

MINUTES

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

REGULAR MEETING

August 13, 2015

ITEM 1 - Call to Order

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority was called to order by Chairperson Beam, at 3:33 pm in the Board of Commissioner's Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, on August 13, 2015.

ITEM 2 - Roll Call

Introductions were made.

Members Present: Bob Beam, Ron Reid, Mark Barnes, Thom Canny, Jan VanDerKley, Claudette Reid, Dale Hinz, Rick Fuller, George Cochran, Jim Pearson, Jim Ritsema, Dale Hinz, Jeff Hadley John Faul, Jeff Heppler

Others Present: Mike Seals, Don Martin, Ed Switalski, Julia Jankowiak, Tim Scott, Larry Shaffer, Karianne Thomas, Mark Meijer, Tim Bourgeois, Larry Provancher, Bill Peterson (SGR Consultant)

ITEM 3 - Approval of Minutes

Mr. Barnes motioned for approval of the June 11 minutes. The motion carried by a voice vote.

ITEM 4 - Citizens' Time

No citizens shared at this time.

ITEM 5- For Consideration

1. Search Committee Update –

Mr. Fuller moved that the Consolidated Dispatch Authority Board enter into closed session to review and consider applications for appointment where the candidate has requested confidentiality pursuant to Section 8(F) of the Open Meetings Act. The motion was seconded by Mr. Ritsema.

Closed Session.

Regular session resumed.

The Search Committee met this morning.

Search Committee consists of: Mr. Pearson, Mr. Hopewell, Mr. Cochran, Mr. Merlo, Mr. Canney, Ms. Thomas augmented with 2 from Technical Committee.

Mr. Beam: Assuming that Mr. Barnes will be asked to represent fire chiefs and Mr. Fuller representing the county.

Mr. Reid – Committee has identified candidates. He thanked Search Committee. The plan in place is to have 2 maybe 3 people come back to the Authority in a month or two. Plan to offer contingent upon background, etc.

Bill Peterson of SGR said the background will be completed by SGR and completed by 9/9, date of initial interviews.

This means we will be ready to go with an individual shortly after 9/10 meeting.

2. Finance Committee Update – George Cochran

The County Board did accept our budget and in essence said they would underwrite it until we receive our funding. We have had one invoice come in from SGR and it has been authorized for payment.

We do have to figure out what we are going to do and build ourselves a little structure or wait for Director to decide the fiduciary responsibility.

Mr. Barnes asked amount approved by County: The amount approved is \$173,000.

Mr. Canney: We need to get the organization a Tax ID number. The sooner the Authority Board can have a contract for the minimum need with an accounting firm and get a tax ID the better. We do have a meeting Monday to get that Identification number.

Mr. Heppler made a recommendation to use the Finance Committee to work on that.

Mr. Beam thinks we need to have a little bit of legal help on all of this. Some names and signatures have to go on the application for the EIN. His point is there are a number of steps to go through to create the business environment we need. On Monday the Executive Committee discussed this matter. Mr. Ritsema, Mr. Beam and Mr. Fuller agreed Dan McGlenn of Kreis Enderle would be contacted to get things going in the right direction. Mr. McGlenn helped with Parks & Rec Board. An initial \$2,000 budget was planned.

Mr. Cochran stated that legal expenses were included in the budget submitted to the County Board.

Mr. Reid stated we need legal, insurance and other needs. He is okay having Mr. McGlinn perform the initial work; he would still want an RFP to go out for legal representation.

Mr. Ritsema stated an RFP is going out; should have complete in 3 weeks for legal representation.

Mr. Cochran stated the Authority needs an accountant soon.

Mr. Beam said it is understood we need to find someone.

Mr. Heppler motioned the Board temporarily hire Mr. McGlinn for assistance to get the initial paperwork started.

Mr. Fuller suggested an amendment: Hired until such time as an RFP was satisfied and comes to fruition.

Motion carries.

It is suggested that the Finance Committee follow through with RFP for accountant, insurance, bank, etc.

Mr. Canney suggested we may not need a full blown RFP for accountant, insurance. We may be able to ask for bids.

Ms. Reid asked if we are looking for permanent accountants, insurance or just in the short term and then the Director can change those items.

Mr. Beam is satisfied if the Committee were to find permanent representation, to be able to take that off a new director's plate.

Mr. Reid - Finance Committee to gather proposals, bring them to the Board.

3. Legal Services Update - Jim Ritsema

See above discussions.

ITEM 6- New Business

Mr. Hadley has been thinking of all of our dispatchers. He is questioning – what should we be communicating to our dispatch employees currently with the process. Who should that communication come from? Is there any interest in the Board having a meeting at some point to bring a representative from each dispatch having them able to ask questions and be informed in this process? Keeping employees informed can only help the Director. There needs to be some thinking on how to keep them apprised.

Mr. Canney: This is a good logical question. We need to do a little bit more exploring. They aren't Dispatch Authority employees. Before talking with other department employees, contact

would need to be made with the PSAPS, their HR or labor counsel.

Ms. VanderKley stated we must also consider union leadership and how to clue them in on how to talk with their members.

Mr. Canney stated the sooner this communication would happen the better to let them get adjusted to what is coming.

Ms. Reid stated we're meeting, we have minutes; is there a way to post them so anyone can access them without going through each entity.

Mr. Reid asked if we could have the committee working on obtaining an accountant and insurance to also investigate setting up a website.

Mr. Martin thinks Mr. Hadley is correct in getting information out there. The Board could have one individual to get out information, not answer questions.

Mr. Beam recognizes the gravity of what Mr. Hadley is saying. There are a lot of people wondering what is going to happen. Until we get an Executive Director here and that person begins to assess what we are going to be and the cost, he is unsure as to what to say. He doesn't see how you can have a conversation without getting into salary, schedules, etc. Maybe that's what we say; we don't know yet and won't until ED is in place and the plan comes together.

Ms. Thomas said it has been posed by dispatchers that they don't want details; they know we can't give them. They want more of a timeline we are trying to get this accomplished.

Mr. Beam said we can say it won't be this year. We need to get this ED in place. One of the first priorities is to lay out steps, how long it will take. Until that budget shows up, we don't have anything to say. Labor counsel is vital in all of this.

Mr. Switalski stated the \$.42 we get isn't going to get us employees. We are going to have to go back to the voters.

Mr. Shaffer stated formal relationships are in place and each entity must take precaution in what they say because of their cross jurisdictional authorities.

Mr. Beam said the best advice is to answer that no decision has been made and that it won't be final for quite a while.

ITEM 7 - Any Other Items

1. Next Meeting Date September 10, 2015 at 1:30p.m. Portage City Hall. Interviews Conference Room 1; Full board in Board Room.

Interviews will be open to anyone including citizens, etc. Questions and follow through will be through the Chair at that meeting. Authority Board meeting is open. A closed session may occur if discussions of offering employment, etc. take place.

Ms. Reid will find out if the September 10 meeting can be televised.

2. Citizen Time –
No citizens shared.

ITEM 8 - Adjournment

The meeting was adjourned at 4:39 p.m.

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