



MINUTES

REGULAR MEETING

February 13, 2020

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Treasurer Don Martin at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on February 13, 2020.

ITEM 2 – ROLL CALL

Members Present: Don Martin, Rick Fuller, Jim Pearson, Tracie Moored, Scott Merlo, Chad Tackett, Dexter Mitchell, Ryan Schoonveld, Joseph LaMargo (arrived at 3:40), Bill Fales (arrived at 3:53)

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

ITEM 3 – APPROVAL OF MEETING MINUTES

“Motion by Mr. Fuller, second by Mr. Merlo to approve the minutes of the January 9, 2020 Regular Meeting 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

Mr. Troyer reviewed the report as presented.

2. January Reconciliation Report

Mr. Troyer reviewed the report as presented in the packet.

3. Budget Performance Report
 - a. Fiscal Year 2019
 - b. Fiscal Year 2020

The reports were included in the packet.

4. Correspondence

- a. Kalamazoo County Board of Commissioners – Board of Directors Appointment

Mr. Troyer presented notice that the Kalamazoo County Board of Commissioners had reappointed Mr. Seals to the KCCDA Board of Directors.

- B. Committee Reports

1. Executive Committee – Joe LaMargo

Mr. LaMargo stated the Committee reviewed the agenda for this meeting.

2. Personnel Committee – Joe LaMargo
 - a. Meeting Minutes from January 7 & 24, 2020

Mr. Martin noted he liked seeing the minutes in the packet

- b. Executive Director 2019 Goals and Performance Compensation

Mr. LaMargo stated the Personnel Committee unanimously agreed that Mr. Troyer met his goals for 2019 and recommended moving forward with the final payment of his performance compensation.

“Motion by Ms. Moored, second by Mr. Mitchell to approve the recommendation from the Personnel Committee and authorize full payment of the Executive Director’s Performance Compensation for successfully achieving agreed upon goals for 2019.”

On a roll call vote, Yes – 10, No – 0. **MOTION CARRIED.**

- c. Executive Director Employment Agreement

Mr. LaMargo stated Mr. Troyer’s current agreement expires today. The Personnel Committee met in December and January. They agreed to extend the contract for three years with a salary increase of 2.5%, the removal of the performance compensation with the note that the Board can determine if a bonus is warranted, retiree health care savings contribution increased to 3% and the severance package decreased to six months. No other changes from the previous contract.

Mr. Martin stated he would recommend a bonus at the end of the year.

Mr. LaMargo stated it could be brought to the Committee.

“Motion by Mr. Mitchell, second by Mr. LaMargo to approve Mr. Troyer’s three (3) year Executive Director Employment Agreement for February 14, 2020 thru February 14, 2023.”

On a roll call vote, Yes – 10, No – 0. **MOTION CARRIED.**

d. Executive Director 2020 Goals

Mr. LaMargo stated the Personnel Committee recommended the mutually agreed upon goals.

“Motion by Mr. LaMargo, second by Mr. Mitchell to approve the Executive Director’s four (4) goals for 2020 as presented.”

On a roll call vote, Yes – 10, No – 0. **MOTION CARRIED.**

3. Technical Advisory Committee – Bryan Ergang

a. January 8, 2020 Meeting Minutes

Mr. Ergang stated TAC reviewed the School Notification SOP. It allows dispatch to call schools on behalf of agencies. It was approved unanimously. TAC approved a Status Check Policy that states if there is no contact from an officer in two hours, Dispatch will do a status check. TAC heard from Motorola and MPSCS regarding tower placement and discussed doing a study to research locations for the best coverage. The Finance Committee asked for TAC’s input on long term funding options. The Committee is recommending .7 mil to allow for communication system upgrades.

4. Finance Committee – Don Martin

- a. January 28, 2020 Meeting Minutes
- b. Michigan CLASS Account

Mr. Pearson stated over the course of several meetings the Committee discussed financial options for money that was in low interest accounts. Moving money to higher interest-bearing accounts has brought in thousands in interest. MiCLASS is another option for earning interest.

Mr. Troyer stated the Board approved opening a Michigan CLASS account in December. Prior to monies being transferred into the account, the Finance Committee requested that the initial transfer be presented to them. He requested approval of a \$1 million transfer, which Finance approved and recommends to the Board. This approves the initial transfer, and, like other accounts, we do transfer in and out if two agents approve the transfer. This allows for the flexibility of cash flow.

“Motion by Mr. Martin, second by Mr. Fuller to approve the initial investment of \$1,000,000 into the Michigan CLASS Account and to allow future transactions to and from the account be completed by administration on an as needed basis requiring TWO authorizing agents/contacts approve of the transaction.”

On a roll call vote, Yes – 10, No – 0. **MOTION CARRIED.**

c. Long Term Funding Recommendation Update

Mr. Pearson stated the Finance Committee spent a lot of time on this. They received a recommendation from the Executive Director and had extensive discussion. The Committee requested TAC to weigh in on the two different millage rates.

Mr. Troyer explained that a .6 mil will allow for capital planning and replacement for existing infrastructure but does not account for any radio communication systems build out/expansion. He did not have numbers when we put out the .6 mil in the survey last fall. We do now and it shows that .7 mil will allow us to set aside money for adding infrastructure and expanding the system. We are very limited in 700 and 800 MHz spectrum, with the current capacity to erect one more tower but that would be it. We would then have to go simulcast and that will be a considerable expense.

Mr. Fuller noted the recommendation talks about raising money to use the money for an 800 MHz system and inquired what happens if there is another system before this millage runs out. The language is specific to the 800 MHz system.

Mr. Troyer stated he is gathering data on millage proposition language and it will be general to include the possibility of technological changes and advancement. It's important to know what the funds are going to be used for. Counsel will review it and then it will go to Finance at the end of February. Their recommendation will come to the full Board in March, which gives us time to make a formal request to the County Board of Commissioners for a ballot proposal.

C. Old Business

There was none.

D. New Business

1. 2020-01 Resolution to Commit Fund Balance

Mr. Troyer stated in December there was a meeting of the signatory officials regarding our short-term funding plan. Three entities, Western Michigan University Kalamazoo Township and Kalamazoo County, paid their fifth-year commitment up front to fund the build-out of the dispatch center. The meeting was to discuss what we should do with the fund balance and if we should issue a refund to those entities. The signatories preferred the monies stay where they are for now but to commit the funds to repay the three entities that fronted their fifth year in the event a long-term funding solution comes to fruition before year five. The resolution commits a fund balance of over \$2.6 million to repayment.

“Motion by Mr. Fuller, second by Mr. LaMargo to approve #2020 -01 – A Resolution to Commit Fund Balance.”

On a roll call vote, Yes – 10, No - 0. **MOTION CARRIED.**

E. Other Items

1. Member comments

Mr. Fuller thanked the team at Dispatch for spectacular work the night PFN had the issue. The team kept their cool and contacted people. He thanked them for doing so well.

2. Next meeting – March 12, 2020

The next KCCDA Board of Directors Meeting will be held on March 12, 2020 in the Chief Switalski Meeting Room, 7040 Stadium Drive, Kalamazoo, MI 49009.

3. Adjournment

The meeting was adjourned at 4:14 p.m.

Richard C. Fuller III
Clerk of KCCDA Board of Directors