



MINUTES

REGULAR MEETING

March 9, 2023

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Chairperson Jan VanDerKley at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, March 9, 2023.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Matt Huber, Pat McGinnis, Vic Ledbetter, Rick Fuller, Dale Deleeuw, Scott Ernstes, Dexter Mitchell, Jan VanDerKley, Scott Merlo, Greg McComb

Others Present: Kevin Catlin, Jeff Troyer, Victoria Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. Minutes of the January 12, 2023, Regular Meeting

“Motion by Mr. McGinnis, second by Mr. Ritsema to approve the minutes of the January 12, 2023, 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. Administrative Monthly Report

Mr. Troyer stated the monthly report was not complete yet but should be soon. He stated work on capital projects has begun. The MPSCS expansion project went live on February 7 and Portage transitioned on February 13. He stated he was very happy with the coverage study testing that was completed. Mr. Troyer presented a review of current and planned staffing and workload statistics from the ice storm on February 22<sup>nd</sup> and 23<sup>rd</sup>.

2. January and February Reconciliation Reports

Mr. Troyer stated the reconciliation reports for January and February were in the packet. He noted the MI Class account has been performing well and he is keeping as much in the account as possible due to the interest we are earning.

3. Year-to-Date Budget Performance Report

- a. Fiscal Year 2022
- b. Fiscal Year 2023

Mr. Troyer stated the YTD budget performance report was included in packet. He stated 2022 was is pretty much closed out and the auditors will be on site March 13 and 14.

4. Correspondence

- a. Kalamazoo County Board of Commissioners Appointments
- b. City of Kalamazoo Appointments
- c. City of Portage Ambulance Provider
- d. Comstock Township Ambulance Provider
- e. Texas Township Ambulance Provider

B. Committee Reports

1. Executive Committee – Jan VanDerKley

There was no meeting and no report.

2. Personnel Committee – Pat McGinnis

- a. 2023 Executive Director Performance Objectives
- b. Administrative Assistant Job Description

Mr. McGinnis stated the Committee discussed the Executive Director’s performance goals and the new Administrative Assistant job description. He stated the Committee is recommending approval of both.

“Motion by Mr. Mitchell, second by Mr. Merlo to approve the Executive Director’s Performance Objectives for 2023 as presented.”

On a voice vote, MOTION CARRIED.

“Motion by Mr. Fuller, second by Mr. Ritsema to approve the Administrative Assistant job description as presented.”

On a voice vote, MOTION CARRIED.

3. Technical Advisory Committee – Scott Merlo

- a. Agreement with Integrated Services of Kalamazoo for Computer Aided Dispatch System Limited Records Access

Mr. Merlo stated the Committee is recommending approval of the ISK agreement to allow three of their personnel read only access to CAD incidents coded with a behavioral health disposition code.

“Motion by Mr. Ernstes, second by Mr. McGinnis to approve the Agreement with Integrated Services of Kalamazoo for Computer Aided Dispatch System Limited Records Access as presented.”

On a voice vote, MOTION CARRIED.

4. Finance Committee – Don Martin

Mr. Martin stated he had no updates, as the committee had not met.

C. Old Business

There was none.

D. New Business

There was none.

ITEM 7 – OTHER ITEMS

A. Announcements and Member Comments

There was none.

B. Next regular scheduled meeting – May 11, 2023 (Chief Switalski Meeting Room)

ITEM 8 - ADJOURNMENT

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

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Chris McComb  
Deputy Clerk of KCCDA Board of Directors