

MINUTES

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

ANNUAL MEETING

January 14, 2016

ITEM 1 - Call to Order

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority was called to order by Chairperson Beam, at 3:28p.m. in Board of Commissioner's Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, on January 14, 2016.

ITEM 2 - Roll Call

Members Present: Bob Beam, Jeff Heppler, Rick Fuller, Mark Barnes, Jeff Hadley, Jan Van Der Kley, Jim Ritsema, Dale Hinz, George Cochran, Ron Reid, Claudette Reid, Jim Pearson, Bobby Hopewell (arrived at 3:40)

Others Present: Thom Canny, Don Martin, Rick White, Ed Switalski, Scott Merlo, Mike Seals, Tim Bourgeois, Larry Shaffer, Terrence Neuzil, Jeff Troyer, Dan Mills, Karianne Thomas, Julia Jankowiak

ITEM 3 - Citizens' Time

No citizens shared at this time.

ITEM 4 - Election of Officers

a. Election of Chairperson -

Mr. Cochran nominated and it was duly seconded to nominate Ms. Jan Van Der Kley for Chairperson.

Ms. Van Der Kley stated she would be willing to serve as Chairperson.

Mr. Heppler moved and it was duly seconded to close the nominations.

The motion to appoint Ms. Jan Van Der Kley as Chairperson carried by a voice vote.

b. Election of Vice-Chairperson –

Mr. Reid nominated and it was duly seconded to nominate Mr. Jim Ritsema for Vice-Chairperson.

Mr. Jim Ritsema stated he would be willing to serve as Vice-Chairperson.

It was moved and duly seconded to close the nominations.

The motion to appoint Mr. Jim Ritsema as Vice-Chairperson carried by a voice vote.

c. Clerk –

Mr. Ron Reid nominated and it was duly seconded to nominate Mr. Rick Fuller for Clerk.

Mr. Rick Fuller stated he would be willing to serve as Clerk.

It was moved and duly seconded to close the nominations.

The motion to appoint Mr. Rick Fuller as Clerk carried by a voice vote.

d. Treasurer –

Ms. Claudette Reid nominated and it was duly seconded to nominate George Cochran for Treasurer.

Mr. George Cochran stated he would be willing to serve as Treasurer.

Mr. Heppler moved and it was duly seconded to close the nominations.

The motion to appoint Mr. George Cochran as Treasurer carried by a voice vote.

ITEM 5 - Other Business

Mr. Beam was recognized for his excellent service as Chairperson during the first year of the Authority's existence. He was thanked for his dedicated leadership and was applauded for his efforts.

Ms. Van Der Kley did seek a new representative for Western Michigan University. Mr. Lowell Rinker has agreed to be the representative.

Mr. Fuller began the discussion on a possible location for the Executive Director's office at the Land Bank offices located in Riverview Launch on Riverview Drive for the cost of lights only. The agreement would include some clerical support, office equipment and a conference room for up to 10 people.

Ms. Van Der Kley asked if anyone had other sites that should be considered.

Mr. Cochran suggested basement office space in the County Administration building. Mr. Heppler stated that County Treasurer Mary Balkema suggested this location as well. A proposed cost sheet was distributed for review if the office was located in the Administration building. Mr. Canny stated this is what the county charges if an outside agency were to use a county facility. KCCDA would be a standalone tenant. The County is being cognizant of not overstepping bounds or being construed as the driving force of the consolidation.

Ms. Van Der Kley asked for any other office options.

Mr. Ritsema noted that KDPS has space near the current dispatch center that houses three of the PSAPs. He stated he was offering it up as a possible option if needed.

Mr. Shaffer indicated the City of Portage has space available and would charge a nominal amount.

Mr. Cochran indicated that it needs to be taken into consideration that this is temporary space. A permanent location will be dependent upon decisions made for when the dispatch center is operational.

Mr. Hopewell stated we may want to consider Mr. Troyer's views regarding location. Ms. Van Der Kley also indicated we may want to check with the Technical Committee.

Mr. Troyer indicated two items to consider: 1) least costly option to the Authority. The whole goal is to save money to get up and running; and 2) it would be beneficial that the Executive Director's office not be located in one of the PSAPS so there is no perception of more time being spent with one PSAP over another.

Ms. Thomas stated she could see it being confusing for employees as to who their supervisor is if the Executive Director is located within one of the PSAPs. She also stated that those employees may try to influence the Executive Director as to future hiring.

Mr. Hopewell doesn't see an issue if the Executive Director is located in the City Hall of Portage as that is not the actual location of the PSAP. Mr. Hopewell indicated we needed to select a site and get it done.

Mr. Heppler made motion and it was duly seconded to proceed with the Riverview Launch as the site of the Executive Director's office.

Discussion ensued.

Mr. Hopewell indicated that whatever motion is made needs to indicate that the Executive Director needs to see the site and what it will provide.

Mr. Heppler accepted this amendment to the motion with the Executive Director reviewing the site and determining it was adequate before finalization.

Ms. Reid inquired if it was anticipated that there will be any other employees other than the Executive Director before going live.

Mr. Troyer stated that for 80-85% of the time before going live he would be the only employee. As the go live time drew nearer, there would be some IT involvement needed.

Ms. Van Der Kley rephrased the motion to be looking at Riverview Launch as the initial placement of Executive Director with the understanding costs would be minimal and that the Executive

Director would have the opportunity to look at the space and raise any concerns regarding adequacy.

The Amended Motion carried by a voice vote.

Ms. Van Der Kley asked for a secondary site if Riverview Launch was not selected.

Mr. Heppler moved and it was duly seconded that the Executive Director use the County Administration building if Riverview Launch is not selected.

Mr. Hopewell added that this option would be utilized based upon receiving a cost break from the County.

The motion carried by a voice vote.

Mr. Heppler found out last month that the surcharge revenue does not come in as anticipated. Treasurer Mary Balkema stated it comes in a little here and a little there which will cause more clerical work. She originally thought it would be one check coming in.

Ms. Van Der Kley asked to table this item to the regular meeting.

ITEM 6 - Citizens' Time

No citizens shared comments at this time.

ITEM 7 - Adjournment

The Annual Meeting was adjourned at 3:56p.m.

Roll call

There being no discussion, the motion to adjourn carried by a voice vote.