

MINUTES

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

REGULAR MEETING

November 10, 2016

ITEM 1 - Call to Order

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority was called to order by Chairperson Jan Van Der Kley, at 3:30 p.m. in the Board of Commissioner's Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, on November 10, 2016.

ITEM 2 - Roll Call

Members Present: Pete Strazdas, Rick Fuller, Lowell Rinker, George Cochran, Claudette Reid, Jim Ritsema, Jan Van Der Kley, Mark Barnes, Mike Seals, Dale Hinz, Dena Smith, Bill Fales, Ron Reid, Bobby Hopewell

Others Present: Jeff Troyer, Ed Switalski, Scott Merlo, Matt Nordfjord, John Faul, Dan Mills, Rick White, Thom Canny, Don Martin, Tim Bourgeois, Dexter Mitchell, John Hurst, Chad Hageman, Kim Soltes, Tammy Stephenson, Nicholas Kirk

ITEM 3 - Approval of Minutes

Motion made for approval of the October 13, 2016 minutes. The motion carried by a voice vote.

ITEM 4 - Citizens' Time

Kim Soltes a dispatcher with KDPS asked to make a comment regarding the previous meeting and NTSB inquiries on the truck/bike incident that occurred earlier this year. Ms. Soltes was working that night and feels there is nothing more a consolidated dispatch could have done better in this incident.

ITEM 5 - For Consideration

A. Executive Director Report

1. Monthly Report – Provided to the Board. Mr. Troyer highlighted Text to 9-1-1 implementation. There was webinar training last month; currently in build out phase. First dates for service provider testing are scheduled for the first week of December.

Presentations regarding the consolidation are upcoming with more requests coming in.

2. October Reconciliation Report – Provided to Board
3. FY 2016 Budget Performance Report – Provided to Board
4. KCCDA Website

The website is now available at www.kccda911.org. The minutes from 2015 through October 2016 are on the site as well as the current agenda. Mr. Troyer would like to add detail from the board members to provide their information on the site.

Ms. Reid felt if the board members information was linked to the municipality they are from the information would always be up to date.

B. Old Business

1. Executive Committee – Jan Van Der Kley

Nothing to report.

2. Personnel Committee – Pete Strazdas for Jim Pearson

Nothing to report.

3. Technical Committee – Bourgeois

Continuing to work on items such as text to 9-1-1.

4. Finance Committee – George Cochran
 - a. Surcharge Proposal Recommendation & Ballot Language -

Option 1 and Option 2 provided. The Committee is strongly recommending Option 1.

Ms. Van Der Kley asked for explanation of their process to develop these options

Mr. Cochran stated they began with research and found six different ballot proposals from around the state. They reviewed those that were successful and those that were not. They found the simpler ones were more successful. Option 2 being presented states that the \$.42 already paid is replaced by this new amount; Option 1 does not address the replacement of the \$.42.

Mr. Seals likes Option 2 as it informs the public that this includes the \$.42 already in place.

Mr. Strazdas indicated the bigger question is what the PSAPs are going to do with the funds they already receive. There are a lot of pieces here.

Mr. Cochran indicated the Committee felt too much detail could get confusing.

Ms. Reid indicated some people know that there is a \$.42 surcharge already in place; most don't realize that it is in place.

Mr. Switalski indicated the PSAPS will each individually have to address that.

Mr. Hopewell has recently been looking at a millage request on something else that actually had on the ballot language what it was. He inquired what is required by law.

Mr. Canney indicated he and Mr. Nordfjord have discussed the legalities and both options are acceptable.

Mr. Cochran indicated that from the start they were to have the county and our own attorney review these and make sure they are legal.

Mr. Hopewell moved and it was duly seconded the Board accept the recommendation to present the Option 1 ballot language to the Board of Commissioners.

Roll Call vote to approve the Motion:

Mike Seals: Yes
Rick Fuller: Yes
Mark Barnes: Yes
Jim Ritsema: Yes
Pete Strazdas: Yes
Claudette Reid: Yes
Ron Reid: Yes
George Cochran: Yes
Jan Van Der Kley: Yes
Lowell Rinker: Yes
Bill Fales: Yes
Bobby Hopewell: Yes

The Motion passed to accept the Option 1 ballot language.

Mr. Troyer highlighted multiple proposals from the November general election. Kent County surcharge is currently at \$.45 and the proposal increased it up to \$1.15 and it passed. Isabella was at \$1.50 and increased to the max of \$3 which passed. Wexford County had its third attempt in 5 years - they currently collect \$.42 and increased to over \$2. It passed on this third attempt.

Mr. Rinker asked what type of educational items they used.

Mr. Troyer indicated he was in a meeting with the PSAP Manager from Grand Rapids PD and she stated they didn't do any form of educational items.

Mr. Seals inquired if there was any opposition within those counties.

Mr. Troyer advised he did not know if there were any opposition efforts. Mr. Hopewell asked Mr. Troyer if more of these come out on the positive side than voted down. He doesn't want to get too carried away with a huge campaign.

Mr. Strazdas inquired as to what other municipalities do with funds they currently have budgeted. He believes Portage will return to taxpayers.

Mr. Troyer indicated when Muskegon consolidated their center there was a transition where there was a surcharge and general fund monies from municipalities were also used. The Calhoun surcharge didn't pass but the two largest municipalities continued to fund the consolidation.

Mr. Fuller said those that passed it said specifically what they were going to do with the funds; Mr. Fuller indicated he will ask to keep those budgeted funds to increase staffing. He suggested others start to have those discussions with their municipalities.

b. 2017 Budget Proposal

Mr. Cochran indicated it is difficult to build a budget for half a year and then prepare two separate budgets for the 2nd half of year (dependent upon passage of surcharge or not passing of surcharge).

Mr. Troyer reviewed the proposal. This was presented to the Finance Committee at their last meeting. This accounts for a successful proposal in May. They have included \$50,000 for contractual items such as Landmark to continue with Phase II – not expenditures which will have to be amended at a later time.

Page 3 of 15 – estimated revenue. 1st 6 months at \$.42; 2nd 6 months at \$2.30.

Mr. Rinker asked if there has been a noticeable difference in the number of devices where they have increased fees. This would more likely be a family who has a landline and several cells; do they get rid of the landline because of this?

Mr. Troyer indicated no significant change has been recognized.

Mr. Troyer indicated you have to allow for the providers who are allowed by law 2% for collection of the fees. This shouldn't have a huge impact.

Mr. Troyer addressed insurances. COBRA coverage comes to an end once Mr. Troyer is no longer the only employee or after the 18 months allowable. He has met with Burnham & Flower regarding health plans. It will be cheaper to obtain an individual plan

rather than the COBRA. Since the health coverage is less than the P.A. 152 “Hard-Cap” amount, Mr. Troyer recommends a cost share for the employee of 10%. Vision and dental cannot be provided for a single employee; will have to continue with COBRA until other employees are hired.

Ms. Van Der Kley asked if there were any questions on the insurances.

Mr. Reid inquired if the contract is an 80/20 plan.

Mr. Troyer advised the Executive Director Employment Agreement indicates the Authority will pay up to the hard cap.

Mr. Troyer indicated on Page 8 a go live date of January 2018. Mr. Troyer is recommending a partial year of some staff; Deputy Director in August; two IT in October; HR in October. These staffing assumptions are assuming the earliest go live of January.

Mr. Troyer brought attention to the Contractual Services & Agreements; many have a slight increase in 2017 as additional employees are added; services are higher. He did send out a request for quotes to local firms for auditors and received three additional quotes. The low bid was from Siegfried Crandall PC for \$5,000 which is included in this budget.

Ms. Van Der Kley advised a motion for approval of public notice needed to be made.

Ms. Reid moved and it was duly seconded to make public notice of the 2017 Budget Proposal as presented.

Mr. Strazdas acknowledged the work that has been completed by Mr. Troyer.

The Motion carried by a voice vote.

C. New Business

1. 2016 Budget Amendment – Revision III

Mr. Troyer indicated the only revenues received in 2015 by the Dispatch Authority was the \$50,000 that came from the county but in actuality there were 2 quarters of surcharge. In addition, the grant writer fees are accounted for in this amendment so Mr. Troyer did not do a line item transfer.

Mr. Seals motioned and it was duly seconded to approve the Fiscal Year 2016 Budget Amendment known as “Revision III” as presented.

The Motion carried by a voice vote.

2. Facility Recommendation

Ms. Van Der Kley thanked the combined committee for accomplishing this in such a short amount of time.

Mr. Cochran indicated the committee met and reviewed the two properties with a thorough walk through of both of them. Each had positives and each had negatives. All members felt the site that cost more was in the best interest of the Authority. This was unanimous by a roll call vote of both the Finance and Technical Committees. The Lovers Lane property was chosen.

Ms. Van Der Kley asked if any other member of the Finance/Technical Committee had comments.

Ms. Reid indicated the Lovers Lane site had the capability to increase size in the future if needed; this is not an option at Portage which was more of a tight fit to begin with.

Mr. Cochran advised part of the decision was also the location of the tower at both sites.

Mr. Seals indicated the Lovers Lane site had space where you could locate cables, etc. up high rather than digging up concrete floors. The storage building on site is a plus.

Mr. Strazdas indicated there may have been a perception issue if it had been located at the Portage Public Safety site.

Mr. Bourgeois saw the positive of Portage due to security with public safety located there. Lovers Lane site could have secured parking for employees. The training space at Lovers was a factor as well.

Mr. Fuller pointed out that the two committees consisted of members from varying municipalities.

Mr. Ritsema moved and it was duly seconded to proceed with the Lovers Lane site.

Mr. Hopewell indicated he is conflicted with these sites. He believes the Authority should have engaged other 9-1-1 centers in our state to consolidate to a larger degree. He will, however accept this motion.

Roll call vote:

Dr. Fales - Yes

Mr. Hinz - Yes

Mr. Rinker - Yes

Ms. Van Der Kley - Yes

Mr. Cochran - Yes

Mr. Reid – Yes
Ms. Reid – Yes
Mr. Strazdas – Yes
Mr. Hopewell – Yes
Mr. Ritsema – Yes
Mr. Barnes - Yes
Mr. Seals - Yes
Mr. Fuller – Yes

The Motion passed to proceed with the Lovers Lane site.

3. Closed Session – Open Meetings Act 15.268, Section 8(d).
Ms. Van Der Kley invited Matt Nordfjord, attorney for the Dispatch Authority and Tim Bourgeois as part of the Technical Committee as special guests in the closed session.

Mr. Fuller recommended and it was duly seconded that the Kalamazoo County Consolidated Dispatch Authority Board of Directors enter into Closed Session under Open Meetings Act 15.268, Section 8(d) for consideration of real property.

Roll call vote:

Mr. Fuller - Yes
Mr. Seals - Yes
Mr. Barnes - Yes
Mr. Ritsema - Yes
Mr. Hopewell - Yes
Mr. Strazdas – Yes
Mr. Reid – Yes
Mr. Reid – Yes
Mr. Cochran - Yes
Mr. Rinker –Yes
Ms. Van Der Kley - Yes
Mr. Hinz - Yes
Mr. Fales - Yes

The closed session began at 4:28 p.m.

The regular meeting was resumed at 5:02 p.m.

Mr. Reid moved and it was duly seconded to authorize legal counsel to make an offer to purchase the Lovers Lane property subject to final approval of the full Board in a form approved by the corporate counsel.

Roll call vote:

Mr. Fuller – Yes
Mr. Barnes - Yes
Mr. Seals - Yes
Mr. Ritsema - Yes
Mr. Strazdas – Yes
Ms. Reid – Yes
Mr. Reid – Yes
Mr. Cochran – Yes
Mr. Rinker – Yes
Ms. Van Der Kley – Yes
Mr. Hinz – Yes
Ms. Smith – Yes

Motion passed.

Mr. Reid acknowledged Mr. Cochran's term as Treasurer for Kalamazoo Township. Mr. Reid is asking the Township Board to appoint George for an additional one year term. This would need to be put on the Agenda for the December 8 meeting if Mr. Cochran is to continue as Treasurer for the Dispatch Authority.

Mr. Ritsema asked when the Township Board would decide.

Mr. Reid indicated he is optimistic at their November 28 meeting.

Mr. Van Der Kley thanked Mr. Cochran for his work on behalf of the Board. She indicated it would be beneficial if he could continue an additional year on the Board.

Mr. Barnes recognized all of the PSAPs for getting the text to 9-1-1 moving with Mr. Troyer.

Mr. Troyer indicated on Tuesday, November 15 the Board of Commissioners Committee of Whole will be meeting and he will be presenting at 4PM. As many as possible should attend.

D. Any Other Items

1. Confirm date and time of next meeting (December 8, 2016 at 3:30 p.m.)
2. Adjournment

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

The meeting was adjourned at 5:09PM.