



MINUTES

REGULAR MEETING

May 9, 2019

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Vice Chair Jim Ritsema at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on May 9, 2019.

ITEM 2 – ROLL CALL

Members Present: Don Martin, Angel Ouwinga, Larry Shaffer, Dexter Mitchell, Jim Pearson, Jim Ritsema, Mike Seals, Craig Dieringer, Bobby Hopewell

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

ITEM 3 – APPROVAL OF MEETING MINUTES

“Motion by Mr. Mitchell, second by Mr. Martin to approve the April 11, 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 noted the \$.42 surcharge was approved by the Kalamazoo County Board of Commissioners for collection through June 30, 2020.
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. There was none.

B. Committee Reports

1. Executive Committee – Jim Ritsema

- a. The Committee met and reviewed the agenda for this meeting.

2. Personnel Board – Larry Shaffer

- a. Executive Director Evaluation and 2019 Performance Goals

- Mr. Shaffer thanked the committee for their work in the three meetings that took over six hours. He stated the recognized the importance of providing a recommendation to the Board. He acknowledged and thanked Director Troyer for a great year. It is very difficult to create an organization and take it through to operations. The Director created the facility to accommodate the staff and technology, has addressed hiring, put in place procedures, and received millions in grant dollars. The Personnel Committee recognized and thanked him for his efforts. The Committee recommends a \$5,000 bonus for contract year 2018/2019, the third year of a four-year contract. The second recommendation is that the Board should identify three goals as priority for the Director. The first is that the Director should have stronger lines of communication to facilitate better performance. Though there has been some dissatisfaction with the communication, Director Troyer understands the importance and Mr. Shaffer is convinced he will take it seriously and iron out the bumps the Chiefs have identified. The remainder of the goals are outlined in the packet.
- Mr. Pearson asked if there was a target date for the goals to be reached.
- Mr. Shaffer clarified these goals were for the contract year, February to February.
- Mr. Seals stated that there have already been changes by the Director to try to make things better. To his credit, he has acted on what is requested and is doing his due diligence.
- Mr. Shaffer stated he will reach out to the Chiefs on a regular basis to be sure we are reaching goals

“Motion by Mr. Seals, second by Mr. Martin to award Executive Director Jeff Troyer a bonus of \$5,000.000, which is consistent with the Employment Agreement.”

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

“Motion by Mr. Pearson, second by Mr. Seals to adopt the three performance goals presented for the Executive Director.”

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

- b. New Personnel Policies – 2.7 Classification Seniority
4.7 Michigan Paid Medical Leave Act

- Mr. Shaffer stated the Personnel Board recommended adoption of the two policies as presented.

“Motion by Mr. Martin, second by Mr. Seals to adopt the two new personnel policies, 2.7 and 4.7, as presented.

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

3. Technical Advisory Committee – Bryan Ergang

- a. Nothing to report.

4. Finance Committee – Don Martin

- a. Resident Questionnaire

- Mr. Martin stated the county sent out the questionnaire and got early results but nothing quantifiable yet. On a good note, no one said they would not fund dispatch services.

- b. 2019 Budget Amendment (Revision II – Bond Payoff)

- Mr. Martin stated there was a conference call to explain the difference in the bond payoff amount. He explained that the drop of interest that the city would incur would leave them with a deficit. The Committee recommends moving forward and including the \$48,348 difference.

“Motion by Mr. Pearson, second by Mr. Martin to approve the 2019 Budget Amendment – REVISION II – as presented with total expenditures equal to \$6,972,525.

On a voice vote with Mr. Hopewell and Mr. Ritsema abstaining, **MOTION CARRIED.**

C. Old Business

1. There was none.

D. New Business

1. There was none.

E. Other Items

1. Member comments

- Mr. Seals stated he has received phone calls from residents saying they can't get through on the non-emergency line. People are saying they don't know the number. He suggested another strategy to get the number out to residents.

- Mr. Troyer stated there have been complaints from people attempting to contact non-emergency lines. There are a lot of old phone numbers out there. The PSAPs worked with their staff to get the numbers forwarded to us. We suggested a slow transition to phase out numbers so as not to confuse people. If you get complaints, get their information and what number they called, and we will contact them. He will look into a communications firm that may be able to help us more effectively communicate the number to our residents.
- Mr. Pearson thanked Mr. Troyer and told him he's done a fantastic job.

2. Next meeting – June 13, 2019

The next KCCDA Board of Directors Meeting will be held on June 13, 2019 in the Chief Switalski Meeting Room, 7040 Stadium Drive, Kalamazoo, MI 49009.

3. Adjournment

The meeting was adjourned at 4:09 p.m.

Richard C. Fuller III
Clerk of KCCDA Board of Directors