

MINUTES

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

REGULAR MEETING

FEBRUARY 12, 2015

ITEM 1 - Call to Order

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority was called to order by Chairperson Beam, at 3:32 pm in the Board of Commissioner's Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, on February 12, 2015.

ITEM 2 - Roll Call

Members Present: Ron Reid, Jim Pearson, Bobby Hopewell, Jim Ritsema, Bob Beam, Claudette Reid, Mark Barnes, George Cochran, Dale Hinz, Dr. Bill Fales, Patti VanWalbeck, Paul Matyas, Jeff Heppler

Others Present: Karianne Thomas, Tim Bourgeois, Scott McGraw, Larry Provancher, Larry Shaffer, Daniel Mills, Bill Myers, Julia Jankowiak, Pete Strazdas, Rick White, John Faul, Jeff Hadley, Richard Ford, Don Martin, Scott Merlo, Larry Shaffer, Dena Smith, Thom Canny

ITEM 3 - Approval of Minutes

Ms. Claudette Reid moved and it was duly seconded to approve the January 7, 2015 minutes with the following change: Under Item 8.A.4., page 5, the word "decimate" should be "disseminate".

ITEM 4 - Citizens Time

Chairperson Beam inquired if there were any citizens interested in addressing the Authority. No citizen addressed the Authority.

ITEM 5- For Consideration

A. Old Business

1. Bylaws (Review / Approve)

Chairman Beam started the discussion by stating he would like the Bylaws to be approved today.

Discussion ensued.

Page 2 of the Bylaws: paragraph 6 is being deleted; therefore the subsequent numbering needs to be corrected.

Article IX, second paragraph: the second line to be deleted should also include the word “or” that precedes the already marked deletion.

Mr. Barnes moved and it was duly seconded to approve the Bylaws with aforementioned changes.

The motion carried on a voice vote.

2. Executive Director’s Job Description

The following was discussed regarding the Job Description:

The developing and building of a consolidated dispatch is not actually addressed in the job description. The actual running of it is addressed.

It is felt that it is essential that the search committee be attune to what requirements are needed to develop and build it, not necessarily specifics in the job description.

Mr. Pearson suggested a new first bullet point under “Essential Duties” read: Ability to build a single county wide dispatch system starting with five (5) public safety answering point systems.

Ms. Claudette Reid requested the first bullet point under “Physical Demands” be changed to “Lifting 25 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds”

It was also agreed to add under “Licenses and Certifications”, “ENP certification through NENA preferred.”

After discussion it was agreed upon to include the three changes as described above.

3. Search Committee

A discussion regarding the options of having municipalities’ own HR departments work together and conduct the search for an Executive Director or form a committee to put the RFP out there and find a search firm to handle the process.

A committee needs to be established to meet more often consisting of five persons representing each of the 5 PSAPS to obtain search firm possibilities.

Chairman Beam asked for direction members would like to take.

Mr. Hadley stated the City of Kalamazoo supports a search firm as long as it is done in an expeditious manner.

Mr. Beam of WMU is not opposed to a search committee but it needs to be expedited.

Mr. Reid is satisfied with the expedited search firm approach.

Mayor Strazdas would like to see an expedited process in obtaining a search firm within a month; have the process then slow down to find the right person.

Mr. Pearson believes the RFP should go out fast to obtain a search firm.

Ms. Reid feels a search committee would be the vehicle to get this process going.

Chairman Beam stated that we will proceed with the search process and continue to use Portage's processes. The search committee to consist of five to include a representative from each PSAP is to put the RFP out and find a search firm. The committee would bring back the responses to the full Board; have 2-3 candidates from the RFP for the April 9 meeting, to be approved at that meeting.

Chairman Beam asked that each PSAP provide the name of their representative on the Search Committee to him via email.

Mayor Hopewell moved a committee of 5 bring to the Board the firm we should hire and it was duly seconded.

Upon further discussion it was agreed that the Search Committee would provide two search firms to the Board for review.

Ms. Reid recommended that there be a representative from the Tech Committee on the Search Committee as well for a total of 6 members.

Chair of the Tech Committee will provide name of their representative decided upon by their committee.

Other members of the Board will be able to attend any interview of search firms if they so desire.

The amended motion then carried by voice vote.

4. Update Financing / Surcharge

Chairman Beam received a copy of the approval and remittance from State

B. New Business

No new business.

C. Any Other Items

The next meeting of the full Board will take place on March 12, 2015 at 3:30 p.m.

ITEM 6 - Citizens Time

Chairperson Beam again inquired if there were any citizens interested in addressing the Authority. No citizen addressed the Authority.

Adjournment

It was moved and it was duly second to adjourn the meeting at 5:05 p.m.

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

Robert Beam, Chairperson