Recording Secretary
Administrative Assistant
McDonough County 911