

MINUTES

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

REGULAR MEETING

October 13, 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 October 13, 2016.

ITEM 2 - Roll Call

Members Present: Rick Fuller, Jim Ritsema, Lowell Rinker, George Cochran, Jeff Heppler, Jan Van Der Kley, Ron Reid, Jim Pearson, Claudette Reid, Dale Hinz, Don Martin, Thom Canney, William Fales, Mark Barnes

Others Present: Jeff Troyer, Mike Seals, Thom Canney, Larry Schaffer, Julia Jankowiak, Karianne Thomas, Ed Switalski, Nicholas Kirk, John Hurst, Kim Soltes, Chad Hageman, Tammy Stephenson, Franklin C. Thompson, Jerry Cowell

ITEM 3 - Approval of Minutes

Motion made for approval of the September 8, 2016 minutes. The motion carried by a voice vote.

ITEM 4 - Citizens' Time

It was requested the minutes be posted online.

Mr. Cowell shared his concern with a proposed ballot proposal to fund this. He would be disappointed if the current expense sharing by communities would not be continued.

Mr. Thompson shared his interest in this program. He asked that citizens be apprised of the progress. Mr. Thompson acknowledged the good work being done by the Board.

ITEM 5 - For Consideration

A. Facility Search Update – Executive Director

Landmark presented their preliminary analysis report on 9/19/2016 to Mr. Troyer and the Joint Finance and Technical Advisory Committee. A Microwave Path Study, NG9-1-

1 Fiber Network and Building Site Evaluations were shared. The Finance and Technical Committees agreed with the analysis.

Two sites will be studied further; the Lovers Lane site and Portage Public Safety site.

Site visits of the two remaining options were completed by Finance and Technical Advisory Committee members. Landmark is working on their comprehensive analysis for these 2 sites.

Mr. Troyer met with Portage regarding possible rent/lease terms for the site as well as engineers for a tower at the Portage site.

Although the Lovers Lane site is technically out of the 1 mile radius from the nearest air strip, Mr. Troyer reached out to the FAA regarding the erection of a communications tower. The FAA recommended an application (determination) be submitted referencing the tower which Mr. Troyer completed the filing earlier this week.

In addition, a study must also be done by Michigan Aeronautics Commission. There is a \$200 cost associated with this study. Mr. Troyer will submit this application once he receives the packet from the Aeronautics Commission. Even though the site is outside the one mile radius, there may be some stipulations to the tower due to its proximity to landing/take off paths. Typically, we don't have to light towers under 200 feet; they still may require us to light it and/or paint it. Worst-case scenario they come back and say we cannot put a tower there. We would then have to create connectivity to a tower off site. FAA paperwork was submitted on Tuesday and there is a 30-45 day turnaround.

An individual at the State said they will give us a preliminary response date when they send out our application packet. The final determination will not be given until the FAA gives their finding. The State Commission is also responsible ensuring compliance with any local ordinances.

The Joint Finance and Technical Advisory Committee is scheduled to meet at 3PM on 10/25 with Landmark presenting their findings on the two remaining sites. They anticipate being able to present a recommendation to the Board in November.

B. Executive Director Report –

Text to 9-1-1 – Confirmation has been received that all provisioning will be back and we will have administrative training next week. Simulator training was received.

We are now on bi-monthly payouts for the local surcharge.

The 2017 budget process has been started. A draft should be available at the November meeting. One thing to note is the budgetary quote from BDO who completed

our audit las year. Their quote is twice the amount this year. Quotes will be sought from other firms.

The National Transportation Safety Board spoke with Mr. Troyer regarding the truck/bicycle accident that occurred this year. They have also been in contact with the State 9-1-1 Administrator's office. Mr. Troyer touched base with the investigator today and agreed to a conference call on 10/14 with the Director of Highway Safety and the investigator he spoke with the first time. Some of the discussion will be recommendations for 9-1-1 in the county. They are trying to get a sense of where we are at with the consolidation.

Mr. Troyer reached out to Senator O'Brien and the four representatives having jurisdiction in Kalamazoo County. As a result of this he has two meetings set. On 10/27 at 9AM he will be meeting with Brandt Iden. On 11/16 he will be meeting with Senator O'Brien. Part of the request was to get an introductory meeting to give them an update on the process of consolidation as well as to discuss some of the legislative recommendations to state in the Annual Report to the Legislature. Mr. Troyer has not heard back from the other Representatives as of today's date.

1. September Reconciliation Report –
2. FY 2016 Budget Performance Report –
3. Update on State 9-1-1 Legislative Proposal – Mr. Troyer distributed a sheet summarizing key points of the recommendations made by the State 9-1-1 Committee. The telecommunication vendors are not on board as of yet; they are looking at an even shorter term fix as opposed to this plan that is more of a 5 year plan.
4. 2016 AFG (Assistance to Firefighters Grant) Grant – Site Equipment

Mr. Troyer has been working with Mr. Barnes of Oshtemo Fire and Mr. Beauchamp of Comstock Fire on this grant for the past 60 days. There are a lot of primary PSAP systems especially software and consoles that are ineligible for this grant. Base stations are allowable. High priority items are backup generators and remote site monitoring and control systems.

- a. Match requirement – This is a 90/10 grant; requires 10% match. Comstock Fire has agreed to be the lead agency and will be the fiduciary of the grant. KCCDA has requested \$786,516 worth of equipment under the grant. End user agency equipment – mobiles, portables, vehicular repeaters, etc. – will make up the rest of the grant totaling \$2 million.

Ms. Van Der Kley clarified that Dispatch Authority would need to purchase this equipment whether we receive the grant or not.

Mr. Barnes moved for the Dispatch Authority to accept the responsibility of the matching grant funds for KCCDA's equipment totaling \$78,652. The motion was duly seconded.

Discussion ensued.

Mr. Reid inquired when we would know if we received the grant. Mr. Troyer indicated early next year. He has been told it may be before then. Mr. Troyer indicated the performance period of the grant is March 2017-March 2018.

The Motion carried by voice vote.

Mr. Pearson asked what percentage of applicants actually get funded.

Mr. Switalski indicated a lot of applicants get turned down because of incomplete applications; 25% get lost because of that. The AFG grant writer has been extremely successful.

Mr. Barnes indicated the first review step is computer generated, looking for incomplete applications.

Mr. Cochran advised the Joint Finance/Technology Committee unanimously supported this gentleman to write the grant for us.

- b. Grant writer – The Fire Chiefs Association approached Mr. Troyer with a recommendation to use Mr. Cary Thompson. Mr. Troyer indicated the fee to write this grant is \$2,000. Mr. Troyer does not have experience writing these type of grants. If it is authorized the \$2,000 fee will count toward the Dispatch Authority's 10% match.

Mr. Fuller moved to spend \$2,000 to hire Cary Thompson as the grant writer. The Motion was duly seconded.

Mr. Barnes and Mr. Switalski indicated the \$2,000 fee is written into the grant.

The Motion carried by voice vote.

C. Old Business

1. Search/Personnel Committee – Jim Pearson

Ms. Van Der Kley reminded the Board it is getting closer to the Executive Director's anniversary date. She indicated if you were serving on the Personnel Committee and want a relief from those duties to contact Jim Pearson to be relieved of that Committee.

Mr. Pearson will ask the Board next month how to proceed on the evaluation.

2. Technical Committee – Karianne Thomas

Ms. Thomas indicated Mr. Troyer has covered items of the Technical Committee during his report.

3. Executive Committee – Jan Van Der Kley

Nothing to report at this time.

4. Finance Committee – George Cochran

On 10/25 the Finance Committee will meet with Technical Committee and with Landmark. There will be a quorum at that meeting. They are hopeful to have numbers back on the two sites from Landmark. They will also be reviewing language for the ballot proposal.

Work will also take place on the proposed budget.

D. New Business

E. Any Other Items

1. Confirm date and time of next meeting (November 10, 2016 at 3:30 p.m.)
2. Adjournment

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

The meeting was adjourned at 4:10PM.