

## MINUTES

### KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

#### REGULAR MEETING

September 8, 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 September 8, 2016.

#### ITEM 2 - Roll Call

Members Present: Mike Seals, Rick Fuller, Jim Ritsema, Lowell Rinker, Ed Switalski, George Cochran, Jeff Heppler, Jan Van Der Kley, Ron Reid, Jim Pearson, Claudette Reid, William Fales, Dale Hinz

Others Present: Jeff Troyer, Dan Mills, Don Martin, John Faul, Malachi Barrett, Dena Smith, Julia Jankowiak, Karianne Thomas

#### ITEM 3 - Approval of Minutes

Motion made for approval of the August 11, 2016 minutes. The motion carried by a voice vote.

#### ITEM 4 - Citizens' Time

No citizens shared remarks.

#### ITEM 5 - For Consideration

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

Mr. Troyer met with Landmark Design Group September 1 to do preliminary site visits of the four possible locations: 2 commercial sites; Crosstown facility at KDPS; Portage Public Safety in the old courtroom space. The visits went well. The commercial sites were done after hours due to current employees in the spaces. All of the information needed was obtained for the sites. Landmark took all of the information with them to prepare their workups.

The date of September 19 at 10:00 a.m. was set for the first joint committee meeting with the Finance and Technical committees. It will take place in the Board of

Commissioner's Room, second floor, County Administration Building. Landmark will present to the joint committee the preliminary results of the four sites. The goal for that meeting will be to narrow down or at least prioritize the sites. The goal for the joint October committee meeting is for Landmark to present the comprehensive results which will then be presented to this Board in November.

## B. Executive Director Report

Mr. Troyer indicated the 3<sup>rd</sup> to last item on his tasks/projects is the local 9-1-1 surcharge distribution coming from the County will be coming every other month starting in September rather than quarterly.

Mr. Troyer made his presentation to the Committee of the Whole. Matters covered were: 1) impending deployment of text to 911; 2) the combined recommendation of the proforma budget, and 3) funding mechanism. They asked a lot of good questions including other ways to fund 911. Mr. Troyer felt a good discussion ensued. The Committee knows we will be coming back to them with a formal recommendation later this year.

Mr. Reid relayed that Mr. Troyer presented well. The Commissioners asked questions that our Board had asked. Mr. John Taylor championed the presentation. The information was presented in an easy to understand format.

Mr. Cochran stated a couple of the commissioners delved further into the funding aspect. The questions were items that had been discussed and delved into by our Finance Committee so answers were available.

Mr. Heppler indicated it goes to show what our talking points will need to be for the public as we educate them on these items.

Mr. Switalski reminded that we can only provide factual information when informing the public we cannot say vote yes. When we provided the information it shows that this is the right way to accomplish the goal.

1. August Reconciliation Report - Reconciled with ledger on 9/2/16. It was pointed out that the Payroll entry is one large entry which encompasses salary, allowances, employer taxes and our payroll fee.

Mr. Cochran indicated Mercantile does payroll and the number that goes in this report comes from them and is the total as Mr. Troyer mentioned.

Ms. Van Der Kley advised that she and Mr. Cochran approve payroll before it goes out.

2. FY 2016 Budget Performance Report -
3. State 9-1-1 Committee Legislative Report

Mr. Troyer shared the legislative proposals from the State 9-1-1 Committee to legislators. This is the first time the State 9-1-1 Committee has done this. The key points to this are on the second page of this report.

Mr. Troyer distributed the State 9-1-1 Committee Legislative Report regarding the status of IP-911 deployments. The U14000 fund was never meant to fund brand new IP network throughout the state.

The last page shows that some time in 3<sup>rd</sup>/4<sup>th</sup> quarter of 2018 for the fund to be in deficit. This means AT&T and PFN have nowhere to recover those costs and the costs will come back to the municipalities. This will amount to approximately \$100,000 per quarter for us.

Mr. Troyer is working on this committee to find champions to support the legislation. He wants to make everyone aware of it. This isn't a permanent fix but will get us through sunset of the current Act.

### C. Old Business

1. Search/Personnel Committee – Jim Pearson

No report at this time.

2. Technical Committee – Karianne Thomas

The Technical Committee met yesterday (9/7/2016) and will meet with the Finance Committee on 9/19/2016. The PSAP text to 911 form was provided in the meeting packet so we can get that movement going. The Technical Committee is recommending the Board to approve.

Mr. Reid motioned and it was duly seconded to approve submission of the Public Safety Answering Point (PSAP) Text to 9-1-1 Registration Form. The motion carried by a voice vote.

3. Executive Committee – Jan Van Der Kley

No report at this time.

4. Finance Committee – George Cochran

The Finance Committee is meeting with the Technical Committee on September 19<sup>th</sup>.

### D. New Business

Mr. Switalski indicated the fire chiefs are meeting with a grant writer on Monday. Kalamazoo County was successful in obtaining a regional grant in 2010. Comstock will

apply for the grant working along with Mr. Troyer. Generators are a priority. Simulcast, unfortunately, is not part of the priority list so the grant writer will word it so we can swing it through. If successful they will be coming back to the committee to help with the 20% match. The grant opens on October 11. This will help with needed infrastructure.

E. Any Other Items

1. Next Regular Meeting Date October 13, 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 4:00PM