



MINUTES

REGULAR MEETING

December 13, 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 December 13, 2018.

ITEM 2 – ROLL CALL

Members Present: Jan VanDerKley, Rick Fuller, Mike Seals, Mark Barnes (left at 3:50 p.m.), Bobby Hopewell, Larry Shaffer, Don Martin, George Cochran, Lowell Rinker, Scott Merlo, Ryan Schoonveld, William Fales

Others Present: Jeff Troyer, Torie Rose, Chad Tackett, Nick Arnold, Dan Mills, Bryan Ergang, Tracie Moored, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

“Moved by Mr. Cochran, second by Mr. Seals to approve the November 8, 2018 Regular Meeting Minutes as presented.”

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

ITEM 4 – CITIZENS TIME

No citizen chose to speak.

ITEM 5 – PUBLIC HEARING

Chair VanDerKley opened the Public Hearing for public comment regarding the 2019 Budget Proposal at 3:35 p.m.

There were no public comments regarding the 2019 Budget Proposal.

The Public Hearing was closed at 3:38 p.m.

## ITEM 6 - FOR CONSIDERATION

### A. Executive Director's Report

1. Administration's Monthly Report – Provided to the Board
  - We hosted a couple outside agency meetings at our facility in the last week and next week we are hosting the Township Supervisors Christmas luncheon. Lunch will be catered in then each attendee will pay for their meal. He extended an invitation to this Board to join the luncheon at 11:00 a.m. on December 19.
2. August Reconciliation Report – Provided to the Board
  - The Bank Statement has been reconciled against General Ledger.
3. Fiscal Year 2018 Budget Performance Report – Provided to the Board
4. Correspondence
  - a. WMU Appointments dated November 25, 2018
    - Ms. VanDerKley recognized Lowell Rinker for representing WMU on this Board and thanked him for his service.
    - Mr. Troyer stated he received notice that WMU has reappointed Jan VanderKley and Scott Merlo will take Lowell Rinker's place and serve as voting member effective January 2019.
  - b. Budget Line Item Transfers Memo dated November 30, 2018
    - Mr. Troyer reviewed the 2018 Budget – Line-item Transfers, explaining that within fiscal policy 1.02, we will transition funds from holiday premiums to CTO pay and also fringe benefits for Health Savings Account deposits. The second transfer will offset payment in lieu of benefits offered to our employees that opt out of our medical insurance plan.
  - c. Letter from Township Supervisors dated December 10, 2018
    - Mr. Troyer stated he received an email regarding a letter from the Township Supervisors who are not part of the five original PSAPs. In the email it was presented as a letter, but what came in the mail was a Memo of Understanding. He stated he received a two-page document electronically but in the mail, there was a third page. The third page outlines a cost share under a worst-case scenario that illustrated two sample formulas. Mr. Troyer indicated the formulas illustrated were not provided by KCCDA.
    - Ms. VanDerKley requested the third page be added to the correspondence included in the packet so it's on file.

- Mr. Troyer stated he attended the last two Township Supervisor meetings and there was discussion that they wanted to send a letter to the County Board of Commissioners (BOC) expressing concern that they do not have a vote on this Board. He stated they are concerned because the 911 Plan being considered by the BOC discusses the process for funding which includes surcharge and millage monies. He stated if these are insufficient, the Plan allows the KCCDA Board to negotiate fees for service with all public agencies, and if fees cannot be negotiated the BOC or the KCCDA Board can implement a fair and equitable formula; including them.
- Ms. VanDerKley stated the Townships believe if they will have to be financially responsible, they should have a seat on the board.
- Mr. Hopewell inquired if they are asking for representation on the Board or for all of them to have a representative.
- Ms. VanDerKley stated their request is not clearly defined.
- Mr. Cochran stated that the Supervisors don't consider having a Firefighter or Police on the Board a representative of their interests because the Supervisors make the overall Township decisions and they believe they should be represented.
- Ms. VanDerKley stated she would defer discussion until the BOC has had a chance to review the correspondence and approves the 911 Plan.
- Mr. Cochran wondered whether the County would have input or if this Board would recommend the best option to the BOC. He stated he believes there should be negotiation.
- Mr. Seals stated that until funding decisions are made, he doesn't think it would be helpful to have them here.
- Ms. VanDerKley stated that in January the Finance Committee will discuss a more permanent source of funding and we haven't heard a request for further action.
- Mr. Martin stated that until the Finance Committee has gotten together, the point is mute. We haven't even come close to looking at how this would be divided out.
- Mr. Troyer stated we have an existing funding plan for five years. The three years accounts for this Boards goal for the soonest the new funding model could take effect. The processes built into the 911 Plan will take two to three years to put in place. This Board and its makeup is defined in the Interlocal Agreement and the only way it can be changed is if the Interlocal Agreement is amended.
- Ms. VanDerKley stated she would like to recognize the conversation, receipt of the MOU and thank the Supervisors for the correspondence. Lots of conversation still needs to take place and action right now would be premature.
- Mr. Shaffer stated that we as a Board need to plan to see what we would like to have as an outcome then work through it and make a recommendation to the County.

- Dr. Fales stated that looking at the memo, the last line states, “at the time of such implementation that consolidated dispatch consider a “municipality blind” board of directors” so it seems they are not necessarily asking for a Township representative, but a different make-up of the Board. He doesn’t read it as needing a seat on the Board now, it seems like they are looking in the future.

## B. Committee Reports

### 1. Executive Committee – Richard Fuller

- Nothing to report.

### 2. Personnel Committee – Larry Shaffer

- Mr. Shaffer stated there was nothing new to report. They have met to talk about recruitment policies and the subcommittee met to discuss. They requested the Executive Director develop a plan, which is forthcoming, that will go to the Committee then will be brought forward to this Board.
- Mr. Cochran stated he is being removed from the Board by the Township. Since he is no longer on the Township Board, he will be replaced by a current member. This Board will want to do something about appointing someone to take his place on the Personnel Committee which he is on.
- Ms. VanDerKley recognized his service on the Board and thanked him for his leadership, guidance and wisdom.
- Mr. Cochran stated he asked the Township Board to be allowed to remain on the Board through the GoLive and they consented. He thanked the Board for their support from the initial meeting to where we are today. It’s been a super ride and he appreciated having been part of it.
- Mr. Seals stated that Scott McGraw is on the Finance Committee, but he did not win his race, so he may not come back. County people will have to have the conversation. County policy is that if your appointment goes beyond your term, you stay until your appointed term is done. He asked that Mr. McGraw be allowed to participate.

### 3. Technical Advisory Committee – Bryan Ergang

- The Committee discussed sirens and frequencies. They also talked about keeping lines of communication open and how we can make it work better for everyone.

### 4. Finance Committee – Don Martin

- The Committee talked about what will happen in January and how we will approach financing. He stated they will get started after the holidays and come up with something.
- Kalamazoo Township wanted Mr. Cochran to stay on until after GoLive. A letter will be coming to this Board with a recommendation of appointment for his replacement.

## C. Old Business

There was none.

#### D. New Business

##### 1. 2019 Budget

- Mr. Troyer stated the 2019 Budget Proposal was included in the Board packet. As stipulated, the budget was presented and recommended by the Finance Committee. He stated there was one slight change when the budget was presented to the Board at the last meeting and that was to reconcile amounts for the bond fund payout and interest. He stated the recommendation from Administration and the Finance Committee is to approve \$6,605,336.

“Moved by Mr. Cochran, second by Mr. Seals, to approve the Fiscal Year 2019 Budget Proposal with total expenditures of \$6,605,336.”

On a Roll Call Vote, Motion **CARRIED**.

##### 2. Resolution 2018-02 – Public Act 152 Compliance

- Mr. Troyer explained that Resolution 2018-2 is the resolution that formally adopts the “Hard Cap” health care cost option set forth in Public Act 152. The election of the Hard Cap option corresponds with the 2019 budget and is recommended to comply with PA 152.

“Moved by Mr. Martin, second by Mr. Fuller to approve Resolution 2018-02 adopting the “Hard Cap” Health Care Cost Option as set forth in Public Act 152 of 2011, the Publicly Funded Health Insurance Contribution Act.”

On a Voice Vote, Motion **CARRIED**.

##### 3. 2019 Meeting Schedule

- Mr. Troyer stated the proposed meeting schedule for 2019 will keep the same day and time and was included in the packet. Administration recommends approval.

“Moved by Mr. Hopewell, second by Mr. Seals, to approve the proposed KCCDA Board’s 2019 meeting schedule as presented.”

On a Voice Vote, Motion **CARRIED**.

#### E. Other Items

##### 1. Member comments

- Ms. VanDerKley stated she will be out of state on January 10 and will not be here to lead the next meeting.
- Mr. Troyer reminded everyone that the January meeting is the Organizational Meeting and we will hold the election of officers.
- Mr. Martin stated that Cooper Township had a house fire recently and the Dispatcher did a great job. She did a perfect job and they had eight tankers on it. It doesn’t get any better than what she did.

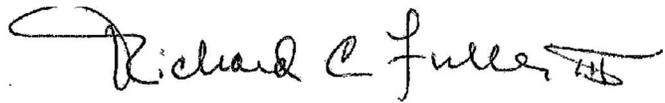
- Mr. Fuller stated that today there were multiple bomb threats across state. It was a fraud for bit coin directly from Russia. It is a scam, it happened in the UK last year and here in 2014.

2. Next meeting – January 10, 2019 (KCCDA’s Board Meeting Room)

Ms. VanDerKley noted the next Board meeting will be the Organizational Meeting on January 10, 2019 and will be held in the KCCDA Board Meeting Room at 7040 Stadium Drive, Kalamazoo, MI 49009.

3. Adjournment

The meeting was adjourned at 4:09 p.m.



A handwritten signature in black ink that reads "Richard C. Fuller III". The signature is written in a cursive style with a large initial 'R' and a stylized 'F'. Below the signature is a solid red horizontal line.

---

Richard C. Fuller III  
Clerk of KCCDA Board of Directors