



MINUTES

REGULAR MEETING

August 13, 2020

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was held electronically via telephonic/video conference in accordance with Michigan’s Executive Order 2020-129 due to COVID-19 was called to order by Chair Jan VanDerKley at 3:30 p.m. on Thursday, August 13, 2020.

ITEM 2 - ROLL CALL

Members Present: Jan VanDerKley, Don Martin, Mark Barnes, Dexter Mitchell, Joseph LaMargo, Karianne Thomas, Jim Pearson, Jeff Chamberlain, William Fales, Carol Dedow, Angel Ouwinga

Others Present: Jim VanDyken, Jeff Troyer, Tori Rose

ITEM 3 – MODERATOR MEETING STATEMENT

Moderator Jeff Troyer read a prepared statement explaining the Zoom meeting process.

ITEM 4 – APPROVAL OF MEETING MINUTES

A. July 9, 2020 – Regular Meeting

“Motion by Mr. Barnes, second by Mr. LaMargo to approve the meeting minutes for the July 9, 2020 Regular Meeting as presented.”

On a roll call vote, Yes – 10, No – 0. **MOTION CARRIED.**

ITEM 5 - CITIZENS TIME

There was none.

ITEM 6 – FOR CONSIDERATION

A. Executive Director Report

1. Administration’s Monthly Report

Mr. Troyer stated that the monthly report was included in the packet and there was nothing out of the ordinary.

2. July Reconciliation Reports

Reconciliation reports for Mercantile general checking and MI Class accounts were presented. Nothing out of the ordinary.

3. 2020 Year-to-Date Budget Performance Report

The Budget Performance Report was included in the packet. Mr. Troyer noted that it did not include the accounts payable that was run today.

4. Correspondence

None received.

B. Committee Reports

1. Executive Committee – Jan VanDerKley

Ms. VanDerKley stated the Committee met to review this agenda.

2. Personnel Committee – Joe LaMargo

a. Meeting minutes from July 23, 2020

b. Administrative Guideline – First Responder Hazard Pay

Mr. LaMargo presented the guidelines that were discussed during the Personnel Committee meeting. Mr. Troyer then explained the hazard pay in detail. Draft guidelines have been submitted due to the grant being awarded on a first come, first serve basis. The pay will only be distributed if the grant is approved.

“Motion by Mr. Martin, second by Mr. LaMargo to approve the proposed Administrative Guidelines for First Responder Hazard Pay.”

On a roll call vote, Yes – 11, No – 0, Abstain – 1 (Ms. Ouwinga abstained due to arriving late and missing discussion on the agenda item.) **MOTION CARRIED.**

3. Technical Advisory Committee – Karianne Thomas

a. Meeting Minutes from August 5, 2020

Ms. Thomas stated TAC had nothing to report.

4. Finance Committee – Don Martin

a. Meeting Minutes from July 28, 2020

Mr. Martin stated the next Finance Committee meeting would be on August 25.

C. Old Business

There was none.

D. New Business

1. Cell Phone Stipends – vs – Agency Provided Devices

Mr. Troyer discussed in detail the cell phone stipend. The Authority will incur no charge for the actual phones/devices. A cover would need to be purchased for each phone and there is a monthly service cost. The total per device charge every two years is expected to be \$1,260 versus the \$2,400 we are currently spending. This proposed transition was presented and unanimously supported by both the Finance and Personnel Committees. He noted the Memorandum of Understanding states “if the Dispatch Authority elects to provide the cell phone service then the Dispatch Authority will not pay the stipend.”

“Motion by Mr. Martin, second by Mr. Mitchell to approve the recommendation to transition from a cell phone stipend to agency provided devices and service and to authorize the Chair to execute the Memorandum of Understanding with the Executive Director.”

On a roll call vote, Yes – 12, No – 0. **MOTION CARRIED.**

2. 911 Millage and Next Steps (Discussion)

Mr. Troyer stated that the Millage proposal passed 62% to 38% and it was successful in every jurisdiction except Brady, Wakeshma, and Prairie Rhonde townships. He provided an overview of the yes/no breakdown by municipality in the County. He explained that the soonest the millage can be placed on the tax assessments is in October. Board of Commissioners will set the millage rate annually at their October apportionment session and it is assumed but will be clarified as to whether or not the Board of Commissioners want an annual recommendation from KCCDA; similar to the local 911 fee (surcharge). If this is the case, at the next meeting you may see a resolution for that assessment. Majority of the revenue is collected in the 1st quarter of the following year. Essentially, we could see some of the revenue after the first of next year. Mr. Troyer advised he has a meeting scheduled next week with administration from the County to discuss annual process and timelines for distribution of the funds.

Ms. VanDerKley inquired as to whether we expect the County Treasurer to assess a fee to KCCDA for collecting and distributing the funds. Director Troyer asked legal counsel that same question and legal counsel advised that tax collection and distribution of these tax dollars is a statutory function of the County Treasurer’s office, and likely would not include any additional fee. However, there could be other costs related to the County Cost Allocation Plan that would be applicable for accounting and similar purposes. We would recommend you confirm what these costs, if any, would be applicable with County Administration. Director Troyer advised he would have this conversation during next week’s meeting.

E. Other Items

1. Member Comments

Mr. Martin congratulated all members on a successful messaging campaign and thanked Marketing Resource Group.

Ms. VanDerKley echoed Mr. Martin's comments and stated that this could not have been achieved without everyone's involvement. She stated this was one of the Board's goals since the Authority was created and it feels great to have accomplished it. She thanked all members for their involvement.

2. Next Meeting – September 10, 2020
3. Adjournment

The meeting was adjourned at 3:53 p.m.

Richard C. Fuller III
Clerk of KCCDA Board of Directors