



MINUTES

REGULAR MEETING

March 11, 2021

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was held electronically via telephonic/video conference due to the COVID-19 pandemic was called to order by Vice Chairperson Jim Ritsema at 3:30 p.m. on Thursday, March 11, 2021.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, calling from Kalamazoo; Matt Huber, calling from Kalamazoo; Joe LaMargo, calling from Kalamazoo; Rick Fuller, calling from 1500 Lamont St; John Gisler, calling from Pavilion Township; William Fales, calling from Kalamazoo; Scott Ernestes, calling from Paw Paw; Don Martin, calling from Kalamazoo; Dexter Mitchell, calling from Kalamazoo; Scott Merlo, calling from WMU; Mark Barnes, calling from Oshtemo Township; Jan VanDerKley (joined at 3:50)

Others Present: Craig Dieringer, Nick Arnold, Lindsey Rauch, Chad Tackett (joined at 3:42), Jeff Troyer, Torie Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. January 14, 2021 – Regular Meeting

“Motion by Mr. Fuller, second by Mr. Mitchell to approve the meeting minutes for the December 10, 2020 Regular Meeting as presented.”

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

ITEM 4 - CITIZENS TIME

There was none.

ITEM 5 – FOR CONSIDERATION

A. Executive Director Report

1. Administration’s Monthly Report

Mr. Troyer gave a review of the monthly report included in the packet.

2. December Reconciliation Reports

Mr. Troyer stated the December Reconciliation Report was included in the packet.

3. Year-to-Date Budget Performance Report

- a. FY-2021
- b. FY-2020

The Budget Performance Report was included in the packet. He stated that all entries have been made on the 2020 report and noted that we have not received the fourth quarter local surcharge, but it is accounted for.

4. Correspondence

There was none.

B. Committee Reports

1. Executive Committee – Jim Ritsema

a. Assistant Clerk Designation

Mr. Troyer proposed the Board designate the Executive Administrative Assistant as the permanent Assistant Clerk. If the Clerk is unavailable, the Assistant Clerk can sign minutes and documents. The Executive Committee agrees with this designation.

“Motion by Mr. Barnes, second by Mr. Pearson to appoint the KCCDA Executive Administrative Assistant as the Assistant Clerk to the Board.”

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

b. Environmental Firm to Conduct Phase I and Baseline Assessment

Mr. Troyer stated WMU has disclosed information that the new tower site, WMU BTR2 property, has had past environmental remediation. Legal counsel recommends we contract with an environmental firm. He requested approval for an amount not to exceed \$9,999. Envirologic believes the deliverables should cost about \$6,000 if they do not have to conduct additional borings and there is not a significant concern for what we want to do. The area was an apple orchard and vineyard, so the contamination is leftover arsenic from the apple trees. The Executive Committee is supportive of this decision and we do have contingencies budgeted for the project in the project costs line item.

“Motion by Mr. LaMargo, second by Mr. Merlo to Motion to authorize the Executive Director to contract with an environmental firm to conduct a Phase I and Baseline Environmental Assessment with Due Care Documentation for the WMU BTR2 tower site property in an amount not to exceed \$9,999.”

On a roll call vote, Yes – 12, No – 0, Abstain 1 (VanDerKley). **MOTION CARRIED.**

2. Personnel Committee – Joe LaMargo
 - a. Meeting Minutes from February 2, 2021
 - b. 2020 Executive Director Goals

Mr. LaMargo stated the Committee met on February 2 and discussed the 2020 Director Goals. The Committee unanimously accepted and recommends Board approval.

“Motion by Mr. Barnes, second by Mr. Fuller to approve the 2020 goals for the Executive Director as being *Complete*.”

On a roll call vote, Yes – 13, No – 0. **MOTION CARRIED.**

- c. 2021 Executive Director Performance Appraisal and Objectives

Mr. LaMargo stated the Committee discussed the 2021 Executive Director Performance Appraisal and Objectives and agreed that there should be a more comprehensive evaluation of the position. There will still be three main goals, which will be more heavily weighted, but there will be objectives added in.

“Motion by Mr. Ritsema, second by Mr. Barnes to approve the 2021 Executive Director Performance Appraisal form including the three performance objectives.”

On a roll call vote, Yes – 13, No – 0. **MOTION CARRIED.**

- d. Letter of Understanding with UAW Local 2290

Mr. Troyer stated that when collective bargaining was implemented, there was a wage adjustment for one employee hired after the consolidation who had worked at the County PSAP. She started as a part-time ECO I, as we did not have part-time ECO II's at first. She was offered her Step 3 of the ECO I scale. Later that year, the Board approved ECO II part-time positions and she was promoted to ECO II, Step 1, which was an increase in pay. Since then, others have been brought in as ECO II's at Step 3, so she is behind in pay. We are recommending an adjustment that is not retroactive. The LOU states a one-time adjustment that is not precedent setting.

“Motion by Mr. Mitchell, second by Mr. Barnes to approve the Letter of Understanding with UAW Local 2290 and authorize the Executive Director to execute the document.”

On a roll call vote, Yes – 13, No – 0. **MOTION CARRIED.**

3. Technical Advisory Committee – Scott Merlo

- a. Meeting Minutes from February 3 and March 3, 2021
- b. License Agreement with Consumers Energy for Use of Kalamazoo Communications Sub-System

Mr. Troyer explained that TAC had been working on the license agreement with Consumers Energy since late last year. Consumers has been authorized by MPSCS to join on the 800 system. The agreement was in final form for two weeks but yesterday Consumers sent a few additional amendments. TAC accepted the modification to Section 2B, their estimated one hundred fifty-two trucks/devices, and legal will have to work out the insurance requirements, as they have a different interpretation. This is not in final form, but the baseline concepts are in place. Would like the Board to approve pending approval by legal counsel in final form.

Ms. VanDerKley inquired what the difference was in the insurance they were asking for.

Mr. Troyer explained that we requested KCCDA to be listed as an additional insured party for insurance covering Consumers' equipment. They were objecting to adding us to their insurance. Troyer noted that we do have time so we can table it and bring it back in May after negotiations are complete and the Agreement is in its final form.

“Motion by Mr. Martin, second by Mr. Barnes to table the License Agreement with Consumers Energy for Use of Kalamazoo Communications Sub-System until the May Board meeting pending finalization of negotiations.”

On a roll call vote, Yes – 13, No – 0. **MOTION CARRIED.**

- c. License Agreement with City of Kalamazoo for Communications Tower

Mr. Troyer stated the agreement is for \$100 per month for the length of the agreement. That is \$100 less than we have offered other municipalities because the Authority will supply back-up power for the water tower panel. We will have some build out costs to wire in the water tower panel to KCCDA's generator.

“Motion by Mr. Barnes, second by Mr. Mitchell to approve the License Agreement with the City of Kalamazoo for a Communications Tower to be located at 2740 N. 6th Street and authorize the Executive Director to execute the Agreement.”

On a roll call vote, Yes – 13, No – 0. **MOTION CARRIED.**

4. Finance Committee – Don Martin

Mr. Martin stated the Committee had nothing to report.

C. Old Business

There was none.

D. New Business

1. Amendment to ATM Site Lease

Mr. Troyer stated that when we purchased the 7040 Stadium Drive facility, we entered into an ATM lease with Consumers Credit Union. We have gone through the Initial term plus one renewal and this will add two renewal periods, running July 1, 2023 to June 30, 2026, then through 2029. We have received \$7200 per year and the additional terms will be \$8700 per year then the third renewal will be at \$10,000 per year. Counsel has reviewed and approved. This is a very popular ATM and is very busy.

“Motion by Mr. Barnes, second by Mr. Martin to approve the Amendment to the ATM Site Lease as presented.”

On a roll call vote, Yes – 13, No – 0. **MOTION CARRIED.**

2. Resolution 2021-01 – FCC Comment on 911 Fee Diversion

Mr. Troyer stated the State 911 committee has an allowable list of surcharges. The FCC rulemaking would restrict to what is inside the dispatcher system and would prohibit the use of surcharge fees. He proposed Resolution 2021-01. He stated it was important to support the restriction to alleviate 911 fee diversion, but one cookie cutter solution is not the right approach. He stated the ruling does not have a significant impact on us, as ours is used almost solely for wages. He recommended approving the resolution then filing it with the FCC.

“Motion by Mr. Fuller, second by Mr. Barnes to approve Resolution 2021-01.”

On a roll call vote, Yes – 13, No – 0. **MOTION CARRIED.**

E. Other Items

1. Member Comments

Ms. VanDerKley thanked Mr. Ritsema for starting the meeting for her.

Dr. Fales thanked Mr. Troyer and the team for doing good work on EMS call processing times. They have been working with the EMS systems and have shortened call intervals. He stated he did not know of other centers doing that kind of work.

Mr. Barnes encourage Mr. Troyer or Dr. Fales to present the EMS information at the Fire Chiefs meeting. This was great work by the center.

Mr. Gisler stated he goes to four township and two village meetings and this is the exact kind of overview that we could show them, so they see what they are getting with the center. He stated it will be extremely well received.

Ms. VanDerKley stated we need an action item to produce something to share after it is presented to Medical Control.

Mr. Barnes congratulated Lt Ernestes on his appointment to the Paw Paw Post.

Mr. Martin stated he was concerned about Consumers Energy using our towers. Where does it stop when having private agencies use public towers? We will never get out what we spent to put the system together to have others using it. He does not like it.

2. Next regular scheduled meeting – May 13, 2021

3. Adjournment

The meeting was adjourned at 4:30 p.m.

Richard C. Fuller III
Clerk of KCCDA Board of Directors