

# MINUTES

## KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

### REGULAR MEETING

MARCH 12, 2015

3:30 p.m.

#### ITEM 1 - Call to Order

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority was called to order by Vice Chairperson Ritsema, at 3:30 pm in the Board of Commissioner's Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, on March 12, 2015.

#### ITEM 2 - Roll Call

Introductions were made.

Members Present: Pete Strazdas, Ron Reid, Jim Pearson, Bobby Hopewell, Jim Ritsema, Rick Fuller, Thom Canny, Bill Fales, Patti VanWalbeck, Scott Merlo, Claudette Reid, Mark Barnes, George Cochran, Ed Switalski, John Faul,

Others Present: Thom Canny, Don Martin, Mike Seals, Larry Provancher, Jeff Hadley, Richard Ford, Pete Strazdas, Larry Shaffer, Ed Switalski, Julia Jankowiak, Dina Sutton

#### ITEM 3 - Approval of Minutes

Mr. Reid stated clarification was needed for the job description and Ms. Reid indicated it should say there would be frequent lifting up to 50 pounds.

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

#### ITEM 4 - Citizens Time

There were no citizen's present.

#### ITEM 5- For Consideration

##### A. Old Business

1. Committee updates (Search, Technical Advisory, Executive)

Mr. Ritsema indicated the RFP's were due today at 3 p.m.

Mr. Shaffer stated 3 RFP's were received:

- Waters & Company - \$24,500
- Ralph Anderson & Associates - \$25,000
- Strategic Government Resources - \$27,000, plus some expenses

Mr. Shaffer indicated the Search Committee would meet and review the RFP's and bring back a recommendation to the Authority. Mr. Shaffer indicated the material would be kept at the City of Portage.

Discussion ensued.

## B. New Business

### 1. Strategic planning calendar

Mr. Ritsema distributed the Strategic Calendar. He stated there was a lot of discussion at the last meeting concerning the search process. He indicated there were some larger milestones that needed to be addressed.

Mr. Ritsema stated the Search Committee would have a recommendation on the Search Firm in April and the goal was to have a Director hired by September or sooner.

Mr. Ritsema inquired if the Technical Committee had any milestones available and Mr. Fuller indicated it did and would bring them back to the Authority Board.

Mr. Hadley indicated it would be sent to the Authority prior to the next meeting.

### 2. Interim funding discussion

Mr. Switaliski inquired when monies would be levied and Mr. Ritsema indicated the monies would be levied July 1 and indicated November would be the earliest that monies would be available.

Mr. Ritsema stated the issue with interim funding had been discussed in the past.

Mr. Canny stated the County had discussed the possibility of asking the County Board of Commissioners to authorize a bridging/interim funding loan to hire an executive search firm, director, etc. He stated County Administration was willing to ask the County Board for a loan not to exceed \$100,000 to fund operations until the millage funds were available.

Mr. Ritsema inquired when the County Administration would address the County Board and Mr. Canny indicated County Administration would broach the loan idea at either the March 17 or April 7 meeting; however, before formal approval by the County Board, the Authority should provide specific numbers and what the money would be spent for.

Mr. Ritsema inquired if a formal request would be necessary and Mr. Canny didn't feel a formal request was necessary; he felt it would be sufficient to state the Consolidated Dispatch Authority Board was supportive of this request.

Mr. Barnes inquired if the County of Kalamazoo was going to act as the fiduciary to the Consolidated Dispatch Authority Board and Mr. Canny indicated the County would pay invoices on behalf of the Authority but would not be the fiduciary agent that would need to be the responsibility of the Authority Board.

Discussion ensued.

Mr. Pearson moved and it was duly seconded to request the County of Kalamazoo loan the Authority reasonable interim funding at no or low interest to be paid back within one year of the loan.

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

### 3. National Emergency Number Association (NENA) membership discussion

Mr. Fuller stated he was a member of this organization and he felt it might be worthwhile for the Dispatch Authority to utilize their service to hire a Director.

Mr. Pearson stated NENA had already been contacted.

#### C. Any Other Items

Mr. Barnes wanted to know if the Authority was ready to do a timeline on hiring a fiscal manager.

Mr. Ritsema stated he thought to begin with the County would be able to pay invoices, such as to the Executive Search Firm and go from there.

Mr. Cochran stated the Authority needed to concentrate on hiring a Director and let the Director work with the Authority Board to set up the structure of support staff. He indicated maybe the Authority could hire an accountant firm before the Director was hired.

Mr. Reid indicated the Authority also needed to look for Labor Counsel.

Mr. Pearson stated he agreed the Authority should have separate Labor Counsel.

Mr. Canny stated to he wanted to clarify, the County would make payments on behalf of the Authority until the Authority would be able to do so; if the County handed over the funds to the Authority, then the Authority would have to establish a bank account, have a finance system in place, etc.

Mr. Ritsema indicated the Dispatch Authority Agreement stated:

The Board will determine an acceptable way to secure necessary Administrative Services including, but not limited to, finance, personnel, payroll and human resources, to the Authority on an in-kind basis for the Authority. The Authority may contract with any appropriate entity, including a Party to this Agreement, for support services including, but not limited to, finance, legal, personnel administration, human resources, employee health programs, etc.

Mr. Barnes stated the Authority also needed to look at liability insurance.

1. Confirm date and time of next meeting

Mr. Ritsema indicated the next meeting was scheduled for April 9 at 3:30 p.m.

D. Adjournment

Mr. Ritsema moved and it was duly second to adjourn the meeting at 4:09 p.m.

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

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Robert Beam, Chairperson