



MINUTES

REGULAR MEETING

December 9, 2021

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Personnel Committee Chair Adam Herringa at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, December 9, 2021.

ITEM 2 – ROLL CALL

Members Present: Jeff Chamberlain; Matt Huber; Adam Herringa; Vic Ledbetter (by phone); Jim VanDyken; Craig Dieringer; John Gisler; Scott Ernstes; Dexter Mitchell; Scott Merlo; Mark Barnes

Others Present: Jeff Troyer, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. November 9, 2021 – Regular Meeting

“Motion by Mr. Mitchell, second by Mr. Merlo to approve the meeting minutes for the November 9, 2021, Regular Meeting as presented.”

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

ITEM 4 - CITIZENS TIME

There was none.

ITEM 5 –FOR CONSIDERATION

A. Executive Director Report

1. Administration’s Monthly Report

Mr. Troyer gave an overview of the monthly administrative report included in the packet, noting that the FEMA grant request submitted for the backup center upstairs had been denied. The backup center was created during COVID so the dispatch center downstairs could be cleaned and disinfected. The denial stated that backup centers are not emergencies related to COVID.

2. November Reconciliation Reports

Mr. Troyer reviewed the November bank statement reconciliation reports.

3. 2021 Year-to-Date Budget Performance Report

The Budget Performance Report was included in the packet.

Motion by Mr. Mitchell, second by Mr. Barnes to accept the November Reconciliation and 2021 Year-to-Date Budget Performance reports as presented.”

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

4. Correspondence

There was none.

B. Committee Reports

1. Executive Committee

Mr. Troyer stated the Executive Committee met and reviewed the agenda.

2. Personnel Committee – Adam Herringa

Mr. Herringa stated the Committee met and began discussions on the Director’s annual review using the same evaluation as last year.

3. Technical Advisory Committee – Scott Merlo

Mr. Merlo stated the Committee met but had nothing new to report.

4. Finance Committee – Jeff Troyer

a. Meeting Minutes from November 3, 2021

Mr. Troyer stated the Finance Committee minutes were in the packet.

b. 2021 Budget Amendment – REVISION II

Mr. Troyer stated the final budget amendment was included in packet. He noted that we anticipated using over \$3 million in fund balance, with payments of \$2.4 million that went back to PSAPs that paid up front, plus \$1.3 million to Motorola. This amendment reduces the amount of the fund balance used by over \$400,000.

“Motion by Mr. Barnes, second by Mr. Mitchell to approve the 2021 Budget Amendment REVISION II with total expenditures equaling \$11,018,925”

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

C. Old Business

There was none.

D. New Business

1. 2022 Meeting Dates

Mr. Troyer presented the proposed 2022 meeting dates. He stated the goal is to approve the final budget revision and the 2023 budget at the November Board meeting so we can continue with one meeting every other month. The Board can call a special meeting if needed between every other month meetings but there are not a lot of out of the norm considerations. He noted that all meetings must be done in person next year and there will be no conference call or zoom option. The Bylaw revisions for this will not be approved until the March meeting.

“Motion by Mr. Barnes, second by Mr. Mitchell to approve the 2022 KCCDA Board of Directors Meeting Dates as presented.

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

E. Other Items

1. Member Comments

Mr. VanDyken congratulated Mr. Barnes on his upcoming retirement.

Mr. Mitchell wished everyone a safe holiday season.

Mr. Troyer announced that the Fire Chief’s Association representative must be a representative from an entity that is not already represented on this Board. The recommendation goes from the Fire Chief’s Association to the County Board for approval.

Mr. Chamberlain expressed thanks to dispatch during the shooting at the Transportation Center. He thanked everyone who helped during those events.

Mr. Troyer wished everyone a wonderful, happy, and healthy holiday season.

2. Next regular scheduled meeting – January 13, 2022

3. Adjournment

The meeting was adjourned at 3:50 p.m.

Chris McComb
Deputy Clerk of KCCDA Board of Directors