

MINUTES

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

REGULAR MEETING

APRIL 9, 2015

ITEM 1 - Call to Order

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority was called to order by Chairperson Beam, at 3:30 pm in the Board of Commissioner's Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, on April 9, 2015.

ITEM 2 - Roll Call

Introductions were made.

Members Present: Jeff Heppler, Ron Reid, Jim Pearson, Jeff Hadley (on behalf of Jim Ritsema), Rick Fuller, Dena Smith (on behalf of Dr. Fales), Jan VanDerKley, Bob Beam, Claudette Reid, Mark Barnes, George Cochran, Dale Hinz

Others Present: Larry Shaffer, Karianne Thomas, Mike Seals, Don Martin, Thom Canny, John Faul, Scott McGraw, Richard Ford, Julia Jankowiak, Dina Sutton

Mr. Hopewell conference called in.

ITEM 3 - Approval of Minutes

Ms. Reid stated she would like the minutes of the March 12th meeting be corrected to state: frequent lifting up to 25 pounds.

Mr. Barnes stated a few individuals were mentioned both as members and others and asked those be corrected.

There being no further discussion, the motion carried by a voice vote with duly noted changes.

ITEM 4 - Citizens Time

Mr. Scott, Director of Montcalm County Central Dispatch introduced himself and expressed his interest in the Director Position.

ITEM 5 - For Consideration

A. Old Business

1. Committee Updates

a. Search

Mr. Jim Pearson updated the Authority on the meeting held by the Dispatch Director Search Firm. The minutes and information from this meeting were distributed to the Authority.

Mr. Cochran indicated the Search Committee felt Strategic Government Resources would be a better fit for the Authority.

Mr. Ron Reid wanted to know about the minority vote and Ms. VanDerKley indicated it was Mr. Merlo and he was ok with Strategic Government Resources.

Ms. Claudette Reid inquired about the 36 possible candidates Strategic Government Resources stated they had available and wanted to know how long ago those candidates were interviewed. Ms. Thomas indicated the candidates were within the last 90 days and now there were 35 candidates.

Chairman Beam inquired if that Strategic Government Resources was a recommendation by the Search Committee.

Mr. Pearson moved and it was duly seconded to hire Strategic Government Resources for the Executive Director search.

Mr. Reid inquired if there was a contract available and Mr. Canny stated a contract had been made available.

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

Many members congratulated the Search Committee for their hard work on the process.

b. Technical

Ms. Thomas stated the Technical Committee met and discussed various issues, such as current employees, timeline. She indicated they were going to prepare a 60, 90, and 180 day timeline and would share with the Authority.

MSP – County side dispatches MSP troupers but can't see on the computer where the other public officers were at but they would be on board with I Mobile so they will be on the same system as County law enforcement officials.

Mr. Barnes wanted to know how many would be on I Mobile and Mr. Fuller indicated all nine (9) entities would be. Ms. Thomas indicated WMU and the City of Portage were not on I Mobile.

c. Executive

Chairman Beam stated there hadn't been much discussion on behalf of the Executive Committee.

Mr. Fuller indicated the Executive Committee indicated the alternate member should discuss with the Member before speaking to the Authority.

2. Strategic Planning Calendar

Chairman Beam stated Ms. Thomas and the Technical Committee would work on the Strategic Planning Calendar.

Mr. Reid thought the Strategic Planning Calendar was for the Authority as well and Chairman Beam stated it was his understanding the Technical Committee would prepare this and bring it back to the Authority.

Ms. Reid stated the Strategic Planning Calendar for the Authority was different than the Technical Committee.

Discussion ensued.

3. Interim Funding Discussion

Mr. Heppler stated he presented the issue to the County Board of Commissioners and the Board was supportive, however, the County Treasurer indicated she wanted it to be called a cash advance vs. a loan. He also indicated the Board of Commissioners wanted a budget from the Authority.

Mr. Canny stated the County Board of Commissioners met on Tuesday and was supportive of a cash advance and was supportive of a \$100,000 cap and if there were further funds needed a discussion needed to occur if the other PSAPs needed to contribute funds. He indicated the

County was looking at it more as a construction type of loan and the County and the Authority would need to have an agreement and the County would pay for invoices as submitted. He stated a Committee should meet and prepare a budget which could be presented to the County Board of Commissioners.

Chairman Beam wanted to know if the County contract process should prevail. Mr. Canny stated the Committee used the City of Portage's template for the Contract.

Chairman Beam wanted to know how the Executive Director would be paid.

Mr. Canny indicated the Executive Committee needed to make decisions/recommendations on pay, retirement, benefits, etc. and make those negotiations with the candidate via the search firm, Strategic Government Resources.

Mr. Shaffer stated the Authority would have an employment contract with the Executive Director and those terms would be negotiated by the Authority. He stated if a 3rd party administered payroll that policy would prevail.

Ms. VanDerKley stated the Authority was already behind with the structure of the Authority operations due to the fact that no 1099, Tax ID was filed yet.

Mr. Barnes stated he agreed with Mr. Canny's comments.

Discussion ensued on options for payroll, benefits, etc.

Chairman Beam stated the Authority was being told by the County Board of Commissioners to provide a budget before a cash advance was administered.

Mr. Cochran indicated Kalamazoo Township would prepare a budget and would like a member from the Technical Committee.

Ms. Reid wanted to know if personnel issues and benefits were both being assigned to the Benefit Committee and Chairman Beam indicated the personnel issues needed to stay with the Search Committee and the benefits needed to stay with the Budget Committee and both along with the Executive Committee would need to come together.

Mr. Canny wanted to clarify that the Search Committee's purpose was to hire the search firm and the search firm would bring the final candidates to the entire Authority.

Ms. Reid stated she didn't feel the Authority could assign all the tasks to the Search Committee and the Authority as a group needed to discuss and make those decisions.

Mr. Canny stated the point of contact means the search firm would contact the City of Portage and that person would bring the information back to the Authority and the person from the City of Portage would discuss with the search firm.

Mr. Reid wanted names of members and those members are:

- Jeff Heppler
- Claudette Reid
- George Cochran
- Mark Barnes
- Rick White

4. Search Committees: Legal Counsel, Accounting Firm

Chairman Beam wanted to know if all the entities used the same labor counsel and it was indicated they did not.

Ms. VanDerKley stated she was ok with any of the firms mentioned.

Mr. Pearson wanted to know if there were any known legal firms that know about Consolidated Dispatch.

Mr. Canny stated he did not feel the Authority should use any of the legal firms used by any of the entities.

Mr. Pearson stated the Executive Committee could get recommendations and bring back to the Authority.

Discussion ensued on legal counsel.

Chairman Beam indicated the Executive Committee would take this task on along with the assistance of the City of Kalamazoo.

Ms. Reid inquired if the Chair would like recommendations from the members' legal counsel and Chairman Beam declined the offer.

Chairman Beam stated he felt the hiring of an Accounting Firm could wait for now.

Discussion ensued.

Mr. Reid stated the Authority also needed to consider liability insurance.

Chairman Beam authorized Mr. Shaffer to negotiate a contract with Strategic Government Resources and bring back a contract to the Authority for approval.

B. New Business

There was no New Business.

C. Any Other Items

1. Confirm Date and Time of Next Meeting

Chairman Beam stated the next meeting would be held on May 14, 2015 at 3:30 p.m.

Mr. Hopewell stated he's had conversations with others about having the Authority work with other counties who currently run a consolidated dispatch to assist the Authority, to collaborate, either regionalize or joint dispatch centers. He wanted to know if the Technical Committee had explored this option. Ms. Thomas stated the Technical Committee had not had those discussions because they are still concentrating on making Kalamazoo County whole.

Discussion ensued.

Mr. Reid indicated the next meeting was 5 weeks away and wanted to know if the Authority wanted to approve a contract prior to the next meeting.

Mr. Shaffer stated if the ESC came to an agreement with the Strategic Government Resources then the Chair could call a special meeting to review and approve the contract.

2. Citizen Time

Mr. Scott stated he would submit his resume to Strategic Government Resources.

D. Adjournment

Chair Beam adjourned the meeting at 5:08 p.m.

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

Robert Beam, Chairperson