



## **MEETING MINUTES for**

### **Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE July 7, 2021 – Regular Meeting**

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#### **ITEM 1 – CALL TO ORDER**

The Regular Meeting of the Technical Advisory Committee was called to order by Chief Bryan Ergang electronically via telephonic/video conference due to the COVID-19 pandemic at 10:00 a.m. on Wednesday, July 7, 2021.

#### **ITEM 2 –ROLL CALL**

Members Present: Matt Huber (KDPS) calling from the City of Kalamazoo; Bryan Ergang (KTPD) calling from 1720 Riverview Drive; John Blue (PDPS) calling from Portage, Jeff Christensen (KCSO) calling from 1500 Lamont; Scott Merlo (WMUPD) calling from WMU PD; Craig Dieringer (KCMCA) calling from Prairie Ronde Township; Chip Everett (KCFCA) calling from Ludington

Others Present: Chris Franks, Steve Stryd, Chad Tackett, Ryan McGregor, Jeff Troyer, Torie Rose, Jon Moored, Marty Ftacek, Chris McComb

#### **ITEM 3 – APPROVAL OF MEETING MINUTES**

##### **A. May 5, 2021 – Regular Meeting**

“Motion by Mr. Huber, second by Mr. Merlo to approve the May 5, 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 stated the Administrative Monthly Report was included in the packet. He noted that Carey Casperson will now be the alternate for the Michigan State Police. He stated the next meeting will be in person.

##### **B. Old Business**

There was none.

## C. New Business

### 1. License Agreement for Communications Tower with the Village of Augusta

Mr. Troyer stated this agreement follows same format as the other license agreements. The Village requested a privacy fence around tower and an increase every third year.

“Motion by Mr. Merlo, supported by Mr. Dieringer recommending approval of the License Agreement for a Communications Tower with the Village of Augusta.”

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

### 2. License Agreement for Communications Tower with the City of Portage

Mr. Troyer stated the city requested a privacy fence around the tower and the access drive had to be modified, which originally was an additional \$46,000. The agreement calls for KCCDA to erect the privacy fence and the city agreed to asphalt the access drive after we lay the foundation required. Maintenance of access drive will be our responsibility. No other agencies required asphalt.

“Motion by Mr. Huber, supported by Mr. Merlo recommending approval of the License Agreement for a Communications Tower with the City of Portage.”

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

### 3. Fillable LEIN Forms

Mr. Troyer stated Administration is slowly getting through process of converting to fillable forms.

### 4. Tyler Technologies System

#### a. IT issues

Mr. Troyer stressed that our IT will not be handling employee or agency specific computer issues and asked that everyone contact their IT directly. If the agency IT troubleshoots the problem and determines KCCDA IT need to get involved, then they can contact each other directly.

#### b. System Interface Requests

Mr. Troyer stated that staff is developing a process for vetting system interface requests and will work on one interface project at a time. Mr. Moored recommended reaching out to our IT staff prior to purchasing any interface to make sure it will be compatible.

## D. Other Items

### 1. Member Comments

Mr. Christensen inquired if members could remote into meetings when we go back to in person meetings because there is better participation.

Mr. Troyer stated the Executive Committee agreed that all meetings are to return to in-person meetings. We will continue to allow a conference bridge but for the Committee to conduct business, we will have to have a physical quorum present.

Mr. Merlo inquired how he should update his backup for this Committee and the Board?

Mr Troyer stated the Board of Trustees nominates the Board members but when it comes to this committee, WMU Public Safety can designate that individual on official letterhead directed to the Board. He stated he would send out a member and secondary list.

2. Next Meeting

The next Technical Advisory Board meeting will be Wednesday, August 4, 2021, and will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, MI 49009.

3. Adjournment

The meeting was adjourned at 10:35 a.m.