



MINUTES

REGULAR MEETING

April 11, 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 April 11, 2019.

ITEM 2 – ROLL CALL

Members Present: Jan VanDerKley, Don Martin, Angel Ouwinga, Scott Merlo, Jeff Chamberlain, Larry Shaffer, Jim VanDyken, Tracie Moored, Dexter Mitchell, Jim Pearson, Mark Barnes, William Fales (arrived at 3:37)

Others Present: Jeff Troyer, Torie Rose, Nick Arnold, Craig Dieringer, Bryan Ergang, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

“Motion by Mr. Barnes, second by Mr. Martin to approve the March 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.
 - b. Ms. VanDerKley noted that the issue with calls not displaying on the call pending queue then suddenly showing up was discussed in the Executive Committee meeting. It is hard for Tyler Technologies to pinpoint the cause because they have to review every configuration and each system is customized to the agency.
2. March Reconciliation Report
 - a. The report was included in the packet.

3. Budget
 - a. Fiscal Year 2018
 - b. Fiscal Year 2019
 1. The report was included in the packet.

4. Correspondence
 - a. 2018 CGAP Grant Final Closeout Letter
 1. Correspondence included in packet.

B. Committee Reports

1. Executive Committee – Jan VanDerKley
 - a. The Committee met and reviewed the agenda for this meeting.
2. Personnel Board – Larry Shaffer
 - a. The Committee did not have a quorum at their last meeting so there is no report to provide on the Executive Director’s Evaluation and 2019 Performance Goals. He stated that since we are well into the year, he did give the Executive Director the three expected goals of operations, staffing and financing.
3. Technical Advisory Committee – Bryan Ergang
 - a. The State 911 Committee audit was reviewed. All agencies have submitted their information. They also looked at towing contracts and the idea behind implementing a county-wide rotational program contracted by KCCDA. The Committee unanimously agreed that this type of agreement was not KCCDA’s role. Each entity has different requirements and expectations, so the committee recommends no action.
 - b. Ms. VanDerKley stated TAC was recommending no action to adopt a county-wide towing rotation contracted through KCCDA. This recommendation will show as part of the minutes.
4. Finance Committee – Don Martin
 - a. 2019 Budget Amendment (Revision I)
 1. Mr. Troyer reviewed the budget amendment request, noting the new total expenditures was \$6,924,177.

“Motion by Mr. Barnes, supported by Mr. Merlo to approve the 2019 Budget Amendment (Revision I) as presented with total expenditures equal to \$6,924,177.”

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

b. County Budget Survey Questions

1. Mr. Martin stated they had a good meeting to discuss and determine questions for the county survey. He stated he is excited to get it out and get results back in May or June.
2. Ms. Moored stated the survey would be on the county website and can be taken by anyone, not just a registered voter. The surveys are pinpointed to zip codes so there is an ability to determine the area the taker is from. The dispatch questions will be first on the survey so they will not get buried in county operations. They did a small test version last year and had about 500 participants.
3. Mr. Pearson stated the most important consensus will be gauging the tolerance to a surcharge and help give us a direction.
4. The Board discussed verbiage and ideas and asked the Executive Director to have Dr. Hartmann at WMU validate the questions before they were placed on the survey.
5. Ms. VanDerKley thanked County Administrator Moored for giving us the opportunity and allowing us to join in the survey.

C. Old Business

- There was none.

D. New Business

1. Surcharge Request to Board of Commissioners

- a. Mr. Troyer requested approval to submit the proposed request to continue collection of the \$.42 local commission-enacted surcharge to the County Board of Commissioners on behalf of the KCCDA.

“Motion by Mr. Martin, second by Mr. Fales to approve the proposed surcharge request to the Board of Commissioners and authorize the Executive Director to submit the request.”

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

E. Other Items

1. Member comments
 - There was none.

2. Next meeting – May 9, 2019

The next KCCDA Board of Directors 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