



MINUTES

REGULAR MEETING

March 14, 2019

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Chair Jan VanDerKley at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on March 14, 2019.

ITEM 2 – ROLL CALL

Members Present: Jan VanDerKley, Mike Seals, Don Martin, Angel Ouwinga, Scott Merlo, Rick Fuller, Jeff Chamberlain, Craig Dieringer, Bobby Hopewell, Larry Shaffer, Karianne Thomas, Jim Pearson, William Fales (arrived at 3:52)

Others Present: Jeff Troyer, Torie Rose, Nick Arnold, Tracie Moored, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

“Moved by Mr. Seals, second by Mr. Fuller to approve the February 14, 2019 Regular Meeting Minutes as presented.”

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

ITEM 4 – CITIZENS TIME

No citizen chose to speak.

ITEM 5 – FOR CONSIDERATION

A. Executive Director Report

1. Administration’s Monthly Report

- a. Mr. Troyer reviewed the report as presented. He addressed the recent shooting in the City of Kalamazoo, stating that he and Deputy Director Rose had reviewed the incident and the situation was handled appropriately by Dispatch staff. He noted there was only three minutes from the first 9-1-1 call to the situation being under control. He stated he had received a call from News Channel 3, and they stated they hear there were infrastructure issues at Dispatch and that staff did not alert other agencies appropriately. He stated that was absolutely not the case and staff acted appropriately with the information they had at the time. He stated there will be an incident review with TAC when the recordings are released.

2. February Reconciliation Report

- a. The report was included in the packet.

3. Budget

- a. The report was included in packet. The grants have been received. The first amendment to this year's budget will be in April. We will see a carry-over from 2018's CIP.

4. Correspondence

- a. Email Correspondence from Mr. Stears dated 2/20/19
- Correspondence included in packet.

B. Committee Reports

1. Executive Committee

- a. Nothing to report.

2. Personnel Board – Larry Shaffer

a. Outreach and Recruitment Strategy and Hiring Process Goals

- The Outreach and Recruitment Plan has been completed and approved with a unanimous recommendation for adoption. The group had a considerable amount of appropriate discussion. Mr. Shaffer thanked Mr. Troyer and his team for their hard work. The document is well considered and directly on target for board's goals.
- Ms. VanDerKley stated she appreciated the work that was done.
- Mr. Hopewell thanked Mr. Troyer, Chief Thomas and the Chairman of the Committee. He stated a concern of his, as we move forward, was to make sure we are representative of the community. We shared practices from other communities and agencies, the Director embraced it and he appreciated it.

Motion by Mr. Hopewell, second by Mr. Sears to approve the Outreach and Recruitment Strategy and Hiring Process Goals document as presented.

On a Roll Call Vote, Yes – 11, No – 0. **MOTION CARRIED.**

b. Dispatch Center Staff – First Year Incentive Program

- A proposal for a monetary incentive for the Dispatch staff was brought forward by the Director to increase motivation for individuals to stay in the job for first year. The Director has pointed out that if we fall below current numbers, it will create significant challenges. There were two options presented and the Committee unanimously chose the \$2,000 option.

Motion by Mr. Fuller, second by Mr. Martin to approve the Dispatch Center Staff First Year Incentive Program in the amount of \$2,000.

On a Roll Call Vote, Yes – 11, No – 0. **MOTION CARRIED.**

- Ms. VanDerKley stated this is being proposed as a recognition of long hours being worked by staff. We need to recognize their efforts.
 - Mr. Chamberlain inquired if this was a one-time incentive.
 - Ms. VanDerKley stated this motion is for one time but in the future, another could be considered.
 - Mr. Shaffer stated it was clear that a staffing plan is in place and going forward it will be successful. Incentives may not be necessary in the future, but nothing precludes it.
- c. Executive Director Evaluation and 2019 Performance Goals
- Mr. Shaffer stated the he was not prepared to make a recommendation on the Executive Director's evaluation. He stated they met for about six and a half hours over three meetings, but they did not conclude their work. They have put in a considerable amount of time and have a general outline of where they wish to go. After they conclude there will be a full recommendation, they just ran out of time to complete the task as they want.
3. Technical Advisory Committee – Ms. Thomas
- a. SNC Compliance Review
- Ms. Thomas deferred to Mr. Troyer for the report.
 - Mr. Troyer stated Kalamazoo was selected for a SNC compliance review in September. There is a statutory financial portion and an operational portion. In August the existing PSAPs discussed the review and requested a six-month extension since we were preparing for GoLive and to limit the review to only the statutory requirement. We did receive that six-month extension and the end is fast approaching. The financial documents are due to the State on March 25 and that consists of three years of all PSAP expenditures and five years of training expenditures. It is a huge task to gather this information. We have requested that TAC take a formal position to allow Mr. Troyer to work with State 911 Certification Subcommittee and release all requested financial documents. Ms. VanDerKley stated that the Executive Committee had discussed this and were supportive of the TAC recommendation.

Motion by Mr. Seals, second by Ms. Thomas to direct the Executive Director to work with the State 911 Committee's Certification Subcommittee on the Kalamazoo County Compliance Review and to release all requested financial documents specific to the statutory required components of the Compliance Review in accordance with Public Act 32 of 1986 as amended.

On a Roll Call Vote, Yes – 11, No – 0. **MOTION CARRIED.**

- b. MOA – Michigan Center for Shared Solutions GIS Repository
 - The Memorandum of Agreement between KCCDA and the Michigan Center for Shared Solutions in reference to the Statewide 911 GIS Repository was included in the agenda packet. This will eventually be used as the statewide dataset for Next Gen 911 call routing. This agreement was originally signed and authorized Chief Hadley of KDSP. TAC brings this forward and supports it unanimously.

Motion by Mr. Martin, second by Ms. Thomas to approve the Memorandum of Agreement with the Michigan Center for Shared Solutions for a 911 GIS Repository and allow the Executive Director to execute the document.

On a roll call vote, Yes – 11, No – 0. **MOTION CARRIED.**

- c. Towing Contracts/Rotations
 - Ms. Thomas stated the TAC will close out this item at next month’s meeting with a written recommendation.
- 4. Finance Committee – Mr. Martin
 - a. Long-Term Funding Update
 - Mr. Martin stated the Committee is discussing different options for long term financing. He stated they passed around some suggestions and asked for information from the Director. He stated they did receive a letter from County Administrator Moored about what the County would like to see. They would also like to send out a questionnaire to residents on how to finance. The Committee would like to set goals for financing then send them to the County. Would like the structure to start with us. If anyone has any suggestions, bring them to him or Mr. Troyer.
 - Mr. Seals stated the survey would be a good way to get resident information. The County gets a good response on their surveys. Funding this is a priority of the County Commission. Perhaps we could Include a comment section under the questions asked, as a resident may have a better idea.
 - Ms. VanDerKley inquired if the County wanted to limit our inclusion on the survey to a few items.
 - Ms. Moored stated three questions would be the limit.
 - Mr. Troyer stated he was appreciative of the County reaching out to this group. He will forward the terminology to the Finance Committee. He stated they have proposed three questions but will work with the Committee to finalize the terminology of the questions.

C. Old Business

- There was none.

D. New Business

- There was none.

E. Other Items

1. Member comments
 - There was none.

2. Next meeting – May 9, 2019

The next KCCDA Authority Board Meeting will be held on May 9, 2019 in the Chief Switalski Meeting Room, 7040 Stadium Drive, Kalamazoo, MI 49009.

3. Adjournment

The meeting was adjourned at 4:07 p.m.

Richard C. Fuller III
Clerk of KCCDA Board of Directors