

## MINUTES

### KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

#### REGULAR MEETING

August 11, 2016

#### ITEM 1 - Call to Order

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority was called to order by Chairperson Jan Van Der Kley, at 3:30 p.m. in the Board of Commissioner's Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, on August 11, 2016.

#### ITEM 2 - Roll Call

Members Present: Dena Smith, Don Martin, Scott Merlo, Rick Fuller, Jim Ritsema, Jan Van Der Kley, Mark Barnes, George Cochran, Claudette Reid, Dale Hinz, Bobby Hopewell (via phone), Jim Pearson, Jeff Heppler

Others Present: Jeff Troyer, Dan Mills, Tim Bourgeois, John Faul, Julia Jankowiak

#### ITEM 3 - Approval of Minutes

Motion made for approval of the July 14, 2016 minutes. The motion carried by a voice vote.

#### ITEM 4 - Citizens' Time

No citizens shared remarks.

#### ITEM 5 - For Consideration

##### A. Design and Architectural Services Update – Executive Director

Mr. Cochran advised seven (7) proposals were received in response to the RFP. The Finance Committee and Executive Director reviewed the proposals and narrowed it down to three finalists. The Committee found that Landmark Design Group far exceeded the others. The Finance Committee is recommending Landmark to the Board which was a unanimous decision.

Mr. Troyer indicated Landmark came in as the initial low bid in the process. Reference checks were completed on the three finalists. Comparative to the other two all of Landmark's references were PSAPs. The decision was led by the cost effectiveness of

Landmark's proposal and the Committee felt they were the most qualified to meet our needs.

Mr. Pearson asked if Mr. Troyer had worked with Landmark.

Mr. Troyer indicated he had not but he does know the other Executive Directors who have. He indicated Ingham County is similar to ours in that they worked with Landmark trying to locate an existing site. Ingham was unable to locate a site so did build new.

Ms. Van Der Kley asked if there were any other questions or comments.

Mr. Fuller indicated he has had some contact with Landmark and is impressed with them.

Mr. Pearson moved and it was duly seconded to accept Landmark Design Group as the design and architectural firm.

Ms. Reid indicated this is for the first step only; it is a good possibility that we will continue through the whole process with them but will put the second phase out in a bid process as well.

Mr. Troyer thanked the City of Portage and Judy Johnson. They were a tremendous help making the process move along quickly.

#### B. Facility Search Update – Executive Director

There is one commercial site in the northern Portage city limits that is still available and is a prospective facility.

Inquiries were sent out to participating municipalities. Mr. Troyer also spoke with the township supervisors. Mr. Troyer received a positive response from Portage, Kalamazoo and County. Kalamazoo Township and WMU didn't feel they had any possibilities.

The old courtroom space in Portage was revisited.

The family court building on Gull Road was visited. County said if we were still interested it could be explored. The space is there we would need to see if the county would make a firm decision if it would be a viable option.

The City of Kalamazoo has space with the integrated dispatch center along with some other space in that building. It would mean them moving some of their employees around to make the needed space available.

Bradley Company has indicated there is not much new on the commercial side that would work for us.

Mr. Pearson asked if Mr. Troyer would know more as to the Kalamazoo and County sites by next meeting.

Mr. Troyer indicated he hopes to. We need to submit a letter to the county indicating we are interested to prompt them into making a decision if it would be a viable option. He will also do the same for the City of Kalamazoo site.

Ms. Van Der Kley inquired as to how long we want to leave time open to find space if we have some possible viable options.

Mr. Pearson asked Mr. Troyer to give his opinion on the time.

Mr. Troyer suggests we leave the door open until the architect and design firm comes back with a cost projection that fits our budget and our needs.

Mr. Cochran indicated we currently have three places to consider at this point. We would need something firm from them in order to have our architects go in and look at the sites. If we are going to spend money to see if a site would work we need the confirmation from the County and City that the space is available prior to spending those dollars. He stated we need to make formal inquiry to at least the City and County.

Ms. Van Der Kley indicated with that said and Mr. Troyer's answer if anyone becomes aware of another viable site you should make Mr. Troyer aware.

Mr. Troyer indicated he does do research on any site that is brought to his attention. He is okay with sharing a building depending upon who that is. He wouldn't want to share space with a retail establishment for example. He will send a letter to the County for confirmation of the availability.

Ms. Reid inquired at what point we would bring the design firm in to evaluate a site.

Mr. Troyer indicated the budget would allow for three site evaluations, possibly four as Landmark did come in so cost effective.

Mr. Pearson inquired on the process.

Mr. Troyer indicated he would have a better grasp of the process once he meets with Landmark. He indicated every bit of information that we supply Landmark will help the process along. He doesn't know their process yet. He is presenting today what the Tech Committee and Finance Committee would like the process to start.

C. Process to follow with County Commission Regarding Surcharge – Executive Director

Mr. Troyer presented a timeline he and the Finance Committee discussed. This involved the September 6, November 15 and December 6 County Commission meetings.

Ms. Van Der Kley felt the conversations regarding this should be shared.

Mr. Troyer advised a lot of discussion was held with the Finance Committee as they were coming up with the plan. He wanted to go back to the Finance Committee to see what the timeline looked like. Mr. Troyer wanted to go to the Finance Committee due to the County Commissioners who have been involved at this point. The timeline was developed at the last Finance Committee meeting. Mr. Taylor was key in devising this timeline. An invitation would be extended to all candidates running for the Commission to the September 6 meeting for the overview of what is progressing.

Mr. Cochran indicated we will need to have all of our political friends support this.

Ms. Van Der Kley wanted to be sure everyone is comfortable with the timeframe presented.

Mr. Pearson inquired how you address this with the Commission as far as funding by surcharge.

Mr. Troyer indicated he received a phone call last night inquiring the amount of the surcharge. Mr. Troyer indicated that will always be the first question; what is the amount of the surcharge. We cannot have a definitive answer and will give a range.

Ms. Reid hopes that we can have a much firmer number by November 15.

Mr. Troyer indicated the number will need to be decided upon at the November meeting of this Board.

Mr. Cochran said that is why it was suggested the Tech and Finance Committees work together to get the number narrowed down.

Ms. Van Der Kley indicated our November meeting is set for the 10<sup>th</sup> which doesn't give us a lot of time to get the number out.

Ms. Reid indicated as soon as we get the okay from the County Commission is when the education of the public truly begins. The five PSAPs will need to continue to exist and pay to maintain their current centers until this takes place.

Mr. Cochran reminded everyone that no surcharge will go to the local PSAPs it is currently and will continue to go into the Dispatch Authority. That distinction needs to be made.

Mr. Pearson felt that it is too early to be talking about this topic and suggested tabling until a later meeting.

Ms. Van Der Kley inquired if there were any other comments on the timeline as presented.

#### D. Executive Director Report

Mr. Troyer reviewed the Executive Director Report which outlined his meetings and conference calls occurring between July 6 and August 8, 2016.

1. July Reconciliation Report – balanced at the end of July statement
2. FY 2016 Budget Performance Report – the surcharge distribution was received which were the revenues from the 1<sup>st</sup> quarter (January, February and March). Ms. Van Der Kley and he have a meeting next week to meet with Traci Moored and have also invited Ms. Balkema to join them to discuss timing of distribution from the County to the Authority.
3. Kalamazoo County E911 Technical Surcharge Pool Financial Statement – This gets sent to the County Board of Commissioners. On the last page of the report it shows in 2014 it was \$.24; 2015 increased to \$.25 and as of 7/1/2016 it was increased to \$.27.

Mr. Cochran moved and it was duly seconded to accept the Executive Director reports as presented.

The Motion carried by a voice vote.

#### E. Old Business

1. Personnel Committee – Jim Pearson

Mr. Pearson indicated Mr. Troyer has been on board for 6 months. He is doing a great job along with the Committees in moving things forward.

2. Technical Committee – Jeff Troyer

Text to 911. Implementation scheduled in September of this year with a hard go live county to text 911 in late November/early December. Four of the five PSAPs (WMU cannot as they are not wireless); there is no cost. The goal is to coordinate for a countywide roll out even though each PSAP is responsible for their own.

Mr. Pearson inquired as to whether or not there are any security concerns.

Mr. Troyer indicated there aren't. He indicated about 90% of those that use text to 911 in Michigan use GEM.

Ms. Reid asked if this text to 911 also includes GPS so that location is identified.

Mr. Troyer indicated that it is dependent upon the device.

Ms. Reid indicated she is getting questions from the hearing impaired.

3. Executive Committee – Jan Van Der Kley

No report at this time.

4. Finance Committee – George Cochran

Items have been covered within previous items. Mr. Cochran did indicate he is looking forward to the next step working along with the Technical Committee.

F. New Business

No new business.

G. Any Other Items

1. Next Regular Meeting Date September 8, 2016 at 3:30 p.m. at the County Administration building.
2. Adjournment –

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

The meeting was adjourned at 4:26 PM.