



MEETING MINUTES for

Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE March 3, 2021 – Regular Meeting

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Technical Advisory Committee was called to order by Chief Scott Merlo electronically via telephonic/video conference due to the COVID-19 pandemic at 10:00 a.m. on Wednesday, March 3, 2021.

ITEM 2 –ROLL CALL

Members Present: Matt Huber (KDPS) calling from the City of Kalamazoo, Rusty Ernstes (MSP) calling from Kalamazoo, Nick Arnold (PDPS) from 7810 Shaver Road in Portage, Jeff Christensen (KCSO) calling from 1500 Lamont in Kalamazoo, Scott Merlo (WMUPD) calling from 511 Monroe at WMU, Craig Dieringer (KCMCA) calling from Prairie Ronde, Chip Everett (KCFCA) joined at 10:17.

Others Present: Dan Mills, Scott Boling, Jeff Troyer, Torie Rose, Jon Moored, Marty Ftacek, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. February 3, 2021 – Regular Meeting

“Motion by Mr. Arnold, second by Mr. Huber to approve the February 3, 2021 Regular Meeting Minutes as presented.”

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

ITEM 4 – CITIZEN’S TIME

There were no citizen comments.

ITEM 5 - FOR CONSIDERATION

A. Administrative Monthly Report

Mr. Troyer noted the Administrative Monthly Report was not yet available due to the early date but would be sent to the Committee as soon as available.

B. Old Business

1. License Agreement with Consumers Energy for Use of Kalamazoo Sub-System

Mr. Troyer stated the final license agreement with Consumers was included in the agenda packet. This item has been on the agenda since October. He asked for approval to recommend to the Board.

“Motion by Mr. Huber, second by Mr. Ernstes to approve and recommend to the Board of Directors the License Agreement with Consumers Energy for Use of the Kalamazoo Sub-System as presented.”

On a roll call vote, Yes – 6, No – 0. **MOTION CARRIED.**

2. Tyler Technologies (New World) - Update

Mr. Troyer stated the primary issues have been resolved. He was pleased with the progress, though it took a lot of time and people to get Tyler to take care of the issues. The system is much more stable.

C. New Business

1. License Agreement with the City of Kalamazoo for Communications Tower

Mr. Troyer presented the agreement with the City of Kalamazoo to build the Kalamazoo West/Oshtemo Tower. This is still in draft form but the terms have been accepted for all but one section which pertains to the requirement of a two hour notice to access the tower. He asked the Committee to approve and recommend the agreement pending finalizations. He noted that our agreements with other municipalities are for \$200 per month but this agreement will be for \$100 per month since we will provide backup generator power to the city's water tower.

“Motion by Mr. Arnold, second by Mr. Huber to approve the License Agreement with the City of Kalamazoo for Communications Tower pending finalizations as presented and to recommend the KCCDA Board of Directors approve the same.”

On a roll call vote, Yes – 6, No – 0. **MOTION CARRIED.**

2. License Agreement with the Village of Augusta for Communications Tower

Mr. Troyer stated the Village had not met to consider the agreement yet. He was asked the Committee to approve the agreement conceptually, pending legal approval. The communications tower is proposed to be built next to the water tower on village property. He stated that the Village has requested that a vinyl privacy fence of their choosing be put up around the base instead of a chain link fence.

“Motion by Mr. Arnold, second by Mr. Huber to approve the License Agreement with the Village of Augusta for a Communications Tower pending finalizations and legal approval and to recommend the KCCDA Board of Directors approve the same.”

On a roll call vote, Yes – 6, No – 0. **MOTION CARRIED.**

3. LEIN Entry Forms

Ms. Rose stated the Authority created LEIN entry forms because the dispatchers have not been getting accurate or not enough information to make entries in LEIN. If an agency does not have their own forms, we can provide the ones we created. Officers need to send in a form for all entry requests.

Mr. Mills confirmed that an agency can use their own form.

Ms. Rose stated there are forms available for any type of incident.

D. Other Items

1. Member Comments

There were none.

2. Next Meeting

The next Technical Advisory Committee meeting is scheduled for Wednesday, April 7, 2021 at 10:00 a.m. via Zoom.

3. Adjournment

The meeting was adjourned at 10:24 a.m.