



MINUTES

REGULAR MEETING

December 2, 2019

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board 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 2, 2019.

ITEM 2 – ROLL CALL

Members Present: Don Martin, Angel Ouwinga, Jim Pearson, Mike Seals, Rick Fuller, Scott Merlo, Dexter Mitchell, Chad Tackett, Karianne Thomas, Jim Ritsema, William Fales (arrived at 3:36), Joseph LaMargo (arrived at 3:39)

Others Present: Jeff Troyer, Nicholas Arnold, Craig Dieringer, Dan Mills, Torie Rose, Marie Gleesing, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

The meeting minutes were accepted by Mr. Fuller.

ITEM 4 – CITIZENS TIME

No citizen chose to speak.

ITEM 5 – FOR CONSIDERATION

A. PUBLIC HEARING – 2020 Budget Proposal

The Public Hearing to hear comments on the 2020 Budget Proposal opened at 3:32 p.m.

Mr. Troyer stated he did not receive any written comment regarding the budget proposal. He stated the proposal notice was published in the paper and it was on the website, as was the full budget proposal.

Mr. Pearson asked for clarification on the formula on page three used for seed money (initial capital build-out) from the PSAPs.

Mr. Troyer stated WMU, Portage and the County paid their year five payment up front in year one (2018) so when we reach year five of operation, the City of Kalamazoo and Kalamazoo Township will be the only ones making a payment. That's why there is a significant difference in 2018

The Public Hearing to hear comments on the 2020 Budget Proposal closed at 3:36 p.m.

ITEM 6 – FOR CONSIDERATION

A. Executive Director Report

1. Administration's Monthly Report

Mr. Troyer reviewed the report as presented. He noted that Dispatch was fortunate today to receive the donation of a couch, recliner and other furniture for our quiet room from Vandenberg Furniture. Mr. Vandenberg toured the center and saw what the staff does. We had uncomfortable furniture in that room and had been looking to replace it. We will get a card and have staff sign and do a separate one from the Board. He stated current staffing is at 42. We have two new employees starting January 6, one ECO I and one ECO II. He noted Marie Gleesing has been named Training Supervisor, Sarah Clark has been named Quality Assurance Supervisor and Nick Kirk will move up to Shift Supervisor.

2. November Reconciliation Report

The report was included in the packet. Mr. Troyer noted that the November payroll was higher due to the employee incentives. Ms. VanDerKley noted this year only the full-time employees were offered the incentive but next year part time employees will also be eligible.

3. Budget Performance Report

The year to date budget performance report was included in the packet and there was nothing out of the ordinary.

4. Correspondence

There was no correspondence.

B. Committee Reports

1. Executive Committee – Jan VanDerKley

Ms. VanDerKley stated the Executive Committee met and reviewed the agenda and contents.

2. Personnel Committee

Mr. LaMargo stated the next meeting was scheduled for Tuesday, December 17 at 2:00 p.m.

3. Technical Advisory Committee – Karianne Thomas

a. November 6, 2019 Meeting Minutes

Ms. Thomas stated the TAC minutes were included in the Board packet and show topics of discussion. They also held a successful Law Comm Ops meeting. The consensus was there has been a vast improvement with Dispatch operations since day one and things will continue to improve as staffing increases.

Dr. Fales inquired how operations performed during the Comstock homicide.

Mr. Troyer stated there were multiple phone calls coming in simultaneously from the scene and from our perspective the staff performed perfectly. It was a great example of the benefit of having separate calltakers and dispatchers.

Ms. Thomas stated it was a very stressful event and Dispatchers were included in both debriefings.

Mr. Troyer stated many attended one if not both critical incident stress debriefings and thanked the agencies for including them. He stated Administration will continue to follow up with staff, as some have struggled because it was a very difficult call.

4. Finance Committee – Don Martin

a. November 7, 2019 Meeting Minutes

Presented for informational purposes.

b. Resolution 2019-02 – Michigan CLASS

Mr. Troyer stated that after the last meeting, the attorneys reviewed the contract and resolution. We didn't anticipate they would have any issues because other agencies have executed the participation agreement with MiClass. Counsel has recommended an amended resolution that takes out the acceptance of amendments without Board approval to reduce risk to the Authority. In addition, counsel expressed a concern related to making sure KCCDA obtains a certificate of coverage each year from MiClass. They provided 2019's certificate but the 2020 hadn't been approved by the MiClass Board yet. This was discussed with the Finance Committee and unanimously accepted.

Motion Ritsema, Fuller MOTION CARRIED.

“Motion by Mr. Ritsema, second by Mr. Fuller to approve Resolution 2019-02 to join Michigan Cooperative Liquid Assets Securities System and authorize the Executive Director to process the Participation Agreement as presented.”

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

c. 2019 Budget Amendment – Revision III

Mr. Troyer stated requested approval for a budget amendment, revision three. He highlighted key points and noted this reduces the amount of anticipated Fund Balance use. He stated we paid off bonds in April, that was revision two and we anticipated using a little over one million dollars to pay them off. This final revision reduces that to half a million. We have also had slight increase in revenues and performance from investments from of the second half of this year. This creates a total expenditure reduction of half a million dollars.

“Motion by Mr. Pearson, second by Mr. Seals to approve the 2019 Budget Amendment – Revision III as presented.”

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

C. Old Business

There was none.

D. New Business

1. 2020 Budget

Mr. Troyer stated that on behalf of the Finance Committee and Administration, he recommended approval of the 2020 Budget as presented.

Ms. VanDerKley thanked the Finance Committee for their ongoing work to review operations, insurance, staffing and a new budget each year.

Mr. Pearson thanked the members of the Finance Committee and Jeff Troyer.

“Motion by Mr. Martin, second by Mr. Pearson to approve the Budget for fiscal year ending December 31, 2020 consisting of expenditures totaling \$5,861,844 as presented.”

On a roll call vote, Yes – 13. **MOTION CARRIED.**

2. Resolution 2019-03 – Public Act 152 Compliance

Mr. Troyer stated the Authority, as done the last several years, is still electing the hard cap. We are still able to offer health insurance plans at a 10% cost share and we are still 8-20% below hard caps. Health insurance is difficult, but our rates have held steady. He recommended approval.

“Motion by Mr. Seals, second by Mr. Martin to approve Resolution 2019-03 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.**

E. Other Items

1. Member comments

Ms. VanDerKley wished everyone a cheerful, healthy and wonderful season as we approach holidays. She hoped everyone got everything they wanted and have time for friends and family.

Mr. Fuller stated that regarding the Comstock shooting, there was great support from team. They are all a team worthy of the stripes they wear. They did everything they were expected, and that was to get everyone home safe. Thank you for a team effort.

Mr. Martin stated this was an example of what happens in front of the scenes we know, but not what happens behind the scenes. Everyone has done a great job. Thank you, great job by all.

Mr. Seals echoed Mr. Martin's sentiments. He also stated he just got off the phone with the National Association of Counties and was told that the Senate is putting forward a bill to bring \$657 million to Veterans across the nation, with more money coming out for caregivers of veterans. Work is getting done. He stated it doesn't have a bill number yet, but he will send it out as soon as he gets it. He noted it is a bipartisan bill brought forward by two Democrats and two Republicans.

2. Next meeting – January 9, 2020

The next KCCDA Board of Directors Meeting will be held on January 9, 2020 in the Chief Switalski Meeting Room, 7040 Stadium Drive, Kalamazoo, MI 49009.

3. Adjournment

The meeting was adjourned at 4:01 p.m.

Richard C. Fuller III
Clerk of KCCDA Board of Directors