



MINUTES

REGULAR MEETING

May 13, 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, May 13, 2021.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, calling from Kalamazoo; Joe LaMargo, calling from Kalamazoo; Jim Pearson, calling from Portage; Rick Fuller, calling from Kalamazoo County Jail; John Gisler, calling from Pavilion Township; William Fales, calling from Yellowstone National Park, MT; Scott Ernestes, calling from M-40; Don Martin, calling from Kalamazoo; Dexter Mitchell, calling from Kalamazoo Township; Mark Barnes, calling from Oshtemo Township

Others Present: Craig Dieringer, Bryan Ergang, Erik Peterson, Jeff Troyer, Torie Rose, Sarah Clark, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. March 11, 2021 – Regular Meeting

Motion by Mr. Pearson, second by Mr. Barnes to approve the meeting minutes for the March 11, 2021, Regular Meeting with the correction of Mr. Pearson in attendance.”

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. He noted that the Augusta Village Council took action, and we are working on the agreement, but we have been given permission to erect a tower.

Mr. Troyer also stated that in 2019 the Authority began awarding a perfect attendance incentive. The award given to anyone with no last minute's absences allows for an expenses paid trip to attend a National 911 conference. This year we have nine people scheduled to go to conferences. Our numbers way up because last year at this time we were in the COVID shut down.

Mr. Fuller inquired about the average cost of a conference. Mr. Troyer stated they average \$1,000 to \$1,200 per conference. Mr. Fuller stated it's a break even for the cost and a great idea. Mr. Troyer stated it was also a great learning experience.

2. March and April Reconciliation Reports

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

3. Year-to-Date Budget Performance Report

- a. FY-2021

The Budget Performance Report was included in the packet.

4. Correspondence

- a. Department of Treasury Letter dated April 23, 2021

Discussion held during Finance Committee reports.

- B. Committee Reports

1. Executive Committee – Jim Ritsema

Mr. Ritsema Stated the Committee reviewed the agenda and the audit.

2. Personnel Committee – Joe LaMargo

Mr. LaMargo stated the Committee had nothing to report.

3. Technical Advisory Committee – Bryan Ergang

- a. Meeting Minutes from May 5, 2021

- b. License Agreement with Consumers Energy for Use of Kalamazoo Communications
Reviewed Consumers agreement, concurred with Director to move forward

Mr. Ergang stated the Committee discussed the agreement and concurred with the Director to move forward.

“Motion by Mr. Barnes, second by Mr. Mitchell to approve the License Agreement with Consumers Energy for the use of the Kalamazoo County Sub-System and authorize the Executive Director to execute the Agreement.”

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

4. Finance Committee – Don Martin

a. Meeting minutes from April 27, 2021

b. Presentation of Fiscal Year 2020 Audit

Mr. Troyer introduced Steve Bryer of Siegfried and Crandall to present the highlights of the audit.

Mr. Bryer gave an overview of the audit and stated the Authority received a clean opinion.

Mr. Barnes inquired if there would be any trouble with the uncommitted fund balance.

Mr. Bryer stated there would be no issues. The Fund Balances are committed and the unassigned is only 7%.

“Motion by Mr. Fuller, second by Mr. Martin to accept the Fiscal Year 2020 Audit and put it on file as presented.”

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

Mr. Troyer reviewed the audit deficiency response to the Treasury Department.

“Motion by Mr. Pearson, second by Mr. Mitchell to approve filing of deficit reduction plan to the Treasury Department as presented.”

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

c. 2021 Budget Amendment

Mr. Troyer stated the memo included revision of one budget amendment. It has been presented to the Finance Committee and was unanimously approved. This amendment increases total expenditures due to the Motorola Lease Purchase Agreement and how it's being accounted for. Another 30% of the equipment is coming in 2021. The fire suppression system was started in 2020 and is needed to bring the system up to code.

“Motion by Mr. LaMargo, second by Mr. Fuller to approve the 2021 Budget Amendment Revision I with total expenditures of \$11,416,325.”

On a roll call vote, Yes – 9, No – 0, Abstain – 1 (Mr. Barnes). Motion **CARRIED**.

C. Old Business

There was none.

D. New Business

1. Presentation of WMU BTR2 Prospective Tower Site Environmental Report(s)

Mr. Troyer stated the Board previously authorized a phase one environmental settlement to be done at the BTR2 tower site. He introduced Erik Peterson from Envirologic.

Erik Peterson of Envirologic stated that they didn't discover anything new in this environmental study. He stated the larger parent parcel has a history of contamination from past uses, as orchards bring about lead and arsenic contamination. There have been two investigations done on the parent property with nothing found that runs counter to the vision of the property.

“Motion by Mr. Martin, second by Mr. LaMargo to authorize the Executive Director to continue pursuing the acquisition of the WMU BTR2 prospective communications tower property.”

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

E. Other Items

1. Member Comments

John Gisler stated that when the letter gets sent to the Treasury Department, change last paragraph to read it has been approved by Board. There are good things coming out of the COVID experience. At the County Board meeting last week, we looked at the age of the county phone system because it was found to be antiquated.

Mr. Barnes stated this would be a good opportunity to present the EMS stats.

Mr. Troyer stated that some of the filters built into CAD were not functioning appropriately and has delayed the presentation to KCMCA. Staff is trying to build out the report in the telephony system and are close to a solution. Unfortunately, the analytics tool in the telephony system is not capturing all 911 calls.

Dr. Fales thanked Mr. Troyer for driving the process forward and there is no doubt we are having more efficient processing time. No one else is taking a critical look at this. He noted the CDC released new guidance and if you are fully vaccinated you can go back to pre-COVID rules.

2. Next regular scheduled meeting – July 8, 2021

3. Adjournment

The meeting was adjourned at 4:32 p.m.

Richard C. Fuller III
Clerk of KCCDA Board of Directors