



MINUTES

REGULAR MEETING

June 13, 2019

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Chair Jan VanDerKley at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on June 13, 2019.

ITEM 2 – ROLL CALL

Members Present: Don Martin, Angel Ouwinga, Larry Shaffer, Jim Pearson, Mike Seals, Craig Dieringer, Jan VanDerKley, James VanDyken, Mark Barnes, Scott Merlo, Karianne Thomas, William Fales (arrived at 4:00)

Others Present: Jeff Troyer, Torie Rose, Bryan Ergang, Marie Gleesing, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

“Motion by Mr. Martin, second by Mr. Seals to approve the May 9, 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 Report

1. Administration’s Monthly Report
 - a. Mr. Troyer reviewed the report as presented.
2. March Reconciliation Report
 - a. The report was included in the packet. There were no anomalies. The check for the bond payment has been cut and cleared.

3. Budget
 - a. Fiscal Year 2019
 - b. Final FY2018 (Post Audit)
 1. The reports were included in the packet.
4. Correspondence
 - a. Included in the packet was the letter requested from the City of Kalamazoo that stipulates the Authority has no further obligations regarding the bond payoff.

B. Committee Reports

1. Executive Committee – Jan VanDerKley
 - a. The Committee met and talked about the work of committees and the agenda. They are having some conversation with the County regarding the collection processing fee.
2. Personnel Board – Larry Shaffer
 - a. Nothing to report.
3. Technical Advisory Committee – Karianne Thomas
 - a. Howard and Lamont MPSCS Tower Site Connectivity Recommendation
 1. The Committee discussed the Howard and Lamont tower connections and unanimously approved the recommendation of the proposal from Peninsula Fiber Network (PFN).

“Motion by Ms. Thomas, second by Mr. Barnes to approve Peninsula Fiber Network’s proposal to connect the Lamont and Howard Street towers to the MPSCS and authorize the Executive Director to process all corresponding paperwork/agreements.”

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

2. Mr. Troyer noted that the quote from PFN was for a sixty-month agreement. He would like to see a thirty-six-month agreement for Howard because in working with Portage and their potential to transition to 800 service, it may make sense to move the Howard Street site in the near future. He does not want to lock into a five-year agreement in case we make changes prior to that. He will work with PFN to finalize the agreement.

3. Finance Committee – Don Martin

a. Fund Balance Investment Options

- Mr. Martin stated the Finance Committee asked Mr. Troyer to look into a way to invest some of our Fund Balance to make better interest rates. He requested rate quotes and presented the best options. The Finance Committee recommendation is to invest \$3 million and operate with \$1 million. The investments will be \$2 million in an eleven-month CD with First National Bank, \$500,000 in a 180 Day CD with Flagstar Bank and \$500,000 in the Money Market Special with First National Bank.

“Motion by Mr. Martin, second by Mr. Barnes to approve the Finance Committee’s investment recommendations and authorize the Executive Director and Treasurer to coordinate with the financial institutions to process all required paperwork.”

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

C. Old Business

1. There was none.

D. New Business

1. Fiscal Year 2018 Financial Audit

- a. Mr. Troyer thanked Mr. Martin for sitting down with auditors. We received a very clean 2018 audit. There were two key points, as we discussed last year. We had a change in our accounting method/reporting. We reported as an Enterprise Fund in 2017 but in 2018, the local contributions changed us to a governmental fund. This impacts how our capital assets are tracked. We show an increase in Fund Balance of over \$4 million. Our new debt in 2018 was \$960,000 of bonds that the City of Kalamazoo sold on our behalf and those are now paid. The beginning Fund Balance is different than what was reported in the audit ending 2017 due to the change of fund classification. The only finding was the same one we’ve had since first audit, which reflects how our statements are prepared. Our financial system prepares financial statements but it’s not in the form the auditors want so they prepare their own.

Ms. VanDerKley noted it is a clean opinion, which is very good considering we have been under construction.

“Motion by Mr. Barnes, second by Mr. Seals to approve the Fiscal Year 2018 financial audit prepared by Siegfried Crandall P.C.”

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

E. Other Items

1. Member comments

- Mr. Martin stated the Finance Committee is looking at alternative funding. He stated they looked at some of the things we did when we sent it to the voters. They are working to try to get something put together to bring to the Board.
- Mr. Pearson added they request that someone from the City Kalamazoo attend the meetings.
- Mr. Seals stated that as President of the East Side Association, he has received complaints on how officers are dispatched to their neighborhood. They are talking to officers but there has been no response from law enforcement while an incident is taking place.
- Mr. Fales stated last week a call for a cardiac arrest was processed from 911 to the EMS dispatcher. In the process the EMS dispatcher picked up on a couple things that took them away from a cardiac scenario. The 911 call taker asked if the person was still breathing and that redirected the call so the EMS dispatcher could direct the caller to do CPR until first responders arrived. The 911 dispatcher's actions played a huge roll in the lifesaving action.

2. Next meeting – July 11, 2019

The next KCCDA Board of Directors Meeting will be held on July 11, 2019 in the Chief Switalski Meeting Room, 7040 Stadium Drive, Kalamazoo, MI 49009.

3. Adjournment

The meeting was adjourned at 4:10 p.m.

Richard C. Fuller III
Clerk of KCCDA Board of Directors