



MINUTES

REGULAR MEETING

October 8, 2020

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was held electronically via telephonic/video conference due to the COVID-19 pandemic was called to order by Vice Chair Jim Ritsema at 3:00 p.m. on Thursday, October 8, 2020.

ITEM 2 - MODERATOR MEETING STATEMENT

Moderator Jeff Troyer read a prepared statement explaining the Zoom meeting process.

ITEM 3 – ROLL CALL

Members Present: Jim Ritsema, Don Martin, Joseph LaMargo, Jim Pearson, Jim VanDyken, Ryan Schoonveld, Scott Merlo, Jan VanDerKley (joined at 3:05), William Fales (joined at 3:10)

Others Present: Karianne Thomas, Nick Arnold, Craig Dieringer, Vernon Coakley, Bryan Ergang, Jeff Troyer, Torie Rose, Chris McComb

ITEM 4 – APPROVAL OF MEETING MINUTES

A. September 17, 2020 – Regular Meeting

“Motion by Mr. Martin, second by Mr. LaMargo to approve the meeting minutes for the September 17, 2020 Regular Meeting as presented.”

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

ITEM 5 - CITIZENS TIME

There was none.

## ITEM 6 – FOR CONSIDERATION

### A. Special Presentation – Gift of Appreciation to Karianne Thomas

Mr. Troyer thanked Ms. Thomas for attending the meeting. He expressed his and his staff's appreciation for everything Ms. Thomas has done for the Authority. He presented the clock and read the inscription, stating he would deliver it to Ms. Thomas in the near future.

Ms. VanDerKley stated it had been a pleasure and honor to work with Ms. Thomas. She stated Ms. Thomas had always been actively engaged and she didn't know where we would be without Ms. Thomas' commitment. She stated she couldn't thank Ms. Thomas enough and stated she had been a pillar from the beginning.

Mr. Pearson stated he enjoyed the conversations and interactions with Ms. Thomas. He valued her input and time spent together on Committees, the Board and even projects outside of KCCDA.

Mr. Martin stated that in going through the archives it's a pleasure to stand with everyone that worked to start up Dispatch. He stated he has gotten to know Ms. Thomas and he appreciated her time invested and that she was always professional.

Dr. Fales thanked Ms. Thomas for all her support for EMS. She has been a great partner to work with.

Mr. Ritsema acknowledged the great work Ms. Thomas did and that she got us to where we needed to be. He stated we have a successful Dispatch Authority because of her.

Ms. Thomas thanked everyone for their kind words and for working with her. She stated she was privileged to make sure this consolidation finally occurred. It is a model for the area and she was glad she got to be part of it.

### B. Executive Director Report

#### 1. Administration's Monthly Report

Mr. Troyer stated the monthly Administration report was included in the packet. He reviewed staffing levels noted in the report.

#### 2. September Reconciliation Reports

The reconciliation reports for the Mercantile general checking and MI Class accounts were presented. There was nothing out of the ordinary.

#### 3. 2020 Year-to-Date Budget Performance Report

The Budget Performance Report was included in the packet.

4. Correspondence

a. KDPS Appointments to the Technical Advisory Committee

“Motion by Mr. Pearson, second by Mr. Martin to accept the KDPS Chief Coakley’s appointment of a primary, Assistant Chief Matt Huber, and an alternate, Captain Chris Franks, to the Technical Advisory Committee.”

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

C. Committee Reports

1. Executive Committee – Jan VanDerKley

Ms. VanDerKley thanked other members of committee and members of the former PSAPs that met regarding tower values. She thanked them for their cooperation and agreement.

2. Personnel Committee – Joe LaMargo

Mr. LaMargo stated the Personnel Committee had nothing to report.

3. Technical Advisory Committee – Bryan Ergang

Mr. Ergang stated the TAC talked with IT regarding Tyler’s security breach and noted it is not affecting us and they are addressing any issues. He noted that two utility companies are requesting access to our towers through MSPCS and stated it was not a good idea to allow them to use our towers if they are not helping with the costs.

Mr. Troyer stated the COVID addresses were being sent from the county once per week and were being entered as received. He noted that Tyler has struggled with the functionality of the CAD WebViewer which was deployed to reduce processing times for EMS calls.

4. Finance Committee – Don Martin

a. Meeting Minutes from September 20, 2020

b. 2020 Budget Amendment – REVISION I

Mr. Martin stated Finance approved the proposed budget amendment.

Mr. Troyer highlighted key points of the revision.

“Motion by Mr. Ritsema, second by Mr. Merlo to approve the 2020 Budget Amendment REVISION I as presented with total expenditures of \$9,395,258.”

On a roll call vote, Yes – 9, No – 0. **MOTION CARRIED.**

D. Old Business

There was none.

E. New Business

1. Mercantile Bank of Michigan's Final Commitment Letter

Mr. Troyer stated Mercantile Bank of Michigan's Final Commitment Letter was included in the packet. All original proposed terms are the same except for one item. The original proposal recommended fund balance be used to pay down the loan at the end of the draw period whereas the Final Commitment requires KCCDA to pay a minimum of \$2 million. This was already projected in the pro-forma budget reviewed last month and this modification is no reason to cause concern.

"Motion by Mr. Martin, second by Mr. Ritsema to approve the Mercantile Bank of Michigan Commitment Letter and authorize the Executive Director to execute all documents after legal counsel's review and approval to form."

On a roll call vote, Yes – 9, No – 0. **MOTION CARRIED.**

2. Public Hearing Notice – 2021 Budget

"Motion by Mr. Ritsema, second by Ms. VanDerKley to set a Public Hearing on the 2021 Budget for November 12, 2020 at 3:30 p.m."

On a roll call vote, Yes – 9, No – 0. **MOTION CARRIED.**

F. Other Items

1. Member Comments

There were none.

2. Next Meeting – November 12, 2020

3. Adjournment

The meeting was adjourned at 4:06 p.m.

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Richard C. Fuller III  
Clerk of KCCDA Board of Directors