

MINUTES

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

REGULAR MEETING

March 10, 2016

ITEM 1 - Call to Order

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority was called to order by Vice Chair Jim Ritsema, at 3:31 p.m. in the Board of Commissioner's Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, on March 10, 2016.

ITEM 2 - Roll Call

Members Present: Jim Ritsema, Claudette Reid, Jeff Heppler, William Fales, Patti VanWalbeck, Ron Reid, Rick Fuller, George Cochran, Mark Barnes, Terrence Neuzil, Jim Pearson, Dale Hinz, Jeff Hadley

Others Present: Jeff Troyer, Don Martin, Mike Seals, Larry Shaffer, Dena Smith, Dan Mills, Rick White, Mark Meijer, Julia Jankowiak, Ed Switalski, John Taylor

ITEM 3 - Approval of Minutes

Motion made for approval of the February 11, 2016 minutes. The motion carried by a voice vote.

ITEM 4 - Citizens' Time

Mark Meijer shared information on the Michigan Public Safety Broadband Region 5 Engagement Workshop being held March 24 in Oshtemo Township.

ITEM 5- For Consideration

A. Executive Director Report – Jeff Troyer

Mr. Troyer will provide the Board with a monthly written report showing meetings/conference calls and tasks completed or working on.

B. Old Business

1. Personnel Committee – Jim Pearson

No need to meet again until after 3rd quarter to review goals for the Executive Director.

2. Technical Committee –

Mr. Troyer indicated he did meet with the Technical Committee. The meeting was more of a general conversation identifying the systems out there, who is doing what, who is paying for what, etc.

There was discussion at this meeting about breaking the committee into smaller groups to focus on certain aspects such as fire, EMS, law enforcement.

The committee also discussed a PSAP survey; a copy of which would also go to members of this board.

Mr. Barnes inquired if when the work groups were formed, would they expand those to include others such as fire chiefs.

Mr. Troyer did indicate the idea was a basic conversation at this point with no specific details decided upon.

3. Executive Committee – Jim Ritsema

The Executive Committee met and were focused mainly on the agenda; policies provided by Mr. Troyer and the County Treasurer surcharge. They are interested in feedback from the Board on this fee.

Treasurer Balkema is requesting a \$20,000 fee in 2016 with all fees from 2015 being waived. Mr. Troyer has done research on what other counties charged. Mr. Troyer went over the spreadsheet he prepared of other county costs with their respective treasurers.

Mr. Barnes thanked Mr. Troyer indicating this is why we have an Executive Director – to perform the research and provide this type of information.

Mr. Troyer stated he had recalled a 2006 incident in Kent County with the amount their Treasurer was being paid and he provided information in the packet distributed with the agenda.

He did reach out to state 911 Administrator Harriet Miller-Brown and provided her with a copy of the Kalamazoo County Treasurer's proposal for her review. Mr. Troyer read the response he received from her.

Mr. Pearson asked if the Treasurer has received a copy of the response from the state 911 Committee.

Mr. Troyer indicated she had not, that the information had been provided to the Treasurer in his initial email to her.

Mr. Reid believes it is inappropriate for the County Treasurer to take funds from this authority. He finds this troubling.

Mr. Taylor indicated there is a fee charged by the Treasurer to other authorities as well.

Mr. Pearson indicated this is an issue between this Authority and the Treasurer's Office. He did ask Mr. Troyer about the situation with his previous employer.

Mr. Troyer recommends the Board request the County allow the funds to be received/receipted by another entity.

Mr. Shaffer indicated this Board was created out of 5 different entities. He advises the Board spend more time negotiating to get this resolved. He doesn't want to see discord early in the process. He is happy to participate in any negotiation.

Mr. Fuller indicated the remittance form deadline is approaching May 15. He thinks we can go with a specific proposal based on the research and come to an agreement prior to this deadline.

Mr. Pearson moved and it was duly seconded to postpone this conversation until the next meeting. The motion carried by a voice vote.

Mr. Heppler felt that right now Mr. Troyer is working on the day to day by himself and if he is receiving funds won't this inhibit his ability to focus on getting this up and running. He doesn't want to see Mr. Troyer burdened with this.

Mr. Pearson indicated that Mr. Troyer has a month to think this through.

Mr. Ritsema indicated the Executive Committee can work with Mr. Troyer the Treasurer on this.

4. Legal Committee – Jim Ritsema

Interviews of the two law firms are being held on March 17. The Legal Committee hopes to have a recommendation at the April meeting.

5. Business – George Cochran

Insurances are in place or almost in place. Payroll has been set up. Mr. Cochran thanked Mr. Troyer for working with him on this.

C. New Business

The following eight (8) policies were presented to the Board:

- 1.01 – Code of Ethics
- 1.02 – General Accounting Practices
- 1.03 – Expenditure/Bill Pay
- 1.04 - Procurement
- 1.05 - Procurement Card
- 1.06 - Fund Balance and Reserves
- 1.07 – Investments
- 1.08 - Asset Retention and Depreciation

Mr. Reid did send an add on to the Procurement Policy to the Executive Committee with standard language that was approved by the Executive Committee.

Mr. Barnes questioned Bill Pay policy and not including payroll.

Mr. Cochran indicated payroll will reflect in financial statements. The Bill Pay policy is for non-payroll bills.

Mr. Cochran indicated before payroll goes out either he or another Executive Committee will need to approve it.

Procurement Policy – Mr. Reid recommended on page 2 under A to add #3 language adopted by governments on non-discrimination.

Mr. Mills indicated Page 1 of the Procurement Policy indicates \$2500 which seems to conflict with Page 3 at \$1,000. This needs to be changed to \$2500 not \$1,000.

Mr. Cochran and Mr. Ritsema indicated this had been discussed at the Executive Committee meeting and it will be changed to \$2,500 on Page 3 as well as on Page 4.

Mr. Reid indicated on the Retention schedule the policy number needs to be added at the top of the document.

Mr. Barnes moved and it was duly seconded to approve the eight (8) policies with the minimal changes noted above. The motion carried by a voice vote.

Proposed 2016 Budget:

Mr. Troyer indicated this is not a typical budget packet; this is being used to establish an initial budget.

Mr. Troyer obtained revenue by using the check register provided by Mr. Cochran.

The fund balance page shows the balance at the end of the year pre-audit.

\$945,000 revenue is being projected from the local surcharge.

The telecommunicators only have to remit what has been collected, not what has been billed.

\$1,050,000 is projected; of that \$100,000 will go to the PSAPS.

Expenditure unknowns:

- Unemployment most likely 2.9%;
- Legal fees \$75,000 even though bids came in higher there is room to work on those high bids
- Liability insurance – last year's was the bare minimum; that may need to be increased. Mr. Troyer has asked Burnham & Flowers to review that with the Bylaws

Mr. Reid inquired on the loan payback to the county.

Mr. Cochran indicated the Treasurer held the amount back prior to the distribution by the County to the Authority.

Mr. Troyer believes that was in the agreement with the County.

Mr. Ritsema indicated no interest was paid to the County on the monies fronted by County.

Mr. Ritsema also indicated the agreement is that County holds and disburses the \$100,000 to the PSAPS and asked if that \$100,000 needed to be reflected in our budget.

Mr. Troyer doesn't believe it does and will check with BDO.

The Interlocal Agreement identifies where the monies go. That will need to be reviewed. Any surcharge imposed by the County Treasurer would need to be paid.

Mr. Cochran moved and Mr. Hadley seconded to approve the 2016 budget as presented. The motion carried by a voice vote.

D. Any Other Items

1. Next Regular Meeting Date April 14, 2016 at 3:30 p.m. at the County Administration building.

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

The meeting was adjourned at 4:25 p.m.