



MINUTES

REGULAR MEETING

JANUARY 10, 2019

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Clerk Richard Fuller at 3:33 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on January 10, 2019.

ITEM 2 – ROLL CALL

Members Present: Rick Fuller, Mike Seals, Mark Barnes, Scott Merlo, Angel Ouwinga, Dexter Mitchell, Patricia Randall, Karianne Thomas, Larry Shaffer, William Fales (by phone)

Others Present: Jeff Troyer, Torie Rose, Bryan Ergang, Chris McComb

ITEM 3 – ORGANIZATIONAL ITEMS

A. Election of 2019 Officers

“Moved by Mr. Fuller, second by Mr. Barnes to nominate all Board Members to retain their positions throughout 2019: Jan VanDerKley as Chair, Jim Ritsema as Vice Chair, Don Martin as Treasurer and Richard Fuller as Clerk.”

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

B. Review of Committees

1. Executive Committee.

The Bylaws require that the committee assignments be reviewed annually. A summary page showing committee membership and officers was presented in the agenda packet. A Resolution was adopted last year that added the Personnel Committee Chair to the Executive Committee.

2. Finance Committee

Consists of the Treasurer as Chair and the additional members are representatives of other agencies. The County will be reviewing if their representative needs to change because he is not a Commissioner anymore.

3. Personnel Committee

Dexter Mitchell will be replacing George Cochran.

4. Technical Advisory Committee (TAC)

Met yesterday and elected the Chair and Vice Chair. The members are identified in Interlocal Agreement.

“Moved Mr. Shaffer, second by Mr. Barnes to approve Committee Members as presented.”

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

“Moved Mr. Shaffer, second by Mr. Seals for a friendly amendment to add Bryan Ergang to the Personnel Committee, as he was not on the list presented.”

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

ITEM 4 - APPROVAL OF MEETING MINUTES

“Moved by Mr. Barnes, second by Ms. Thomas to approve the December 13, 2018 Regular Meeting Minutes as presented.”

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

ITEM 5 – CITIZENS TIME

No citizen chose to speak.

ITEM 6 - FOR CONSIDERATION

A. Executive Director’s Report

1. Administration’s Monthly Report – Provided to the Board

- CGAP grant requests 3 and 4 have not been received. The State Treasury is behind in processing. We are staying in contact with them for updates.
- The LEIN and State connections, primary and alternate, are up and running.
- Awaiting ok from MPSCS to install proposed equipment. We are waiting on the final structural analysis for Richland and we will be good to go. We have not received the final license agreement for the Haverhill Tower. We are scheduling a preconstruction meeting with Portage but this tower will be the one we have to wait on. If the weather cooperates when work is scheduled, we are looking at late March or early April for simulcast.
- We have a Finance Committee meeting scheduled for January 23 to discuss long term funding.
- We have conducted interviews and have seven candidates. All are currently in background. As long as they come back satisfactorily, we will schedule a start date in February. We can only hire six at one time due to training constraints. They will be call takers and work LEIN after their training, which is estimated to be about three months. We also have two call takers completing their training phase and going out on their own soon. They were hired just before GoLive. We also have one part time person starting in a couple weeks.

- We are working with the former PSAPs to close out 2018 training funds. We can only transfer the funds from one lead entity. We determined that to be KDPS, as they fit the criteria as the largest agency with the largest number of employees. The remainder of their 2018 Training Funds can be transferred to the Authority to use for dispatcher training. The other four PSAPs will have to return the remainder of their funds to the State.
2. December Reconciliation Report – Provided to the Board
 - The Reconciliation Report is getting longer. On page two of the report, at the top, you will see a payroll processed on 12/21 then another seven days later. This was to correct an underpayment to capture step increases. You will also see uncleared deposits with staff names. Our employees had the option to purchase and transfer PTO time from the PSAP they came from. We waited until the beginning of December to send invoices to everyone so they could use their payout from their previous employer.
 3. Budget Performance Report – Provided to the Board
 - a. Fiscal Year 2018
 - b. Fiscal Year 2019
 4. Correspondence
 - a. Budget Line Item Transfers Memo dated December 28, 2018
 - The line item transfer completed on December 28 was to transfer regular wages into overtime, increasing it by \$50,000. This does not increase total expenditures, only changes the total in the line item. Budget line item transfers are presented at each Board meeting following the transfer.
 - b. Kalamazoo Township Board Appointment dated January 8, 2019
 - We received a letter from Kalamazoo Township notifying us that they have appointed Dexter Mitchell to replace George Cochran on this Board and on the Personnel Committee.
- B. Committee Reports
1. Executive Committee – Jan VanDerKley
 - Mr. Fuller stated there is nothing to report.
 2. Personnel Committee – Larry Shaffer
 - The Committee is working on a number of training and recruiting processes. They will be meeting later in January and will have a report in February.
 3. Technical Advisory Committee – Karianne Thomas
 - Nothing to report.

4. Finance Committee – Don Martin
 - Mr. Troyer stated there is a meeting scheduled for January 23 to begin discussing long term financing.
- C. Old Business
 - There was none.
- D. New Business
 - There was none.
- E. Other Items
 1. Member Comments
 - There was none.
 2. Next meeting – February 14, 2019 (KCCDA’s Board Meeting Room)

Mr. Fuller noted the next Board meeting will be on February 14, 2019 and will be held in the KCCDA Board Meeting Room at 7040 Stadium Drive, Kalamazoo, MI 49009.

3. Adjournment

The meeting was adjourned at 3:57 p.m.

Richard C. Fuller III
Clerk of KCCDA Board of Directors