



**Barry County Central Dispatch
Administrative Board Meeting Minutes
Monday, March 27, 2023**

- A. Forbes called the meeting to order at 2:00 p.m.
- B. Roll call was taken.
 - Attendance: Forbes, Peck, Yarger, Leaf, Boulter, Disselkoe, Cove, Wilson and Smelker.
 - Absent: Vujea, & Weeks
 - Vujea and Weeks both gave notice prior to the meeting that they would be absent.
 - Others in attendance: Lehman, (BCCD) Hall (BCCD), Booth (BCCD) Mulvaine, (BCCD)
- C. A motion was made by Cove and supported by Smelker to approve the March Agenda as written. **All in favor. Motion carried.**
- D. A motion was made by Smelker and supported by Cove to approve the February 27, 2023 meeting minutes. **All in favor. Motion carried.**
- E. No Public Comment
- F. Committee Report
 - 1. Personnel
 - a. Motion made by Leaf and supported by Smelker to approve the vacation carryover for Deputy Director Hall. **All in favor. Motion Carried.**
 - b. No meeting and no report
 - 2. Finance- No meeting and no report
 - 3. Equipment- No meeting and no report
- G. No Public Comment
- H. Directors Report was reviewed
- I. New Business
 - 1. Discussed the FirstNet Proposals
 - a. Motion made by Cove and supported by Peck to approved the proposal from FirstNet for the SIM card/Cradlepoint coverage for the WIFI in the training room as a reoccurring contingent expense in the amount of \$34.99. Roll call vote. **All in favor. Motion Carried.**
 - b. Motion made by Leaf and supported by Cove to approve the proposal from FirstNet for the three (3) Administrative cell phones as a reoccurring contingent voucher in the amount of \$134.97. Roll call vote. **All in favor. Motion Carried.**
 - 2. Network and Systems Administrator, Eric Mulvaine lead a discussion on Cyber Security. A motion was made by Cove and supported by Leaf to approve the OTM Proposal. Roll call vote. **All in favor. Motion Carried.**
 - 3. Discussed the Department Vehicle Policy. It was recommended by the Technical Advisory Committee to make the following changes to 1.4 and to add 1.8 to read:
 - 1.4 Employees shall not operate the department issued vehicle after consumption of alcohol or under the influence of any controlled substance.
 - 1.8 Employees must record odometer mileage, on the clip board located in the Office Manager's Office, prior to use and upon return of the vehicle. Motion made by Smelker

and supported by Peck to approve the Policy and Procedure 216 for Department Vehicles with the suggested changes. **All in favor. Motion Carried.**

J. Expenses

1. The February Operating and State Budgets were reviewed.
2. Operating Disbursements were reviewed. A motion was made by Leaf and supported by Peck to approve the March 2023 Operating Disbursements. Roll call vote. **All in favor. Motion carried.**
3. State Disbursements were reviewed. A motion was made by Leaf and supported by Peck to approve the March 2023 State Disbursements. Roll call vote. **All in favor. Motion carried.**
4. No Public Safety 800 MHZ Fund Disbursements.
5. Motion was made by Leaf and supported by Peck to approve the April 2023 Contingent Vouchers. Roll call vote. **All in favor. Motion carried.**

K. Old Business

1. Director Lehman gave an update on the two (2) new towers.

L. Miscellaneous

1. Disselkoen discussed the MSP *Saved by the Belt* award that will hopefully be awarded during the April 24th Administrative Board Meeting.

M. No Second Limited Public Comment

- N. Motion was made by Leaf and supported by Disselkoen to adjourn at 3:05 p.m. All in favor. Motion carried.**

The next Administrative Board Meeting will be held on Monday, April 24, 2023 at 2:00 p.m.

Respectfully submitted by Vanessa Booth