



MINUTES

REGULAR MEETING

February 14, 2019

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Vice Chair Jim Ritsema at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on February 14, 2019.

ITEM 2 – ROLL CALL

Members Present: Mike Seals, Don Martin, Scott Merlo, Ryan Schoonveld, Jim VanDyken, Craig Dieringer, Patricia Randall, Jim Ritsema, Bobby Hopewell (by phone), Karianne Thomas, Jim Pearson, William Fales, Mark Barnes (arrived at 3:47)

Others Present: Jeff Troyer, Torie Rose, Nick Arnold, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

“Moved by Mr. Seals, second by Mr. Martin to approve the January 10, 2019 Regular Meeting Minutes as presented.”

On a voice vote, **MOTION CARRIED.**

ITEM 4 – CITIZENS TIME

No citizen chose to speak.

ITEM 5 – FOR CONSIDERATION

A. Executive Director’s Report

1. The report was included in the agenda packet. Mr. Troyer noted the audit was scheduled and this will be the last year of a three-year bid. We will do another three-year bid.

B. Committee Reports

1. Executive Committee

- Mr. Troyer stated that a Claim of Lien had been filed by Caporossi Construction, our legal counsel submitted a response and Caporossi immediately filed a Discharge of Lien. Caporossi completed excavating work as part of Kalleward Group’s General Contract with KCCDA.

## 2. Personnel Board

- Mr. Troyer stated the Board met and reviewed the first draft of the Recruitment and Hiring Strategy. He is incorporating the Board's changes and will be submitting the plan to legal counsel for review.
- Mr. Troyer stated the Personnel Board is tasked with reviewing the Executive Director's performance evaluation and goals. He will send Board Chairperson Mr. Shaffer the supporting documents for the subcommittee to review. The Board and subcommittee will meet again at the end of this month or the beginning of next to review and compile a recommendation.

## 3. Technical Advisory Committee

- Ms. Thomas stated TAC presented a unanimous recommendation for purchase of the Disaster Recovery/Back-up Solution proposed by staff.
- Mr. Troyer stated that in the 2019 budget, the largest Capital Improvement Project was a disaster recovery/back-up solution, with \$100,000 approved.
- Mr. Moored stated at the beginning of the year an RFP was posted, we received four responses and did demos with two. Commvault will do backups every few minutes that will not affect dispatchers and there will be another unit at our backup site in Portage. With this system it is easier to store files for a longer length of time and it is expandable. The system has built in ransomware protection. We also have eight to ten extra computers to use as backups in an emergency.
- Mr. Troyer stated that Portage is the Authority's backup site. Their server room for the former PSAP is still intact, everything is in place, and we will build out the site as a redundant system, so a major event won't have a large impact.

"Moved Mr. Barnes, supported by Mr. Martin to approve Insight's bid for CommVault's Disaster Recovery Solution totaling \$99,999.95 and authorize the Executive Director to execute all documents (agreement and scope of work) after legal counsel review."

On a roll call vote, Yes – 9, Abstain – 1 (Hopewell). **MOTION CARRIED.**

## 4. Finance Committee

- Mr. Martin stated the Committee met on January 23 and set in motion the discussions on future funding. They will be scheduling another meeting to reconvene and come up with more ideas. If anyone has any ideas, let someone on the Committee know.
- Mr. Seals stated that Ron Kendall accepted to be Scott McGraw's replacement on the Committee.

## C. Old Business

There was none.

#### D. New Business

##### 1. Rotational Towing

- The Board discussed rotational towing and the Dispatch Authority's involvement. Most entities have towing contracts and they tell the Dispatchers who to call. It may be an item of consideration for the Technical Advisory Committee but KCCDA does not have the authority to do an RFP for this type of service. The Board asked the Technical Advisory Committee to review county-wide towing.

On a Voice Vote, Motion **CARRIED**.

#### E. Other Items

##### 1. Member comments

- Mr. Barnes apologized for being late.
- Mr. Seals stated he received a comment from a resident that our center is a Taj Mahal. He stated he explained the challenges the Authority faced when looking for a building.
- Mr. Troyer stated he has heard other individuals say that but when you look at the amount of money we have actually invested in this center, we spent less than 50% of any other center that has been built, and some are much smaller. In the end, we spent less than \$2.2 million on the purchase and renovation of this building.
- Mr. Martin stated that the Township and Portage have both seen that when building new fire stations, the cost is extremely high. This was a good deal.
- Mr. Pearson stated that perception sometimes means more than reality.

##### 2. Next meeting – March 14, 2019

The next KCCDA Authority Board Meeting will be held on March 14, 2019 in the Chief Switalski Meeting Room, 7040 Stadium Drive, Kalamazoo, MI 49009.

##### 3. Adjournment

The meeting was adjourned at 4:18 p.m.

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Richard C. Fuller III  
Clerk of KCCDA Board of Directors