



MINUTES

REGULAR MEETING

November 8, 2018

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority 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 November 8, 2018.

ITEM 2 – ROLL CALL

Members Present: Rick Fuller, Mike Seals, Mark Barnes, Jim Ritsema, Bobby Hopewell (joined by phone), Larry Shaffer, Jim Pearson, Don Martin, George Cochran, Lowell Rinker, Jan Van Der Kley, Angel Ouwinga, William Fales (arrived at 3:43)

Others Present: Jeff Troyer, Torie Rose, Scott Merlo, Dale Hinz, Karianne Thomas, Chad Tackett, Nick Arnold, Craig Dieringer, Chris McComb

Ms. VanDerKley stated the GoLive was a tremendous accomplishment and thanked everyone who was diligent in making it a reality. She noted there were some hiccups, but it went well, and we will continue to streamline the process.

ITEM 3 – APPROVAL OF MEETING MINUTES

“Moved by Mr. Barnes, second by Mr. Cochran to approve the October 11, 2018 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. Administration’s Monthly Report – Provided to the Board

A. Mr. Troyer stated that GoLive went fairly smooth. There was a delay at the start but once Portage was cut over things went smoother. For the radio console move, we relied on the State of Michigan and Motorola. Everything was planned for, but we found the consoles were not programmed as we had submitted. Roe Comm and Motorola worked diligently to correct issues. We are up and operational and are

moving forward with less steps backward. Overall there are no large issues, just small things to take care of and the staff is doing an absolutely amazing job.

2. October Reconciliation Report – Provided to the Board
  3. Fiscal Year 2018 Budget Performance Report – Provided to the Board
    - Noted the uncleared checks listed on the report all have zero balances, as they were voided checks that weren't cleared before the reconciliation.
  4. Correspondence
    - There was none.
- B. Committee Reports
1. Executive Committee – Jan Van Der Kley
    - Nothing to report.
  2. Personnel Committee – Larry Shaffer
    - Committee met on November 5, discussed recruitment and retention policies, understanding how we can be representative of the community. It was an engaged conversation. The subcommittee will meet November 16. They plan to have a full recommendation for the Board in January 2019.
  3. Technical Advisory Committee – Karianne Thomas
    - Met and have been working through GoLive.
  4. Finance Committee – Don Martin
    - a. 2018 FINAL Budget Amendment
      - Mr. Martin stated the Committee met and recommended approval of the proposed Budget Amendment.
      - Mr. Troyer reviewed the proposed 2018 Final Budget Amendment provided in the Board packet. The proposed amendment results in overall revenues of \$9,467,915 and total expenditures equal to \$7,160,820 for a positive balance of \$2,312,545 at year's end.

“Moved by Mr. Cochran, second by Mr. Ritsema to approve the 2018 Final Budget Amendment with total expenditures of \$7,160,820.”

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

- b. 2019 Budget Proposal
  - Mr. Troyer stated the Plan was presented to the Finance Committee in draft form on October 23 and was accepted as final on November 5. He stated we got information from the City of Kalamazoo on the bond pay off information this morning. Mr. Troyer reviewed the Proposal information provided in packet.
  - Mr. Martin stated that in the packet, the estimated payoff for the bonds is \$960,000 in principal and \$35,137 in interest. . The payoff total sent by City Manager Ritsema today is actually \$999,779.10; \$960,000 in principal and \$39,779.10 in interest. This is a difference of \$4,032.17 and we recommend adding that to the proposed budget.
  - Mr. Troyer recommended making that adjustment to 2019 proposed budget and set the public hearing for December 13<sup>th</sup>. This would revise the expenditure totals to \$6,605,337.

- Ms. VanDerKley noted there would be a savings because of paying off debt early.
- Mr. Barnes asked if the ability for the Authority to potentially be able to pay off debt service was because of grants.
- Mr. Troyer stated that was a reasonable assumption to make. The bonds were sold as part of the build out and the CGAP was awarded because of the build out. Therefore, without the grant, we probably would not be making this recommendation.
- Mr. Barnes noted the grant has been impactful and was turned around quickly by Executive Director Troyer.

“Moved by Mr. Cochran, second by Mr. Barnes to set a Public Hearing for December 13, 2018 at 3:35 p.m. to receive comment on the 2019 Budget Proposal with total expenditures of \$6,605,337.”

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

### C. Old Business

#### 1. Kalamazoo County Tentative Final 9-1-1 Service Plan

- Mr. Troyer stated the Service Plan was presented to the Board last month and the Board opted to not act until the TAC Committee reviewed and made their recommendation. TAC took action at their last meeting, unanimously supporting the Plan in its current form with no changes. He spoke with County Administrator Moored to inquire if they had received feedback from any citizens on the Plan and they have received no feedback. The Township Supervisors will be discussing at their meeting and may have some recommended changes regarding the funding. He has directed all feedback to County Administration but has answered technical and funding questions.

“Moved by Mr. Ritsema, second by Mr. Martin to approve Resolution #2018-01 to Support the County Board of Commissioners Tentative Final 9-1-1 Service Plan.”

**WHEREAS**, the Board of Commissioners first adopted a 9-1-1 service plan on January 19, 1988, enabling Kalamazoo County to establish 9-1-1 as the universal number for emergency services thus creating a service district; and

**WHEREAS**, said 9-1-1 service plan contained provisions for five primary (5) Public Safety Answering Points (PSAPs) consisting of Kalamazoo Department of Public Safety, Kalamazoo County Sheriff’s Office, Kalamazoo Township Police Department, Portage Department of Public Safety, and Western Michigan University Department of Public Safety; and

**WHEREAS**, on October 7, 2014, pursuant to the Emergency Telephone Service Enabling Act, MCL 484.1101 (“Enabling Act”), and with the cooperation and collaboration of the Cities of Kalamazoo and Portage, the Township of Kalamazoo, and Western Michigan University through an Interlocal Agreement, the Kalamazoo County Board of Commissioners created the Kalamazoo County Consolidated Dispatch Authority (“Authority”); and

**WHEREAS**, pursuant to the Interlocal Agreement, the Kalamazoo County Consolidated Dispatch Authority is charged with operating a consolidated central communications and emergency 9-1-1 service system for participating Local Governmental Units, the County and other supporting agencies or entities as determined by the Authority's Governing Board of Directors; and

**WHEREAS**, on September 18, 2018 the Board of Commissioners adopted a resolution approving the Tentative Final 9-1-1 Service Plan designed to replace, supersede and update the 1988 Service Plan in light of present circumstances with the potential to more easily accommodate present and future technologies and management of operations with the goal of facilitating a superior and ever improving Emergency 9-1-1 Service System within the County.

**NOW, THEREFORE, BE IT RESOLVED**, that the Kalamazoo County Consolidated Dispatch Authority Board of Directors hereby supports the Tentative Final 9-1-1 Service Plan as written.

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

D. New Business

There was none.

E. Other Items

1. Member comments

Mr. Fuller stated that there were bumps in GoLive, but he was still impressed. He appreciates the team effort and encouraged everyone to keep it up.

Mr. Troyer stated the people that are making it happen are downstairs in the Dispatch Center.

Mr. Cochran seconded Mr. Fuller's statement.

Mr. Barnes stated Mr. Troyer attended the recent Fire Chiefs' meeting, answered many questions and was given a round of applause.

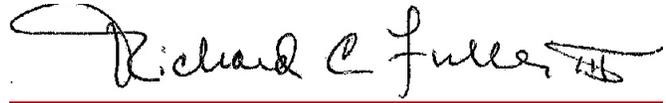
Mr. Ritsema suggested that early next year they should start discussions about long term funding.

2. Next meeting – December 13, 2018 (KCCDA's Board Meeting Room)

Ms. VanDerKley noted the next Board meeting will be December 13, 2018 and will be held in the Chief Switalski Meeting Room at 7040 Stadium Drive, Kalamazoo, MI 49009.

3. Adjournment

The meeting was adjourned at 4:29 p.m.



A handwritten signature in black ink, reading "Richard C. Fuller III", is written above a solid red horizontal line. The signature is cursive and includes a small flourish at the end.

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Richard C. Fuller III  
Clerk of KCCDA Board of Directors