

MINUTES

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

ORGANIZATIONAL MEETING

JANUARY 7, 2015

ITEM 1 - Call to Order

The Organizational Meeting of the Kalamazoo County Consolidated Dispatch Authority was called to order by Mr. John Faul, Interim County Administrator, at 1:30 p.m. in the Board of Commissioner's Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, on January 7, 2015.

Mr. John Faul, Interim County Administrator called the meeting to order.

ITEM 2 - Roll Call

Introductions were made.

Members Present: Pete Strazdas -regular, Ron Reid - regular, Jim Pearson - regular, Bobby Hopewell -regular, Jim Ritsema - regular, Rick Fuller - regular, Thom Canny - regular, Bill Fales – regular, Jan VanDerKley - regular, Bob Beam - regular, Claudette Reid - regular, Mark Barnes - regular, George Cochran –regular , Ed Switalski -alternate, Jeff Heppler – alternate, Don Martin - alternate, Jeff Hadley - alternate

Others Present: Karianne Thomas, Tim Bourgeois, Sue Darling, Scott McGraw, John Taylor, Larry Provancher, Dina Sutton, Ann Cox, John Faul

ITEM 3 - Election of Chairperson

Mr. Canny invited members to open the discussion for election of Chairperson.

Mr. Mark Barnes nominated and it was duly seconded to nominate Robert Beam for Chairperson.

Mr. Beam stated he would be willing to serve as Chairperson.

Mr. Canny moved and it was duly seconded to close the nominations.

There being no discussion, the motion carried by a voice vote.

Mr. Canny moved and it was duly seconded to appoint Mr. Beam to a one-year term as Chairperson.

There being no discussion, the motion carried by a voice vote.

Mr. Beam thanked the Authority for their support.

ITEM 4- Election of Vice-Chairperson

Chairperson Beam asked for nominations for Vice Chairperson.

Mr. Ron Reid nominated and it was duly seconded to nominate Jim Ritsema as Vice Chairperson.

Mr. Ritsema stated he would be willing to serve as Vice Chairperson.

Mr. Canny moved and it was duly seconded that nominations for Vice Chairperson be closed.

There being no discussion, the motion carried by a voice vote.

Mr. Canny moved and it was duly seconded to nominate Jim Ritsema to a one-year term as Vice Chairperson.

There being no discussion, the motion carried by a voice vote.

ITEM 5 - Election of Clerk

Chairperson Beam asked for nominations for Clerk.

Chairperson Beam moved and it was duly seconded that Ms. Sutton be nominated as Clerk.

Sheriff Fuller stated he would provide a person from his office to transcribe minutes.

Mr. Canny indicated he would be willing to do the non-administrative support.

Mr. Reid moved and it was duly seconded to nominate Sheriff Fuller as Clerk.

There being no discussion, the motion carried by a voice vote.

ITEM 7 - Citizens' Time

Chairperson Beam inquired if there were any citizens interested in addressing the Authority.

Mayor Hopewell suggested adding Citizen Time at the end of the meeting.

Mayor Strazdas stated maybe there should be two opportunities for citizen times on the agenda.

Discussion ensued.

ITEM 8 - For Consideration

A. New Business

1. Review of Interlocal Agreement

Mr. Reid stated the administrative staff of the 5 PSAPs put together the agenda for today's meeting and thought it would be a good idea to have this on the agenda for discussion.

Mr. Canny stated he would be happy to answer any questions members may have. He stated the Authority's first task would be to hire an Executive Director as well as what expectations would be required of the Executive Director. He also indicated there were financial issues to be dealt with.

Ms. VanDerKley stated there were conflicts between the Interlocal Agreement and the Bylaws.

Mr. Barnes stated there had been discussion on finances and it was his understanding that no revenue would be received until summer time.

Mr. Canny indicated it was his belief that interim financing was possible from the five PSAPs to move things along and to get things started.

Mr. Martin stated it was his understanding the County of Kalamazoo would front the funds until revenues started coming in.

Mr. Cochran indicated there was no designation but the Authority, as a group, would make that decision and request.

Mr. Ritsema stated another key piece of the agreement is the Technical Committee. He stated it might be helpful to engage that Committee to assist.

Mr. Fales inquired if it was futile to utilize the Technical Committee as the Director until a Director was hired and the Authority felt that wouldn't be a good idea.

Discussion ensued on utilizing the Technical Committee as an Executive Committee to get some of the detailed work done. Sheriff Fuller indicated the Technical Committee would work with the County's Purchasing Office to release the RFP for search firms.

Chairperson Beam asked to get back to discussion on the Agreement.

Mr. Barnes stated Items M. and Q. referred to Public Safety Agency and wanted it to include Fire.

Mr. Canny stated it was his understanding the language came directly from the Statute.

Mr. Barnes indicated he wanted to make sure Public Safety Agency meant all agencies, including Fire.

2. Discussion of Temporary By-Laws

Chairperson Beam inquired if there were any comments on the By-laws.

Discussion ensued.

Mr. Canny indicated he would make the changes and re-send to the Authority.

Mr. Ritsema inquired about creating an Executive Committee.

Discussion ensued.

Chairperson Beam stated he initially would like an Executive Committee composed of the Chair, Clerk and Vice Chair.

Mayor Hopewell moved and it was duly seconded to appoint the Chair, Vice Chair and Clerk to the Executive Committee

Discussion ensued on the duties of the Executive Committee. It was discussed to be the agenda setting committee, etc.

Discussion ensued.

There being no further discussion, the motions carried by a voice vote.

Mr. Ritsema moved and it was duly seconded to allow the Chair, Vice Chair, and the Clerk to set the agenda for the next meeting.

There being no further discussion, the motion carried by a voice vote.

3. Establishment of Future Meeting Dates

Chairperson Beam stated he felt it would be beneficial to meet monthly.

3:30 p.m. on the 2nd Thursday of the month

4. Discussion of Strategic Calendar such as but not limited to: Technical Advisory Committee Appointments, Administrative Support, Director Search, Legal Counsel, etc

Chairperson Beam stated a job description for the Executive Director still needed to prepared, although some work had been done by the Technical Committee.

Discussion ensued.

Mr. Pearson moved and it was duly seconded to prepare a job description for the Executive Director.

Ms. VanDerKley suggested looking at the Central Michigan University job description.

There being no further discussion, the motion carried by a voice vote.

Chairperson Beam stated he would like suggestions on the RFP process.

Mr. Canny stated a RFP and RFQ were similar at the County level. He stated he was comfortable

with an RFP process that was open ended.

Chairperson Beam stated the Authority would use Portage's personnel and process for the search firm RFP.

Ms. VanDerKley stated she would be interested in receiving RFP's for a search firm but not necessarily commit to hiring one.

Mr. Switalski asked if the Technical Committee could share the information with the Fire Dispatch personnel and it was indicated it would be.

Chairperson Beam would like to continue the work of the Technical Committee.

Discussion ensued.

It was decided the Authority would accept the nominations of the Technical Committee at its next meeting.

Chairperson Beam asked Ms. Kari Ann Thomas to research job descriptions and decimate the data to the Authority prior to the next meeting.

Ms. VanDerKley moved and it was duly seconded to appoint the following to the Technical Committee:

Rick Fuller - regular
Paul Matyas - alternate
Kari Ann Thomas - regular
John Hurst - alternate
Tim Bourgeois - regular
Brian Ergang - alternate
Blaine Kalafut - regular
Ryan McGregor - alternate
Dr. Fales - regular
Dena Smith - alternate
Jerry Luedecking - regular
Chip Everett - alternate
Richard White - regular
Larry Shaffer - alternate

There being no discussion, the motion carried by a voice vote.

Chairperson Beam stated he would propose the County personnel continue with its supportive staff role.

Mr. Canny stated the administrative support works well but legal services in the future should be contracted out.

Discussion ensued.

Chairperson Beam stated it was his recommendation that the corporate counsel, administrative support and liability insurance issue be deferred until and executive director hiring process occurs.

(Item 4 on next agenda)

B. Any Other Items

There were no other items.

C. Adjournment

Mr. Cochran moved and it was duly second to adjourn the meeting at 3:29 p.m.

There being no discussion, the motion carried by a voice vote.

Robert Beam, Chairperson