



MINUTES

REGULAR MEETING

January 9, 2020

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 January 9, 2020.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Don Martin, Jim Pearson, Mike Seals, Rick Fuller, Scott Merlo, Dexter Mitchell, Mark Barnes, Karianne Thomas, Ryan Schoonveld, Joseph LaMargo

Others Present: Jeff Troyer, Nicholas Arnold, Dan Mills, Bryan Ergang, Chad Tackett Torie Rose, Chris McComb

ITEM 3 – ORGANIZATIONAL ITEMS

A. Election of 2020 Officers – Chairperson, Vice-Chairperson, Treasurer and Clerk

“Motion by Mr. Fuller, second by Mr. Mitchell to elect Ms. VanDerKley as Chairperson, Mr. Ritsema as Vice Chair, Mr. Martin as Treasurer and Mr. Fuller as Clerk for 2020.”

On a roll call vote, Yes – 11, No – 0. MOTION CARRIED.

B. Review and Appoint Committee Membership

1. Executive Committee
2. Finance Committee
3. Personnel Committee
4. Technical Advisory Committee (Interlocal Agreement)

Vice Chair Jim Ritsema advised the City will replace Mr. Hopewell with Ms. Thomas on the Board and Mr. Chamberlain also be her alternate. Furthermore, Ms. Thomas will continue to serve as the City’s appointee to the Personnel and Finance Committees and I will be her alternate.

Mr. Barnes will be the alternate to Mr. French on the Finance Committee.

“Motion by Mr. Pearson, second by Mr. Barnes to accept the committee memberships as presented with amendments.”

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

ITEM 4 – APPROVAL OF MEETING MINUTES

“Motion by Mr. Seals, second by Ms. Thomas to approve the minutes of the January 7, 2020 Regular Meeting as presented.”

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

ITEM 5 – CITIZENS TIME

No citizen chose to speak.

ITEM 6 – FOR CONSIDERATION

A. Executive Director Report

1. Administration’s Monthly Report

Mr. Troyer reviewed the report as presented. He noted that he will be transitioning into one monthly report instead of separate reports TAC and the Board. He will also be putting together a year-end report in the coming months and can present to anyone interested.

2. December Reconciliation Report

The report was included in the packet. Mr. Troyer noted that the last payment for the simulcast buildout was submitted but everything else was normal.

3. Budget Performance Report

- a. Fiscal Year 2019
- b. Fiscal Year 2020

The reports were included in the packet.

4. Correspondence

There was no correspondence.

B. Committee Reports

1. Executive Committee – Jim Ritsema

- a. Strategy and Public Information/Communications Firm

“Motion by Mr. Martin, second by Mr. Seals to approve contracting with MRG for strategy and communications services for an amount not to exceed \$25,000 and allow the Executive Director to execute the contract pending legal review by counsel.”

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

2. Personnel Committee – Joe LaMargo

- a. Meeting Minutes from December 17, 2019
- b. Executive Director Employment Agreement

Mr. LaMargo stated the minutes from the meeting are included. The Executive Director's employment agreement was worked through and they are working to develop mutually agreed upon goals. The Committee is scheduling one more meeting then will make a recommendation at the February Board meeting for both the agreement and 2020 goals.

3. Technical Advisory Committee – Karianne Thomas

- a. December 4, 2019 Meeting Minutes

Ms. Thomas stated the TAC minutes were included in the Board packet and show topics of discussion. There were many items discussed. They have been working through issues as they are brought up.

4. Finance Committee – Don Martin

- a. Long Term Funding Update

Mr. Martin stated the Finance Committee did not meet.

C. Old Business

There was none.

D. New Business

1. Amendment to Bylaws

Mr. Troyer stated he worked with legal counsel to amend the Bylaws. He reminded the Board that they are required to wait sixty days after presentation before they can be approved. We have surpassed the sixty days and he recommended approval. He noted that he did not receive any feedback about any of the proposed changes.

“Motion by Mr. Pearson, second by Mr. Fuller to approve the amended Bylaws as presented.”

On a roll call vote, Yes – 11, No - 0. **MOTION CARRIED.**

E. Other Items

1. Member comments

Mr. Seals stated First United Methodist Church was doing security upgrades and now have radios that will reach further for events. He noted it will allow for better communication if needed by the city.

Mr. Troyer announced that the State 911 Committee has announced a new State 911 Administrator. She is the former Deputy Director of Livingston County Dispatch and will start on January 26.

2. Next meeting – January 9, 2020

The next KCCDA Board of Directors Meeting will be held on February 13, 2020 in the Chief Switalski Meeting Room, 7040 Stadium Drive, Kalamazoo, MI 49009.

3. Adjournment

The meeting was adjourned at 3:55 p.m.

Richard C. Fuller III
Clerk of KCCDA Board of Directors