

**NOTICE and AGENDA for**  
**Kalamazoo County Consolidated Dispatch Authority**  
**BOARD OF DIRECTORS**  
**March 14, 2024 – Regular Meeting**

**PLEASE TAKE NOTICE** that a REGULAR Meeting of the Kalamazoo County Consolidated Dispatch Authority (KCCDA) Board of Directors will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, Michigan on **Thursday, March 14<sup>th</sup>, 2024** at 3:30 p.m. for consideration of items, namely, on this Agenda.

**ITEM 1 – CALL TO ORDER**

**ITEM 2 – ROLL CALL**

<b>Western Michigan University</b> <i>Jan VanDerKley, Chairperson</i> (Alt. T. Moored)	<b>City of Kalamazoo</b> <i>Jim Ritsema, Vice-Chairperson</i> (Alt. J. Chamberlain)
<b>Western Michigan University</b> <i>Scott Merlo</i> (Alt. T. Unangst)	<b>City of Kalamazoo</b> <i>Matt Huber</i> (Alt. D. Boysen)
<b>City of Portage</b> <i>Pat McGinnis</i> (Alt. A. Herringa)	<b>Township of Kalamazoo</b> <i>Don Martin, Treasurer</i> (Alt. Undesignated)
<b>City of Portage</b> <i>Victor Ledbetter</i> (Alt. P. Randall)	<b>Township of Kalamazoo</b> <i>Steven Leuty</i> (Alt. Undesignated)
<b>Kalamazoo County Board of Commissioners</b> <i>Dale Deleeuw</i> (Alt. J. Heppler)	<b>Kalamazoo County Fire Chiefs Association</b> <i>Greg McComb</i> (Alt. C. Tackett)
<b>Kalamazoo County Sheriff</b> <i>Richard Fuller, Secretary</i> (Alt. J. VanDyken)	<b>Michigan State Police</b> <i>Scott Ernstes</i> (Alt. C. McRae)
<b>Kalamazoo County Medical Control Authority</b> <i>William Fales</i> (Alt. C. Dieringer)	

**ITEM 3 – APPROVAL OF MEETING MINUTES**

- A. January 11<sup>th</sup> – Regular Meeting

**ITEM 4 – CITIZENS’ TIME**

The Board welcomes members of the public to express their ideas or concerns about issues affecting Kalamazoo County Consolidated Dispatch Authority. Members of the public wishing to speak are requested to stand and state their full name and address for the record. Each member of the public is limited to four minutes or less.

**ITEM 5 – FOR CONSIDERATION**

- A. Executive Director Report
  - 1. Administrative Monthly Report
  - 2. January and February Reconciliation Reports
  - 3. Year-to-Date Budget Performance Report:
    - a. Fiscal Year 2023
    - b. Fiscal Year 2024 – General Fund & Capital Projects Fund
  - 4. Correspondence:
    - a. Capture of RAI Jets Summer and Winter 2022 TIR Return of Local Taxes
- B. Committee Reports
  - 1. Executive Committee – Jan Van Der Kley
    - a. Meeting Minutes from January 9<sup>th</sup>, 2024 (Informational only)
  - 2. Personnel Committee – Pat McGinnis
    - a. Meeting Minutes from February 16<sup>th</sup>, 2024 (Informational only)
    - b. NEW Personnel Policy 3.18 – Dependent Care Assistance Program

- c. MI Tri-Share Memorandum of Understanding with Southwest Child Care Resources
  - d. Dependent Care Assistance Program Administrative Guidelines
  - e. Letter of Understanding with UAW – Dependent Care Assistance Program
  - f. Executive Director 2023 Performance Appraisal
  - g. 2024 Executive Director Performance Objectives
- 3. Technical Advisory Committee – Scott Merlo
    - a. Meeting Minutes from January 10<sup>th</sup>, 2024 (Informational only)
  - 4. Finance Committee – Don Martin
- C. Old Business
  - D. New Business

#### **ITEM 6 – OTHER ITEMS**

- A. Announcements and Member Comments
- B. Next regular scheduled meeting – May 9<sup>th</sup>, 2024 (Chief Switalski Meeting Room)

#### **ITEM 7 – ADJOURNMENT**

KCCDA meetings are open to all without regard to religion, race, color, national origin, sex, sexual orientation, gender identity or expression, height, weight, familial status, marital status, disability, or any other legally protected class. The KCCDA will provide special aid or assistance to attend a KCCDA meeting and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities, upon four (4) business days' notice to the KCCDA. Individuals with disabilities requiring auxiliary aids or services should contact KCCDA by emailing [admin@kccda911.org](mailto:admin@kccda911.org) or calling (269) 488-8911.



MINUTES

REGULAR MEETING

January 11, 2024

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Chairperson Jim Ritsema at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, January 11, 2024.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Matt Huber, Pat McGinnis, Craig Dieringer, Don Martin, Steven Leuty, Tracie Moored, Scott Merlo, Greg McComb

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

ITEM 3 – ORGANIZATIONAL ITEMS

A. Election of 2024 Officers – Chairperson, Vice-Chairperson, Treasurer and Clerk

“Motion by Mr. McGinnis, second by Mr. Merlo to nominate the current Board, Chairperson Jan VanDerKley, Vice-Chairperson Jim Ritsema, Treasurer Don Martin and Clerk Richard Fuller to serve in the same capacity as the 2024 KCCDA Board of Directors.”

On a voice vote, MOTION CARRIED.

ITEM 4 – APPROVAL OF MEETING MINUTES

A. Minutes of the November 9, 2023, Regular Meeting

“Motion by Mr. Huber, second by Mr. Merlo to approve the minutes of the November 7, 2023, Regular Meeting as presented.”

On a voice vote, MOTION CARRIED.

ITEM 5 – CITIZENS' TIME

There was none.

ITEM 6 - FOR CONSIDERATION

A. Executive Director Report

1. Administrative Monthly Report

Mr. Troyer stated the monthly reports were all included in the packet and presented a review of the material.

2. November and December 2023 Reconciliation Report

Mr. Troyer stated the November and December 2023 Reconciliation Reports were included in the packet and there were no anomalies.

3. Year-to-Date Budget Performance Report (2023)

Mr. Troyer stated the Year-to-Date Budget Performance Report for 2023 was included in the packet. He noted that nothing from 2024 was posted yet.

4. Correspondence

There was none.

- B. Committee Reports

1. Executive Committee – Jim Ritsema

- a. Meeting Minutes from November 7, 2023, Regular Meeting

Mr. Ritsema stated the meeting minutes were presented in the packet.

2. Personnel Committee – Pat McGinnis

Mr. McGinnis had nothing to report from the Personnel Committee.

3. Technical Advisory Committee – Scott Merlo

Mr. Merlo stated the Committee met; however, he had nothing to report.

4. Finance Committee – Don Martin

Mr. Martin had nothing to report from the Finance Committee.

- C. Old Business

There was none.

- D. New Business

1. Michigan Local Cybersecurity Grant Program – Local Consent Agreement

Mr. Troyer stated approval of the Consent Agreement is required to be eligible for one of the three categories of grant funds from the Michigan Local Cybersecurity Grant Program. Administration is interested in the Endpoint Detection and Response Software licensing. The agreement has been reviewed by legal counsel.

McGinnis, Martin CARRIED

“Motion by Mr. McGinnis, second by Mr. Martin to approve and authorize the Executive Director to executive the Local Consent Agreement for the Michigan Local Cybersecurity Grant Program as presented.”

On a voice vote, MOTION CARRIED.

ITEM 7 – OTHER ITEMS

A. Announcements and Member Comments

Mr. Martin inquired if progress has been made on the daycare program.

Mr. Troyer stated staff did research and are working to develop administrative guidelines so if an employee doesn't meet TriShare program requirements, they will still have an alternative through KCCDA for a one third reimbursement. There will be a Personnel Committee meeting in February to discuss.

B. Next regular scheduled meeting – March 14, 2024 (Chief Switalski Meeting Room)

ITEM 8 - ADJOURNMENT

The meeting was adjourned at 3:47 p.m.

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Chris McComb  
Deputy Clerk of KCCDA Board of Directors

# **KCCDA Administrative Report**

*February 2024*

*(Completed March 6, 2024)*

## **Meetings, Discussions, Conference Calls, & Events**

*The following is a summary of meetings/conference calls, events, and presentations attended by KCCDA's Administrative Team during the timeframe indicated above:*

- 40 – Meetings, Video/Telephone Conferences, and Presentations

## **Tasks and/or Projects**

*The following are tasks worked on by the KCCDA Administration during this period.*

- **2024 CAPITAL IMPROVEMENT PROJECTS**

The following is a list of Capital Improvement Projects approved for 2024:

- *#1 – Primary PSAP UPS Battery Replacement (Budget: \$60,000)*  
This project has not been started.
- *#2 – CAD and Mobile Computing System (Budget: Software-\$1,250,000 & Servers-\$500,000)*  
Administration has evaluated all four proposals and sent each vendor a list of questions regarding their proposal. Responses were received from each vendor before the deadline and reference checks were conducted on all four using a survey form. Administration is awaiting until vacation and FMLA leaves are complete to evaluate the responses to determine whether any of the systems are worth investing in versus the existing system and if so, narrow the proposals to the top two. Once this process is complete, KCCDA's full CAD and Mobile Review Team will begin evaluating the finalists – first, conducting site visits and then demonstrations. At this point in time, Administration does not anticipate being done evaluating the vendors before the proposals expire. Therefore, KCCDA will most likely be asking for the vendors to extend 90 days.
- *#3 – Multi-Factor Authentication (Budget: \$20,000)*  
This project is in the initial phases. IT and Administration are discussing the pros and cons of the various options of multi-factor.
- *#4 – Dispatch Console Monitor Replacement (Budget: \$30,000)*  
COMPLETE - All dispatch console monitors have been installed/replaced. Project total - \$17,253.

- *#5 – Top of Rack and Network Switches (Budget: \$75,000)*  
Trace3 was selected as the vendor for the Top of Rack and Network switches project totaling \$41,899. All switches have arrived on site and Network and Systems Administrator Moored had a project kick-off meeting with Trace3. We anticipate this project to be complete around late March or early April.
- *#6 – Back-up Center Improvements (Budget: Arch/Reno-\$250,000 & Equip/Software-\$75,000)*  
Administration continues to work with City of Portage on the shared/joint space. Estimated square footage required by KCCDA was sent to Chief Operating Officer Herringa in January. On February 22<sup>nd</sup>, Herringa advised that Portage DPW finished their square footage assessment, and it looks good for a backup dispatch center to be located at the facility. We are working on an arrangement to move forward.
- *#7 – Primary PSAP Electric/Lighting Upgrades (Budget: \$30,000)*  
Administration is working with KCCDA's electrical contractor – Hi-Tech – on this project. Two additional outdoor lights were added to the project and all other updated fixture pricing was received. Administration issued the revised purchase order to Hi-Tech on February 16<sup>th</sup> totaling \$16,200. Installation of the PSAP Electrical/Lighting Upgrades has not been scheduled yet.
- WEBSITE REDESIGN AND VIDEOS  
The website redesign and videos are complete. The website went live on March 5<sup>th</sup>! Everything is ready for the first new hiring process which will open on March 6<sup>th</sup>.
- PREPARED LIVE  
Administration is currently configuring and building out the Prepared Live system and developing SOP's. All staff will be trained on the system on March 12<sup>th</sup> during the All-Staff meetings and Dispatch Supervisors will receive additional training at the Supervisor Meeting on March 21<sup>st</sup>. We anticipate a Go-Live with Prepared Live during the first few weeks of April.
- MASS CASUALTY INCIDENT NATURE CODE  
KCCDA has been working with Medical Control and end user agencies over the last several months to develop a method/process to better manage mass casualty incidents (MCI). The decision was made to develop an MCI nature code and begin building it out in the computer aided dispatch (CAD) system. The first phase of the MCI nature code SOP was approved by TAC on January 10<sup>th</sup> and was implemented on the 16<sup>th</sup>. KCCDA Systems Support Specialists Ftacek and Johnson started the second phase of the build-out, but at the January 18<sup>th</sup> MCI Workgroup meeting, Dr. Fales requested KCCDA to stop building fire run cards for the nature code until he has an opportunity to discuss a standard response with the larger fire agencies. KCCDA agreed to stop the build-out, but noted the previously agreed upon timeline (end of first quarter) would not be able to be met. At this point, the second phase of the build-out has been halted. At the February 15<sup>th</sup> MCI Workgroup meeting, the fire run

cards for the MCI nature code were discussed again and KCCDA will be moving forward. System Support Specialists Ftacek and Johnson will resume reaching out to the fire agencies.

- KCCDA STAFFING

The following is a snapshot of KCCDA staffing levels as of March 5<sup>th</sup>, 2024:

POSITION/TITLE	POSITIONS Budgeted	POSITIONS Filled	NOTES
ECO – I	12	9	
ECO – II	36	24	
PT ECO's	7	8	
Dispatch Supervisor	6	6	
TOTAL:	<b>61</b>	<b>47</b>	

The three PT temporary/pool employees were offered the regular PT positions and all three accepted. They transitioned to their regular PT roles on March 3<sup>rd</sup>. We will begin accepting applications again for full-time ECO I's and II's on March 6<sup>th</sup>.

- CJIS/LEIN AUDIT

Deputy Director Rose and Network and Systems Administrator Moored met with MSP's Criminal Justice Information System (CJIS) Compliance Audit team on Tuesday, February 13<sup>th</sup> at 1:00 p.m. We had to update our security incident reporting policy and modify our hit confirmation policy. Both documents were updated and resubmitted and accepted by the Audit team.

- 2023 FINANCIAL AUDIT

Administration has completed the pre-audit documentation gathering and report generating. All information requested was uploaded to Kruggel Lawton's portal on Tuesday, February 6<sup>th</sup>. Administration updated the Trial Balance sheet on Thursday, February 29<sup>th</sup> after all expenditures and revenues for 2023 were closed. Kruggel Lawton's audit team is scheduled to be on-site Monday, March 11<sup>th</sup>.

- MONTH END FINANCIALS

The Michigan Class investment account was reconciled with the general ledger on March 5<sup>th</sup> and the Mercantile General Business checking on March 6<sup>th</sup>.

- STATISTICS & METRICS

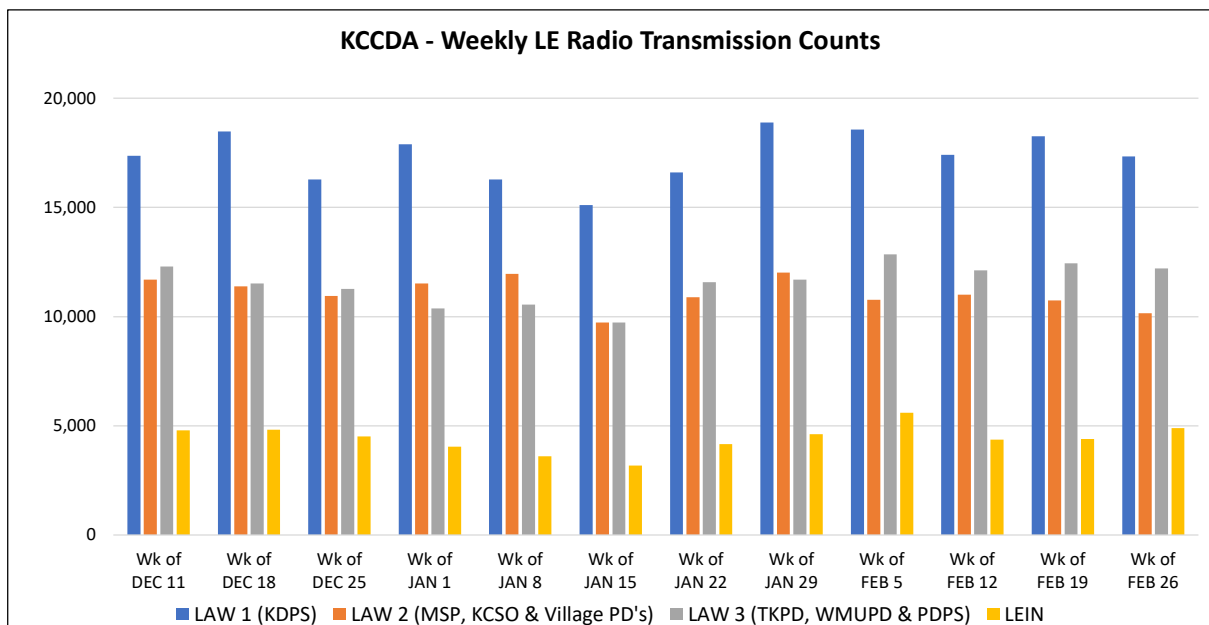
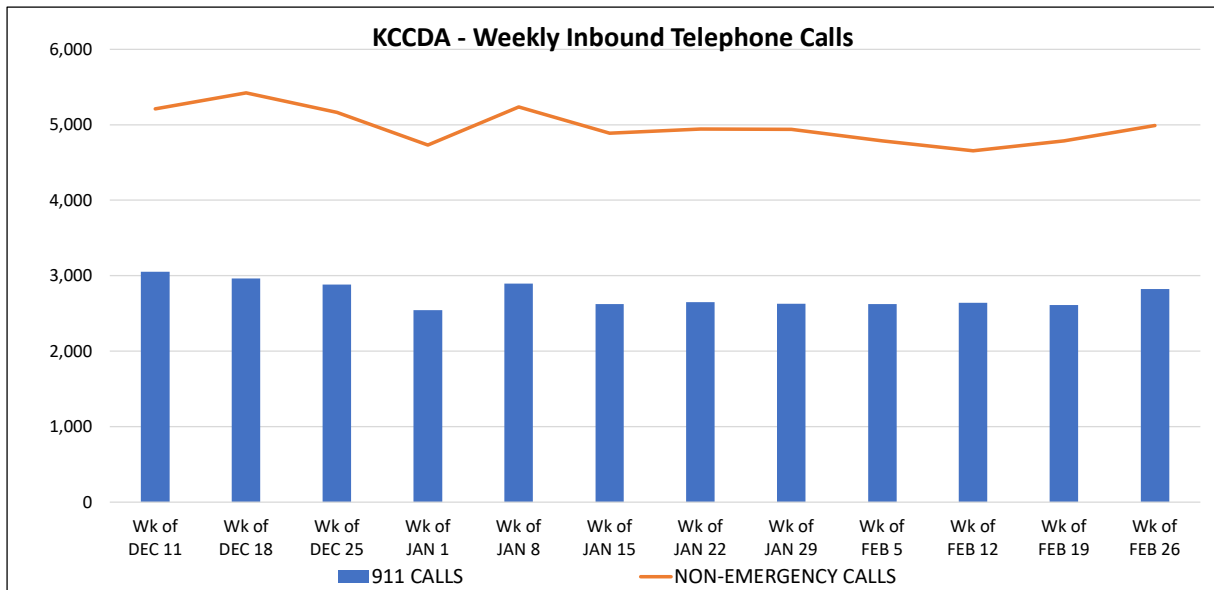
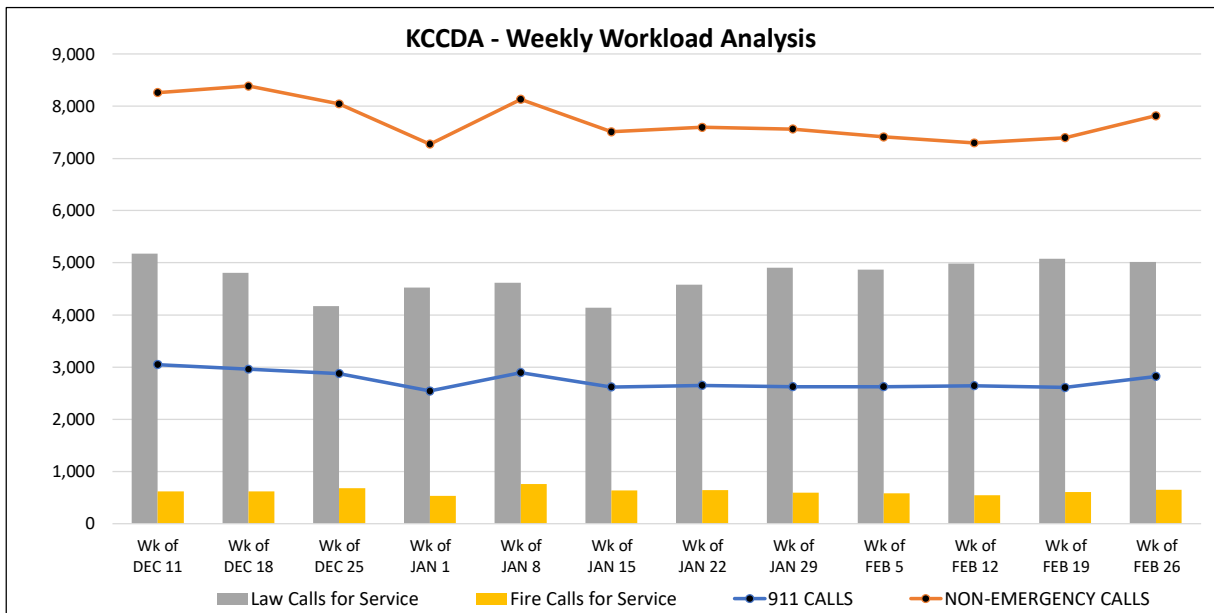
Attached are several different statistical and performance metrics reports:

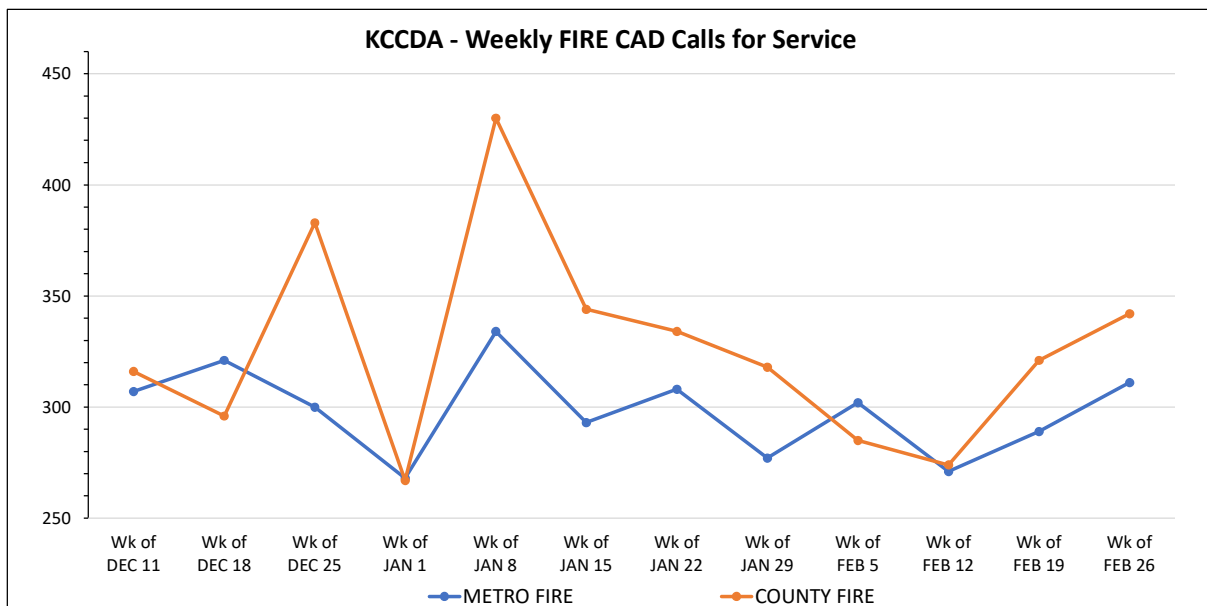
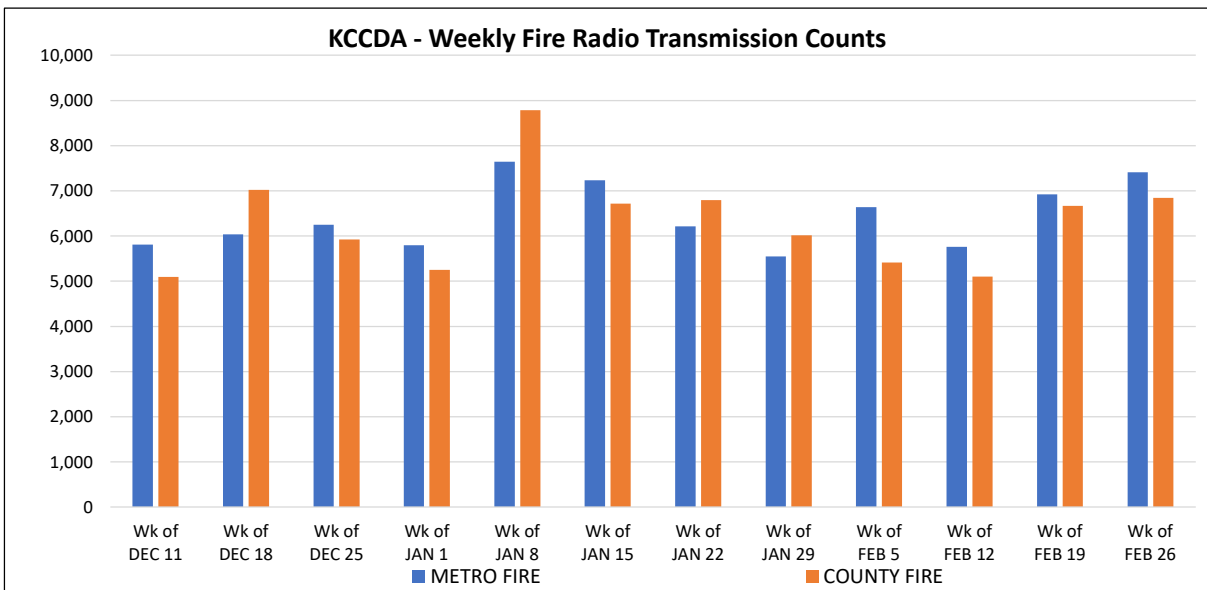
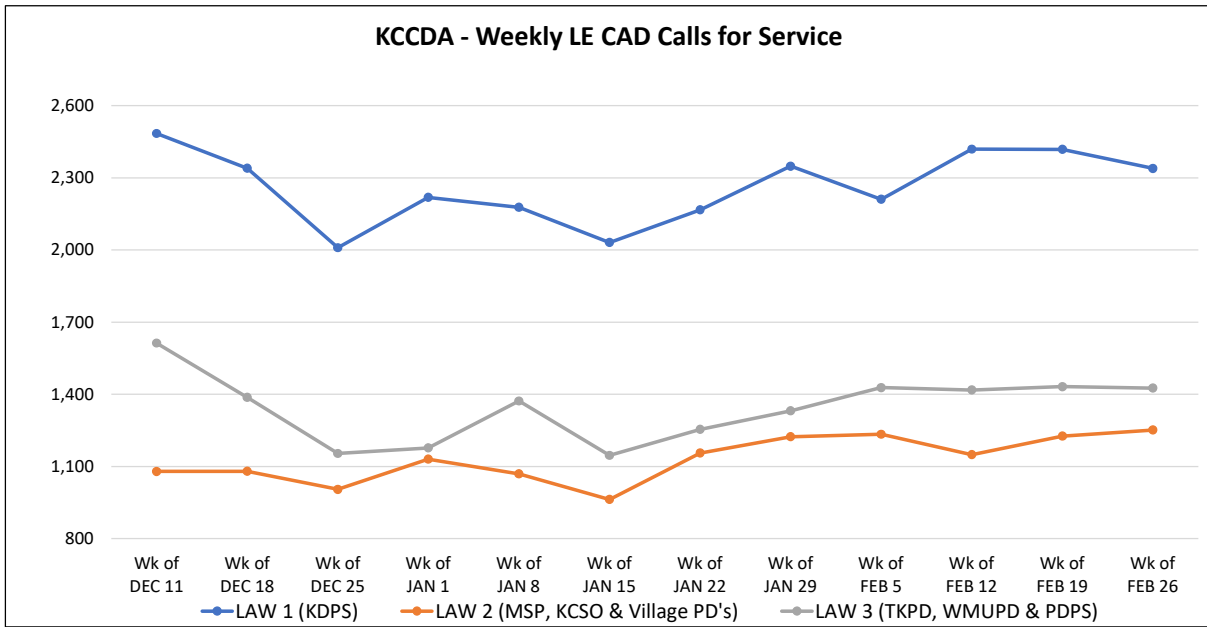
- ✓ Monthly Accolades, Complaints and Suggestions
- ✓ Weekly Workload Graphs
- ✓ 2024 and 2023 Monthly workload statistics
- ✓ Emergency Call Wait Time Report



## February 2024 - Accolades, Complaints and Suggestions

Date Recvd	Related Dept	Received From	Incident Number	Date of Incident	Chief Accolade, Complaint or Suggestion	Investigative Results	KCCDA Actions (if any)
2/15/2024	KDPS	Citizen	CFS 245	2/15/2024	Citizen called in to report hazards in the roadway. Citizen was upset a person from dispatch told her "you are under no obligation to protect people from hitting it." The citizen felt the dispatcher was uncaring.	Citizen had put her hazard lights on and was parked in the roadway to avert someone else from hitting the objects in the roadway. After hearing that, the call taker told her "you are under no obligation to protect people from hitting it." The call taker was looking out for the citizen's safety but used a poor choice in words to explain that.	DD Rose contacted the citizen back and explained the situation. The citizen was very understanding and agreed the wording could have been different. The dispatcher supervisor was directed to have a conversation with the call taker regarding their choice of wording.





## 2024 ALL RADIO TRANSMISSIONS

(Includes Dispatch to Field Units, Field Unit to Dispatch, and Field Unit to Field Unit)

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD TOTAL</u>
<b><u>Primary Dispatch:</u></b>													
LAW 1	73,288	75,661											148,949
LAW 2	49,179	45,252											94,431
LAW 3	47,151	51,462											98,613
METRO FIRE	29,369	27,038											56,407
COUNTY FIRE	30,135	24,413											54,548
LEIN	16,486	19,927											36,413
<b><u>Tactical Channels:</u></b>													
800-TAC 1	8,042	9,265											17,307
800-TAC 2	1,034	621											1,655
800-TAC 3	1,215	1,571											2,786
800-TAC 4	186	1350											1,536
800-TAC 5	3,330	3,086											6,416
800-TAC 6	285	179											464
800-TAC 7	3	1											4
800-TAC 8	86	6											92
<b>TOTAL:</b>	<b>259,789</b>	<b>259,832</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>519,621</b>
<i>Compared to 2023:</i>	<i>-2.09%</i>	<i>-3.56%</i>											

## 2024 TELEPHONE CALLS

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
<b>PHONE CALLS</b>													
911 CALLS	11,786	10,943											22,729
NON-EMERGENCY	21,953	19,933											41,886
<b>TOTAL:</b>	<b>33,739</b>	<b>30,876</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64,615</b>
<i>Compared to 2023:</i>	<i>-4.40%</i>	<i>-15.21%</i>											

## 2024 CAD CALLS FOR SERVICE

(Does not include canceled calls)

<b><u>DISPATCH POSITION:</u></b>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
LAW 1	9,554	9,576											19,130
LAW 2	4,854	5,046											9,900
LAW 3	5,398	5,847											11,245
METRO FIRE	1,331	1,191											2,522
COUNTY FIRE	1,498	1,265											2,763
<b>TOTAL:</b>	<b>22,635</b>	<b>22,925</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,560</b>
<i>Compared to 2023:</i>	<i>-2.90%</i>	<i>-5.67%</i>											

## 2023 ALL RADIO TRANSMISSIONS

(Includes Dispatch to Field Units, Field Unit to Dispatch, and Field Unit to Field Unit)

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD TOTAL</u>
<b><u>Primary Dispatch:</u></b>													
LAW 1	78,060	77,005	78,928	83,364	81,574	75,316	82,935	82,670	79,506	82,850	73,744	78,250	<b>954,202</b>
LAW 2	46,053	44,784	44,821	45,054	48,859	49,168	54,824	50,381	48,893	49,714	45,781	49,046	<b>577,378</b>
LAW 3	62,826	55,292	52,252	52,421	57,348	50,581	55,262	54,195	55,881	58,385	46,766	50,349	<b>651,558</b>
METRO FIRE	25,117	31,539	25,635	25,267	28,982	26,389	29,475	27,653	27,359	27,805	25,949	27,150	<b>328,320</b>
COUNTY FIRE	25,787	35,097	24,633	23,800	28,120	27,248	29,863	27,833	24,846	24,547	27,060	25,282	<b>324,116</b>
LEIN	18,707	17,654	18,161	19,318	20,276	20,180	21,104	20,209	20,488	18,631	17,389	20,328	<b>232,445</b>
<b><u>Tactical Channels:</u></b>													
800-TAC 1	6,729	4,692	4,169	6,148	6,207	5,271	5,692	5,415	5,171	4,257	4,128	5,063	<b>62,942</b>
800-TAC 2	923	435	753	683	572	901	2,098	831	733	861	370	1,303	<b>10,463</b>
800-TAC 3	339	1,764	1,537	1,249	1,063	1,596	2,795	1,203	1,010	1,468	1,242	1,471	<b>16,737</b>
800-TAC 4	144	236	50	443	634	412	134	309	375	463	242	292	<b>3,734</b>
800-TAC 5	348	480	805	473	1,421	500	1,162	1,107	1,176	1,436	697	1,185	<b>10,790</b>
800-TAC 6	108	111	200	306	106	168	122	281	374	110	343	242	<b>2,471</b>
800-TAC 7	1	5	0	0	4	0	265	50	24	3	23	1	<b>376</b>
800-TAC 8	77	0	10	3	0	1	4	2	3	1	1	0	<b>102</b>
<b>TOTAL:</b>	<b>265,219</b>	<b>269,094</b>	<b>251,954</b>	<b>258,529</b>	<b>275,166</b>	<b>257,731</b>	<b>285,735</b>	<b>272,139</b>	<b>265,839</b>	<b>270,531</b>	<b>243,735</b>	<b>259,962</b>	<b>3,175,634</b>
<i>Compared to 2022:</i>	<i>-4.13%</i>	<i>0.74%</i>	<i>-12.27%</i>	<i>-7.26%</i>	<i>-13.71%</i>	<i>-13.57%</i>	<i>-11.98%</i>	<i>-18.40%</i>	<i>-14.91%</i>	<i>-10.08%</i>	<i>-11.93%</i>	<i>-3.02%</i>	

## 2023 TELEPHONE CALLS

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
PHONE CALLS													
911 CALLS	12,789	14,238	13,566	14,899	16,431	16,445	15,235	14,063	13,420	13,247	11,655	12,119	<b>168,107</b>
NON-EMERGENCY	22,436	21,335	22,775	24,073	26,849	26,751	26,193	24,187	22,758	23,288	20,687	20,900	<b>282,232</b>
<b>TOTAL:</b>	<b>35,225</b>	<b>35,573</b>	<b>36,341</b>	<b>38,972</b>	<b>43,280</b>	<b>43,196</b>	<b>41,428</b>	<b>38,250</b>	<b>36,178</b>	<b>36,535</b>	<b>32,342</b>	<b>33,019</b>	<b>450,339</b>
<i>Compared to 2022:</i>	<i>1.94%</i>	<i>9.43%</i>	<i>1.60%</i>	<i>10.24%</i>	<i>7.42%</i>	<i>9.71%</i>	<i>3.71%</i>	<i>-10.10%</i>	<i>-8.07%</i>	<i>-2.45%</i>	<i>-9.17%</i>	<i>-8.24%</i>	

## 2023 CAD CALLS FOR SERVICE

(Does not include canceled calls)

<b><u>DISPATCH POSITION:</u></b>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
LAW 1	9,819	10,258	10,122	10,106	10,695	10,394	10,694	10,283	10,258	10,029	9,742	9,895	<b>122,295</b>
LAW 2	4,963	4,868	4,899	5,055	5,649	5,230	5,296	5,113	5,415	5,228	4,961	5,018	<b>61,695</b>
LAW 3	6,030	5,889	5,833	6,106	6,379	6,035	6,002	5,954	6,188	6,089	5,400	5,752	<b>71,657</b>
METRO FIRE	1,172	1,497	1,197	1,180	1,361	1,296	1,327	1,268	1,322	1,286	1,245	1,300	<b>15,451</b>
COUNTY FIRE	1,308	1,713	1,159	1,218	1,342	1,365	1,426	1,402	1,344	1,324	1,393	1,359	<b>16,353</b>
<b>TOTAL:</b>	<b>23,292</b>	<b>24,225</b>	<b>23,210</b>	<b>23,665</b>	<b>25,426</b>	<b>24,320</b>	<b>24,745</b>	<b>24,020</b>	<b>24,527</b>	<b>23,956</b>	<b>22,741</b>	<b>23,324</b>	<b>287,451</b>
<i>Compared to 2022:</i>	<i>3.82%</i>	<i>11.09%</i>	<i>-1.84%</i>	<i>-0.09%</i>	<i>0.04%</i>	<i>0.92%</i>	<i>-2.80%</i>	<i>-2.46%</i>	<i>1.55%</i>	<i>-2.30%</i>	<i>-1.63%</i>	<i>0.76%</i>	

# Emergency Call Wait Time Range

For (Month)



Creation Date: 03/05/2024 12:48:32 PM

Grouping: Month

Date Range: 02/01/2024 12:00:00 AM - 02/29/2024 11:59:59 PM

Filter Criteria: Please, refer to the last page.

## Detail Information

Month		None	0 - 10	11 - 20	21 - 30	31 - 40	41 - 50	51 - 60	>= 61	Total
Feb	Call Count	37	9,920	769	124	28	2	1	3	10,884
	Cumulative Percentage		91 %	99 %	100 %	100 %	100 %	100 %	100 %	
Total	Call Count	37	9,920	769	124	28	2	1	3	10,884
	Cumulative Percentage		91 %	99 %	100 %	100 %	100 %	100 %	100 %	

# Emergency Call Wait Time Range

For (Month)



Creation Date: 03/05/2024 12:48:32 PM

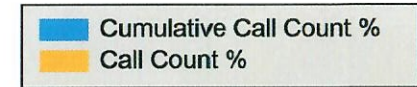
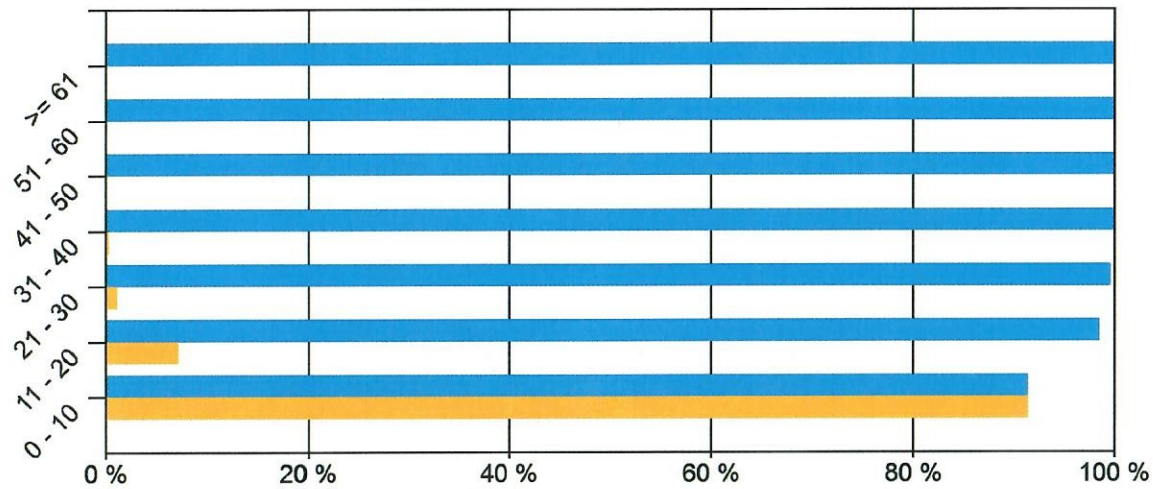
Grouping: Month

Date Range: 02/01/2024 12:00:00 AM - 02/29/2024 11:59:59 PM

Filter Criteria: Please, refer to the last page.

## Summary Chart

### Call Count % by Wait Time Range



# Emergency Call Wait Time Range

For (Month)



Creation Date: 03/05/2024 12:48:32 PM

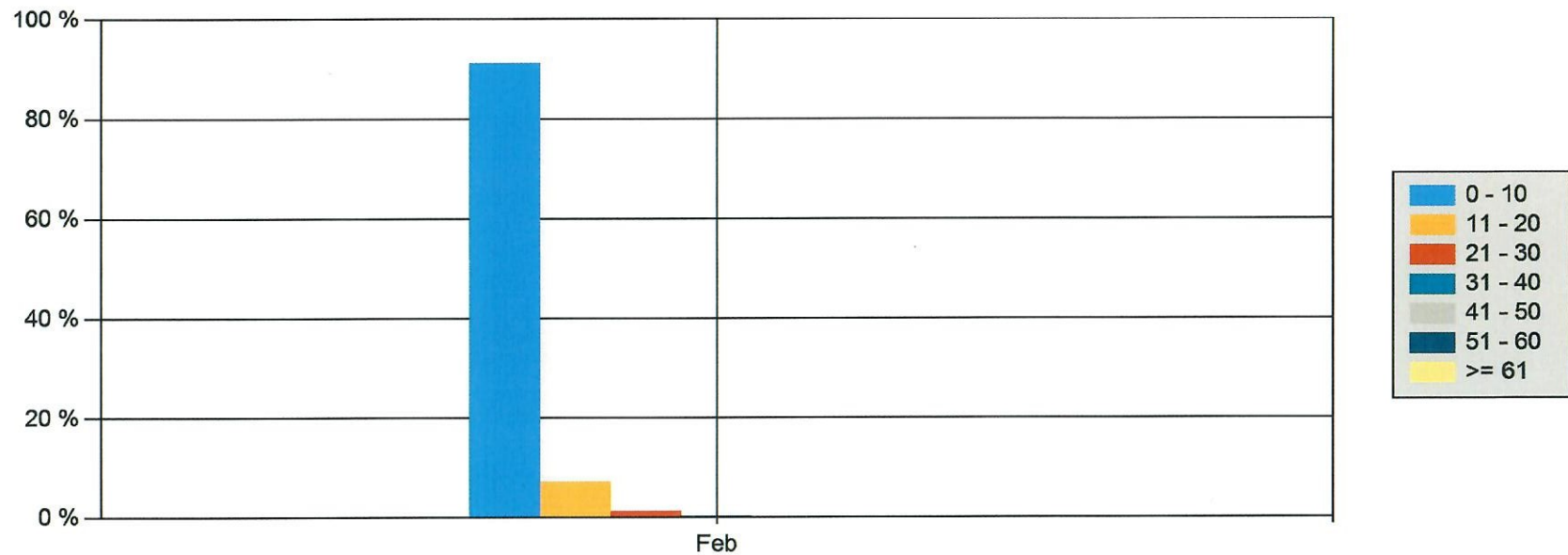
Grouping: Month

Date Range: 02/01/2024 12:00:00 AM - 02/29/2024 11:59:59 PM

Filter Criteria: Please, refer to the last page.

## Detail Chart

Call Count % by Wait Time (Month)





Kalamazoo County Dispatch Authority

Mercantile General Busn., Checking, Period Ending 01/31/2024

RECONCILIATION REPORT

Reconciled on: 02/06/2024

Reconciled by: Jeff Troyer

Any changes made to transactions after this date aren't included in this report.

Summary		USD
Statement beginning balance.....		581,260.23
Checks and payments cleared (64).....		-715,692.26
Deposits and other credits cleared (4).....		752,773.28
Statement ending balance.....		<u>618,341.25</u>
Uncleared transactions as of 01/31/2024.....		-3,655.01
Register balance as of 01/31/2024.....		614,686.24
Cleared transactions after 01/31/2024.....		0.00
Uncleared transactions after 01/31/2024.....		1,524.45
Register balance as of 02/06/2024.....		<u>616,210.69</u>

Details

Checks and payments cleared (64)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/18/2023	Expense	Jan 24	Consumers Life Insurance Company	-756.46
12/21/2023	Bill Payment	3785	DirecTV	-138.24
12/21/2023	Bill Payment	3784	Michigan State Police - Cashiers Office	-387.00
12/21/2023	Bill Payment	3778	Besco	-69.50
12/21/2023	Bill Payment	3769	Kzoom	-17,817.50
12/21/2023	Bill Payment	3768	Consumers Energy	-5,551.06
12/21/2023	Bill Payment	3767	Tracy Bennett	-419.94
12/21/2023	Bill Payment	3787	State of Michigan - MiDeal	-180.00
12/21/2023	Bill Payment	3770	Kruggel, Lawton & Company, LLC	-500.00
12/30/2023	Journal	356		-295.38
01/11/2024	Bill Payment	3808	Cohl, Stoker & Toskey, P.C.	-154.00
01/11/2024	Bill Payment	3807	Consumers Energy	-1,465.42
01/11/2024	Bill Payment	3806	Dixon Lawn Care	-780.00
01/11/2024	Bill Payment	3805	Kzoom	-12,000.00
01/11/2024	Bill Payment	3804	Martin Ftacek	-109.32
01/11/2024	Bill Payment	3803	MEC	-330.75
01/11/2024	Bill Payment	3802	Michigan Critical Power	-831.00
01/11/2024	Bill Payment	3801	TransUnion Risk and Alternative Data Soluti...	-300.00
01/11/2024	Bill Payment	3800	Victoria Rose	-10.55
01/11/2024	Bill Payment	3809	AT&T - Box 5011	-2,352.12
01/11/2024	Bill Payment	3810	Besco	-172.50
01/11/2024	Bill Payment	3811	Nicole Face	-99.56
01/11/2024	Bill Payment	3812	Carl Clatterbuck Agency	-1,500.00
01/11/2024	Bill Payment	3813	Rose Pest Solutions	-98.00
01/11/2024	Bill Payment	3814	AT&T Mobility	-541.72
01/11/2024	Bill Payment	3816	Insight Public Sector, Inc.	-1,943.02
01/11/2024	Bill Payment	3817	VISA - Mercantile Bank of Michigan	-325.58
01/11/2024	Bill Payment	3819	Sohn Linen Service	-89.14
01/11/2024	Bill Payment	3820	DL Gallivan Office Solutions	-175.90
01/11/2024	Bill Payment	3799	Michigan Municipal Risk Management Autho...	-25,885.50
01/11/2024	Bill Payment	3791	Bronson Healthcare Group	-1,060.00
01/11/2024	Bill Payment	3792	MCDA	-700.00
01/11/2024	Bill Payment	3793	Travelers - RMD	-2,351.00
01/11/2024	Bill Payment	3794	Republic Services	-308.18
01/11/2024	Bill Payment	3795	Rave Mobile Safety	-44,727.00
01/11/2024	Bill Payment	3796	PowerDMS	-3,386.70
01/11/2024	Bill Payment	3797	Peninsula Fiber Network	-1,070.00
01/11/2024	Bill Payment	3798	NENA	-441.00
01/12/2024	Expense	01.12.24	PAYROLL	-258,547.32
01/13/2024	Expense	01.12.24	MERS - Alerus Financial	-5,110.28
01/13/2024	Expense	01.12.24	MERS - Alerus Financial	-18,000.99
01/13/2024	Expense	01.12.24	MERS - Alerus Financial	-495.78
01/13/2024	Expense	01.12.24	MERS - Alerus Financial	-325.00
01/13/2024	Journal	361		-295.38
01/15/2024	Expense		Mercantile Bank of Michigan	-55.00
01/17/2024	Bill Payment	3823	Consumers Energy	-3,802.96
01/17/2024	Bill Payment	3822	AT&T - Box 5019	-159.65
01/17/2024	Bill Payment	3821	Trace3	-68,234.00
01/17/2024	Bill Payment	3825	Metronet	-3,856.66
01/17/2024	Bill Payment	3828	Antenna Designs	-2,110.74
01/17/2024	Bill Payment	3829	Sohn Linen Service	-44.57
01/17/2024	Bill Payment	3826	Williams Building Services LLC	-2,460.00
01/17/2024	Bill Payment	3827	Besco	-57.50
01/17/2024	Bill Payment	3833	VISA - Mercantile Bank of Michigan	-1,784.03
01/17/2024	Bill Payment	3832	Unum Insurance Company of America	-2,267.28
01/17/2024	Bill Payment	3831	Watson Furniture Group, Inc.	-201.00
01/17/2024	Bill Payment	3830	One Way Products	-932.40
01/26/2024	Expense	012624	PAYROLL	-139,692.92
01/26/2024	Bill Payment	3834	Third Coast Tech, LLC	-57,701.94
01/26/2024	Expense	01.26.24	Mercantile Bank of Michigan	-32.00
01/27/2024	Expense	012624	MERS - Alerus Financial	-4,345.78
01/27/2024	Expense	01.26.24	MERS - Alerus Financial	-495.79
01/27/2024	Expense	012624	MERS - Alerus Financial	-325.00
01/27/2024	Expense	012624	MERS - Alerus Financial	-15,035.25

Total -715,692.26

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/16/2024	Transfer			460,000.00
01/18/2024	Deposit		Kalamazoo County - Surcharge REV	291,751.56
01/26/2024	Deposit		UNUM - STD Reimbursement	600.00
01/31/2024	Deposit		Mercantile Bank of Michigan	421.72
<b>Total</b>				<b>752,773.28</b>

**Additional Information**

Uncleared checks and payments as of 01/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/11/2022	Bill Payment	3024	Michael Gordon	-9.89
10/18/2022	Bill Payment	3094	Dena Dunn	-198.00
03/30/2023	Bill Payment	3357	Dena Dunn	-120.33
11/16/2023	Bill Payment	3730	Michigan Critical Power	-191.00
12/06/2023	Bill Payment	3752	Jon Moored	-285.58
12/21/2023	Bill Payment	3776	Marie Gleesing	-166.25
01/11/2024	Bill Payment	3815	Language Line Services, Inc	-1,008.58
01/11/2024	Bill Payment	3790	HelpNet	-1,125.00
01/17/2024	Bill Payment	3824	Active911	-255.00
01/27/2024	Journal	363		-295.38
<b>Total</b>				<b>-3,655.01</b>

Uncleared deposits and other credits after 01/31/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/01/2024	Deposit		Kalamazoo County - Millage & LCSS REV	161.45
02/01/2024	Deposit		Michigan Municipal Risk Management Autho...	1,141.00
02/01/2024	Deposit		Michigan Municipal Risk Management Autho...	222.00
<b>Total</b>				<b>1,524.45</b>

Kalamazoo County Dispatch Authority

Mercantile General Busn, Checking, Period Ending 02/29/2024

RECONCILIATION REPORT

Reconciled on: 03/06/2024

Reconciled by: Jeff Troyer

Any changes made to transactions after this date aren't included in this report.

Summary		USD
Statement beginning balance		618,341.25
Checks and payments cleared (49)		-484,783.19
Deposits and other credits cleared (8)		2,296,538.17
Statement ending balance		2,430,096.23
Uncleared transactions as of 02/29/2024		-23,322.47
Register balance as of 02/29/2024		2,406,773.76
Cleared transactions after 02/29/2024		0.00
Uncleared transactions after 02/29/2024		-9,304.55
Register balance as of 03/06/2024		2,397,469.21

Details

Checks and payments cleared (49)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/06/2023	Bill Payment	3752	Jon Moored	-285.58
12/21/2023	Bill Payment	3776	Marie Gleesing	-166.25
01/11/2024	Bill Payment	3815	Language Line Services, Inc	-1,008.58
01/11/2024	Bill Payment	3790	HelpNet	-1,125.00
01/17/2024	Bill Payment	3824	Active911	-255.00
01/27/2024	Journal	363		-295.38
02/02/2024	Expense	Feb24	Consumers Life Insurance Company	-756.95
02/02/2024	Expense	020224	Blue Cross Blue Shield of Michigan	-34,893.46
02/08/2024	Bill Payment	3854	Alexis Bucher	-62.54
02/08/2024	Bill Payment	3856	MEC	-347.13
02/08/2024	Bill Payment	3855	Cohl, Stoker & Toskey, P.C.	-1,364.00
02/08/2024	Bill Payment	3853	TransUnion Risk and Alternative Data Soluti...	-300.00
02/08/2024	Bill Payment	3852	Peninsula Fiber Network	-952.00
02/08/2024	Bill Payment	3851	Trace3	-17,253.00
02/08/2024	Bill Payment	3850	Roe Comm	-30,767.00
02/08/2024	Bill Payment	3849	Language Line Services, Inc	-574.55
02/08/2024	Bill Payment	3848	Kruggel, Lawton & Company, LLC	-400.00
02/08/2024	Bill Payment	3847	Insight Public Sector, Inc.	-43.58
02/08/2024	Bill Payment	3845	Republic Services	-303.17
02/08/2024	Bill Payment	3844	Sohn Linen Service	-89.14
02/08/2024	Bill Payment	3843	Consumers Energy	-1,462.79
02/08/2024	Bill Payment	3842	Dixon Lawn Care	-4,904.50
02/08/2024	Bill Payment	3841	AT&T - Box 5011	-2,352.77
02/08/2024	Bill Payment	3840	Rose Pest Solutions	-98.00
02/08/2024	Bill Payment	3839	AT&T Mobility	-741.78
02/08/2024	Bill Payment	3837	VISA - Mercantile Bank of Michigan	-4,867.97
02/08/2024	Bill Payment	3836	DL Gallivan Office Solutions	-139.62
02/08/2024	Bill Payment	3835	Besco	-125.00
02/09/2024	Expense	020924	PAYROLL	-130,656.69
02/10/2024	Expense	02.09.24	MERS - Alerus Financial	-14,159.09
02/10/2024	Journal	369		-295.38
02/10/2024	Expense	020924	MERS - Alerus Financial	-33,788.31
02/10/2024	Expense	020924	MERS - Alerus Financial	-4,151.46
02/10/2024	Expense	020923	MERS - Alerus Financial	-495.79
02/15/2024	Expense		Mercantile Bank of Michigan	-55.00
02/16/2024	Bill Payment	3857	Kalamazoo City Treasurer	-339.52
02/16/2024	Bill Payment	3861	Metronet	-3,868.55
02/16/2024	Bill Payment	3863	DL Gallivan Office Solutions	-169.67
02/16/2024	Bill Payment	3860	Consumers Energy	-3,656.64
02/16/2024	Bill Payment	3865	Michigan Critical Power	-110.20
02/16/2024	Bill Payment	3866	Williams Building Services LLC	-2,460.00
02/16/2024	Bill Payment	3858	Third Coast Tech, LLC	-1,423.95
02/23/2024	Expense	022324	PAYROLL	-133,712.43
02/23/2024	Expense	022324	Blue Cross Blue Shield of Michigan	-29,870.01
02/24/2024	Expense	022424	MERS - Alerus Financial	-14,206.26
02/24/2024	Expense	022324	MERS - Alerus Financial	-3,990.87
02/24/2024	Expense	022324	MERS - Alerus Financial	-501.13
02/24/2024	Journal	371		-687.50
02/24/2024	Expense	022324	MERS - Alerus Financial	-250.00

**Total** -484,783.19

Deposits and other credits cleared (8)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/01/2024	Deposit		Michigan Municipal Risk Management Autho...	222.00
02/01/2024	Deposit		Kalamazoo County - Millage & LCSS REV	161.45
02/01/2024	Deposit		Michigan Municipal Risk Management Autho...	1,141.00
02/21/2024	Deposit		PAYROLL	75.00
02/21/2024	Deposit		UNUM - STD Reimbursement	2,571.43
02/22/2024	Deposit			1,990,961.00
02/23/2024	Deposit		Kalamazoo County - Surcharge REV	300,817.48
02/29/2024	Deposit		Mercantile Bank of Michigan	588.81

**Total** 2,296,538.17

Additional Information

Uncleared checks and payments as of 02/29/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/11/2022	Bill Payment	3024	Michael Gordon	-9.89
10/18/2022	Bill Payment	3094	Dena Dunn	-198.00
03/30/2023	Bill Payment	3357	Dena Dunn	-120.33
11/16/2023	Bill Payment	3730	Michigan Critical Power	-191.00
02/08/2024	Bill Payment	3838	Active911	-764.25
02/08/2024	Bill Payment	3846	OTM Cyber	-20,560.00
02/16/2024	Bill Payment	3862	Besco	-72.25
02/16/2024	Bill Payment	3864	Kalamazoo Dumpster Co	-390.00
02/16/2024	Bill Payment	3867	Michigan Chapter of APCO	-600.00
02/16/2024	Bill Payment	3868	Clear Choice Headsets & Technology	-416.75

**Total** -23,322.47

Uncleared checks and payments after 02/29/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/05/2024	Bill Payment	3873	Rose Pest Solutions	-98.00
03/05/2024	Bill Payment	3870	Besco	-201.50
03/05/2024	Bill Payment	3871	Insight Public Sector, Inc.	-971.51
03/05/2024	Bill Payment	3872	AT&T Mobility	-581.16
03/05/2024	Bill Payment	3895	Victoria Rose	-115.24
03/05/2024	Bill Payment	3874	DirecTV	-144.84
03/05/2024	Bill Payment	3875	Michigan Critical Power	-250.00
03/05/2024	Bill Payment	3876	NENA	-147.00
03/05/2024	Bill Payment	3877	AT&T - Box 5011	-4,841.82
03/05/2024	Bill Payment	3878	DL Gallivan Office Solutions	-115.81
03/05/2024	Bill Payment	3887	Katelyn Hatfield	-30.35
03/05/2024	Bill Payment	3888	Consumers Energy	-703.36
03/05/2024	Bill Payment	3889	Sohn Linen Service	-44.57
03/05/2024	Bill Payment	3890	Felicia Gorang	-30.35
03/05/2024	Bill Payment	3891	Language Line Services, Inc	-393.54
03/05/2024	Bill Payment	3892	Dixon Lawn Care	-465.50
03/05/2024	Bill Payment	3893	Peninsula Fiber Network	-1,070.00
03/05/2024	Bill Payment	3894	TransUnion Risk and Alternative Data Soluti...	-300.00

**Total** -10,504.55

Uncleared deposits and other credits after 02/29/2024

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/01/2024	Deposit		UNUM - STD Reimbursement	1,200.00

**Total** 1,200.00

Kalamazoo County Dispatch Authority

Michigan CLASS, Period Ending 01/31/2024

RECONCILIATION REPORT

Reconciled on: 02/06/2024

Reconciled by: Jeff Troyer

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	3,955,392.42
Checks and payments cleared (1).....	-460,000.00
Deposits and other credits cleared (1).....	17,546.40
Statement ending balance.....	<u>3,512,938.82</u>
Register balance as of 01/31/2024.....	3,512,938.82

**Details**

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/16/2024	Transfer			-460,000.00
<b>Total</b>				<b>-460,000.00</b>

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/31/2024	Deposit		Michigan CLASS	17,546.40
<b>Total</b>				<b>17,546.40</b>

Kalamazoo County Dispatch Authority

Michigan CLASS, Period Ending 02/29/2024

RECONCILIATION REPORT

Reconciled on: 03/05/2024

Reconciled by: Jeff Troyer

Any changes made to transactions after this date aren't included in this report.

Summary	USD
Statement beginning balance.....	3,512,938.82
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	15,209.99
Statement ending balance.....	<u>3,528,148.81</u>
Register balance as of 02/29/2024.....	3,528,148.81

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/29/2024	Deposit		Michigan CLASS	15,209.99
<b>Total</b>				<b>15,209.99</b>



# Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2023 Budget - REVISION II - FY23 P&L Businesses

January - December 2023

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
Income									
400.000 Use of Fund Balance	162,018.50	162,019.00	0.50				\$162,018.50	\$162,019.00	\$0.50
402.000 Property Taxes	6,249,661.45	6,249,500.00	(161.45)				\$6,249,661.45	\$6,249,500.00	\$ (161.45)
528.000 Federal Grants - Other	295,307.00	295,307.00	0.00				\$295,307.00	\$295,307.00	\$0.00
573.000 Local Community Stabilization Share	596,400.00	596,400.00	0.00				\$596,400.00	\$596,400.00	\$0.00
615.010 Surcharge Revenue - State 911	494,522.00	484,000.00	(10,522.00)				\$550,289.00	\$529,000.00	\$ (21,289.00)
615.020 Surcharge Revenue - Local 911	1,190,046.18	1,120,000.00	(70,046.18)	55,767.00	45,000.00	(10,767.00)	\$1,190,046.18	\$1,120,000.00	\$ (70,046.18)
651.000 Charges for Services - User Fees	15,960.00	15,960.00	0.00				\$15,960.00	\$15,960.00	\$0.00
665.000 Interest Earned	175,090.38	141,000.00	(34,090.38)				\$175,090.38	\$141,000.00	\$ (34,090.38)
667.000 Rent/Lease Revenue	8,700.00	8,700.00	0.00				\$8,700.00	\$8,700.00	\$0.00
671.000 Miscellaneous Revenue	112.32	50.00	(62.32)				\$112.32	\$50.00	\$ (62.32)
676.000 Other Revenue - Reimbursements							\$0.00	\$0.00	\$0.00
676.010 Insurance Claims	2,021.62	1,562.00	(459.62)				\$2,021.62	\$1,562.00	\$ (459.62)
<b>Total 676.000 Other Revenue - Reimbursements</b>	<b>2,021.62</b>	<b>1,562.00</b>	<b>(459.62)</b>				<b>\$2,021.62</b>	<b>\$1,562.00</b>	<b>\$ (459.62)</b>
<b>Total Income</b>	<b>\$9,189,839.45</b>	<b>\$9,074,498.00</b>	<b>\$ (115,341.45)</b>	<b>\$55,767.00</b>	<b>\$45,000.00</b>	<b>\$ (10,767.00)</b>	<b>\$9,245,606.45</b>	<b>\$9,119,498.00</b>	<b>\$ (126,108.45)</b>
GROSS PROFIT	<b>\$9,189,839.45</b>	<b>\$9,074,498.00</b>	<b>\$ (115,341.45)</b>	<b>\$55,767.00</b>	<b>\$45,000.00</b>	<b>\$ (10,767.00)</b>	<b>\$9,245,606.45</b>	<b>\$9,119,498.00</b>	<b>\$ (126,108.45)</b>
Expenses									
700 thru 718 Personnel Services							\$0.00	\$0.00	\$0.00
702.010 Salaries - Administration	312,038.74	316,346.00	4,307.26	4,271.51		(4,271.51)	\$316,310.25	\$316,346.00	\$35.75
702.020 Wages - Regular					22,000.00	22,000.00	\$0.00	\$22,000.00	\$22,000.00
702.021 Administrative Support	200,549.60	201,869.00	1,319.40	613.82		(613.82)	\$201,163.42	\$201,869.00	\$705.58
702.022 Dispatch Supervisors	377,076.64	412,736.00	35,659.36	9,053.32		(9,053.32)	\$386,129.96	\$412,736.00	\$26,606.04
702.023 ECO II's	1,449,978.35	1,742,653.00	292,674.65	18,341.46		(18,341.46)	\$1,468,319.81	\$1,742,653.00	\$274,333.19
702.024 ECO I's	409,468.42	395,709.00	(13,759.42)	7,036.16		(7,036.16)	\$416,504.58	\$395,709.00	\$ (20,795.58)
702.026 Bereavement	827.28		(827.28)				\$827.28	\$0.00	\$ (827.28)
702.027 Incentive/Stipend Pay	281,550.00	281,550.00	0.00				\$281,550.00	\$281,550.00	\$0.00
702.040 Wages - Short Term Disability	285.13		(285.13)				\$285.13	\$0.00	\$ (285.13)
<b>Total 702.020 Wages - Regular</b>	<b>2,719,735.42</b>	<b>3,034,517.00</b>	<b>314,781.58</b>	<b>35,044.76</b>	<b>22,000.00</b>	<b>(13,044.76)</b>	<b>\$2,754,780.18</b>	<b>\$3,056,517.00</b>	<b>\$301,736.82</b>
702.030 Wages - Overtime		365,976.00	365,976.00				\$0.00	\$365,976.00	\$365,976.00
702.031 Administrative Support	1,031.61		(1,031.61)				\$1,031.61	\$0.00	\$ (1,031.61)
702.032 Dispatch Supervisors	92,441.84		(92,441.84)				\$92,441.84	\$0.00	\$ (92,441.84)
702.033 ECO II's	221,912.86		(221,912.86)				\$221,912.86	\$0.00	\$ (221,912.86)
702.034 ECO I's	41,504.31		(41,504.31)				\$41,504.31	\$0.00	\$ (41,504.31)
<b>Total 702.030 Wages - Overtime</b>	<b>356,890.62</b>	<b>365,976.00</b>	<b>9,085.38</b>				<b>\$356,890.62</b>	<b>\$365,976.00</b>	<b>\$9,085.38</b>
702.050 CTO Pay	15,534.00	25,000.00	9,466.00				\$15,534.00	\$25,000.00	\$9,466.00
706.000 Wages - Holiday Premium	142,772.53	155,311.00	12,538.47				\$142,772.53	\$155,311.00	\$12,538.47
712.000 Payment in Lieu of Benefits	53,225.00	55,300.00	2,075.00				\$53,225.00	\$55,300.00	\$2,075.00
714.000 Longevity	12,971.00	13,200.00	229.00				\$12,971.00	\$13,200.00	\$229.00



# Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2023 Budget - REVISION II - FY23 P&L Businesses

January - December 2023

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
715.010 Auto Allowance	8,687.52	8,683.00	(4.52)				\$8,687.52	\$8,683.00	\$ (4.52)
<b>Total 700 thru 718 Personnel Services</b>	<b>3,621,854.83</b>	<b>3,974,333.00</b>	<b>352,478.17</b>	<b>39,316.27</b>	<b>22,000.00</b>	<b>(17,316.27)</b>	<b>\$3,661,171.10</b>	<b>\$3,996,333.00</b>	<b>\$335,161.90</b>
719 thru 725 Benefits and Taxes	2,865.00	12,645.00	9,780.00				\$0.00	\$0.00	\$0.00
719.000 Workers Comp Insurance	344,686.25	351,508.00	6,821.75				\$2,865.00	\$12,645.00	\$9,780.00
720.010 Medical/Health Insurance	28,305.11	29,000.00	694.89				\$344,686.25	\$351,508.00	\$6,821.75
720.020 Dental Insurance	3,532.62	5,354.00	1,821.38				\$28,305.11	\$29,000.00	\$694.89
720.030 Vision Insurance	4,631.38	8,945.00	4,313.62				\$3,532.62	\$5,354.00	\$1,821.38
720.040 Life Insurance	72,550.00	9,000.00	9,000.00				\$4,631.38	\$8,945.00	\$4,313.62
720.050 Unemployment	28,863.07	75,633.00	3,083.00				\$0.00	\$9,000.00	\$9,000.00
720.060 HSA Contributions	222,366.33	31,744.00	2,880.93				\$72,550.00	\$75,633.00	\$3,083.00
720.070 Short-Term Disability Insurance	52,005.09	244,608.00	22,241.67				\$28,863.07	\$31,744.00	\$2,880.93
721.000 Social Security	260,281.84	57,207.00	5,201.91				\$222,366.33	\$244,608.00	\$22,241.67
722.000 Medicare	18,270.08	286,101.00	25,819.16				\$52,005.09	\$57,207.00	\$5,201.91
725.010 Retirement - MERS DC	45,333.66	19,839.00	1,568.92				\$260,281.84	\$286,101.00	\$25,819.16
725.020 Retirement - MERS 457	1,083,690.43	46,566.00	1,232.34				\$18,270.08	\$19,839.00	\$1,568.92
725.030 Retirement - MERS HCSP	94,459.57	1,178,150.00	94,459.57				\$45,333.66	\$46,566.00	\$1,232.34
<b>Total 719 thru 725 Benefits and Taxes</b>	<b>1,083,690.43</b>	<b>1,178,150.00</b>	<b>94,459.57</b>				<b>\$1,083,690.43</b>	<b>\$1,178,150.00</b>	<b>\$94,459.57</b>
726 thru 799 Supplies	7,580.83	15,000.00	7,419.17				\$0.00	\$0.00	\$0.00
727.000 Office Supplies	4,242.74	6,000.00	1,757.26				\$7,580.83	\$15,000.00	\$7,419.17
730.000 Maintenance Supplies	5,889.92	8,000.00	2,110.08				\$4,242.74	\$6,000.00	\$1,757.26
740.000 Uniform Supplies	1,378.29	1,750.00	371.71				\$5,889.92	\$8,000.00	\$2,110.08
760.000 Kitchen Supplies	301.82	1,750.00	1,448.18				\$1,378.29	\$1,750.00	\$371.71
764.000 Food Supplies	19,393.60	32,500.00	13,106.40				\$301.82	\$1,750.00	\$1,448.18
<b>Total 726 thru 799 Supplies</b>	<b>19,393.60</b>	<b>32,500.00</b>	<b>13,106.40</b>				<b>\$19,393.60</b>	<b>\$32,500.00</b>	<b>\$13,106.40</b>
800 thru 969 Services & Other Charges	528,932.21	727,313.00	198,380.79				\$0.00	\$0.00	\$0.00
801.010 Contractual Services	5,500.00	6,500.00	1,000.00				\$528,932.21	\$727,313.00	\$198,380.79
805.010 Professional Services - Audit	3,600.00	3,600.00	0.00				\$5,500.00	\$6,500.00	\$1,000.00
810.000 Administrative Fees	9,812.09	15,000.00	5,187.91				\$3,600.00	\$3,600.00	\$0.00
813.000 Legal Fees	6,367.65	10,000.00	3,632.35				\$9,812.09	\$15,000.00	\$5,187.91
820.010 Interpreter Fees	1,490.00	2,500.00	1,010.00				\$6,367.65	\$10,000.00	\$3,632.35
835.010 Medical Services - Physical Exams	671.00	1,500.00	829.00				\$1,490.00	\$2,500.00	\$1,010.00
835.020 Medical Services - Drug Testing	13,230.45	17,500.00	4,269.55				\$671.00	\$1,500.00	\$829.00
850.010 Telephone Service	77,921.70	95,920.00	17,998.30				\$13,230.45	\$17,500.00	\$4,269.55
850.020 Internet Service	607.15	2,500.00	2,500.00				\$77,921.70	\$95,920.00	\$17,998.30
850.030 Copying	2,192.54	8,000.00	5,807.46				\$0.00	\$2,500.00	\$2,500.00
850.040 Mailing	8,405.40	11,500.00	3,094.60				\$607.15	\$3,000.00	\$2,392.85
870.010 Travel - Training/Registration	2,427.29	5,000.00	2,572.71				\$2,192.54	\$8,000.00	\$5,807.46
870.020 Travel - Lodging				18,386.00	15,000.00	(3,386.00)	\$20,578.54	\$23,000.00	\$2,421.46
870.030 Travel- Meals/Food				2,234.36	2,500.00	265.64	\$10,639.76	\$14,000.00	\$3,360.24
				257.22	2,500.00	2,242.78	\$2,684.51	\$7,500.00	\$4,815.49





# Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2023 Budget - REVISION II - FY23 P&L Businesses

January - December 2023

	2911 - GENERAL OPERATIONS				2913 - TRAINING				TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	BUDGET	REMAINING
870.040 Travel - Mileage	3,571.61	5,000.00	1,428.39	633.99	2,500.00	1,866.01	\$4,205.60	\$7,500.00	\$3,294.40		
870.050 Travel - Other	2,345.89	8,500.00	6,154.11	40.00	500.00	460.00	\$2,385.89	\$9,000.00	\$6,614.11		
871.010 Education Expense		2,000.00	2,000.00				\$0.00	\$2,000.00	\$2,000.00		
900.000 Printing	465.35	2,000.00	1,534.65				\$465.35	\$2,000.00	\$1,534.65		
905.000 Advertising	4,996.73	5,500.00	503.27				\$4,996.73	\$5,500.00	\$503.27		
915.000 Dues & Subscriptions	5,549.26	9,000.00	3,450.74				\$5,549.26	\$9,000.00	\$3,450.74		
920.010 Utilities - Gas	5,696.32	8,000.00	2,303.68				\$5,696.32	\$8,000.00	\$2,303.68		
920.020 Utilities - Electricity	65,666.67	65,000.00	(666.67)				\$65,666.67	\$65,000.00	\$ (666.67)		
920.030 Utilities - Water & Sewer	4,836.77	5,000.00	163.23				\$4,836.77	\$5,000.00	\$163.23		
934.010 Repair & Maintenance - Equipment	22,071.62	28,000.00	5,928.38				\$22,071.62	\$28,000.00	\$5,928.38		
955.000 Miscellaneous Operating	13,190.74	20,000.00	6,809.26				\$13,190.74	\$20,000.00	\$6,809.26		
958.010 Insurance Premium	50,465.00	51,000.00	535.00				\$50,465.00	\$51,000.00	\$535.00		
<b>Total 800 thru 969 Services &amp; Other Charges</b>	<b>840,013.44</b>	<b>1,118,833.00</b>	<b>278,819.56</b>	<b>21,551.57</b>	<b>23,000.00</b>	<b>1,448.43</b>	<b>\$861,565.01</b>	<b>\$1,141,833.00</b>	<b>\$280,267.99</b>		
970 thru 989 Equipment & Capital Outlay							\$0.00	\$0.00	\$0.00		
976.000 Project Costs	4,970.00	45,000.00	40,030.00				\$4,970.00	\$45,000.00	\$40,030.00		
980.000 Equipment/Software - Capital	495,060.06	564,856.00	69,795.94				\$495,060.06	\$564,856.00	\$69,795.94		
980.010 Equipment/Software - Small	22,877.79	25,000.00	2,122.21				\$22,877.79	\$25,000.00	\$2,122.21		
980.020 Facility - Capital	80,794.04	146,402.00	65,607.96				\$80,794.04	\$146,402.00	\$65,607.96		
<b>Total 970 thru 989 Equipment &amp; Capital Outlay</b>	<b>603,701.89</b>	<b>781,258.00</b>	<b>177,556.11</b>				<b>\$603,701.89</b>	<b>\$781,258.00</b>	<b>\$177,556.11</b>		
990 thru 994 Debt Service							\$0.00	\$0.00	\$0.00		
991.010 Loan/Lease - Principal	1,238,692.00	1,238,692.00	0.00				\$1,238,692.00	\$1,238,692.00	\$0.00		
991.020 Loan/Lease - Interest	94,854.00	94,854.00	0.00				\$94,854.00	\$94,854.00	\$0.00		
<b>Total 990 thru 994 Debt Service</b>	<b>1,333,546.00</b>	<b>1,333,546.00</b>	<b>0.00</b>				<b>\$1,333,546.00</b>	<b>\$1,333,546.00</b>	<b>\$0.00</b>		
<b>Total Expenses</b>	<b>\$7,502,200.19</b>	<b>\$8,418,620.00</b>	<b>\$916,419.81</b>	<b>\$60,867.84</b>	<b>\$45,000.00</b>	<b>\$ (15,967.84)</b>	<b>\$7,563,068.03</b>	<b>\$8,463,620.00</b>	<b>\$900,551.97</b>		
<b>NET OPERATING INCOME</b>	<b>\$1,687,639.26</b>	<b>\$655,878.00</b>	<b>\$ (1,031,761.26)</b>	<b>\$ (5,100.84)</b>	<b>\$0.00</b>	<b>\$5,100.84</b>	<b>\$1,682,538.42</b>	<b>\$655,878.00</b>	<b>\$ (1,026,660.42)</b>		
<b>NET INCOME</b>	<b>\$1,687,639.26</b>	<b>\$655,878.00</b>	<b>\$ (1,031,761.26)</b>	<b>\$ (5,100.84)</b>	<b>\$0.00</b>	<b>\$5,100.84</b>	<b>\$1,682,538.42</b>	<b>\$655,878.00</b>	<b>\$ (1,026,660.42)</b>		



# Kalamazoo County Consolidated Dispatch Authority

## Budget vs. Actuals: 2024 General Fund Budget - ORIGINAL

January - December 2024

	2911 - GENERAL OPERATIONS				2913 - TRAINING				TOTAL			
	ACTUAL	BUDGET	REMAINING		ACTUAL	BUDGET	REMAINING		ACTUAL	BUDGET	REMAINING	
<b>Income</b>												
402.000 Property Taxes	1,698,475.00	6,597,500.00	4,899,025.00						\$1,698,475.00	\$6,597,500.00	\$4,899,025.00	
573.000 Local Community Stabilization Share	149,100.00	596,400.00	447,300.00						\$149,100.00	\$596,400.00	\$447,300.00	
615.010 Surcharge Revenue - State 911		484,000.00	484,000.00			45,000.00			\$0.00	\$529,000.00	\$529,000.00	
615.020 Surcharge Revenue - Local 911		1,120,000.00	1,120,000.00						\$0.00	\$1,120,000.00	\$1,120,000.00	
651.000 Charges for Services - User Fees	16,340.00	16,340.00	0.00						\$16,340.00	\$16,340.00	\$0.00	
665.000 Interest Earned	33,766.92	100,000.00	66,233.08						\$33,766.92	\$100,000.00	\$66,233.08	
667.000 Rent/Lease Revenue		8,700.00	8,700.00						\$0.00	\$8,700.00	\$8,700.00	
671.000 Miscellaneous Revenue	1,363.00	50.00	(1,313.00)						\$1,363.00	\$50.00	\$(1,313.00)	
673.000 Sale of Assets	800.00		(800.00)						\$800.00	\$0.00	\$(800.00)	
<b>Total Income</b>	<b>\$1,899,844.92</b>	<b>\$8,922,990.00</b>	<b>\$7,023,145.08</b>	<b>\$0.00</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>	<b>\$1,899,844.92</b>	<b>\$1,899,844.92</b>	<b>\$8,967,990.00</b>	<b>\$7,068,145.08</b>	<b>\$7,068,145.08</b>
<b>GROSS PROFIT</b>	<b>\$1,899,844.92</b>	<b>\$8,922,990.00</b>	<b>\$7,023,145.08</b>	<b>\$0.00</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>	<b>\$1,899,844.92</b>	<b>\$1,899,844.92</b>	<b>\$8,967,990.00</b>	<b>\$7,068,145.08</b>	<b>\$7,068,145.08</b>
<b>Expenses</b>												
700 thru 718 Personnel Services									\$0.00	\$0.00	\$0.00	
702.010 Salaries - Administration	58,140.54	340,976.00	282,835.46						\$58,140.54	\$340,976.00	\$282,835.46	
702.020 Wages - Regular					13,000.00				\$0.00	\$13,000.00	\$13,000.00	
702.021 Administrative Support	39,715.49	244,675.00	204,959.51						\$39,715.49	\$244,675.00	\$204,959.51	
702.022 Dispatch Supervisors	75,299.88	428,905.00	353,605.12						\$75,299.88	\$428,905.00	\$353,605.12	
702.023 ECO II's	244,393.14	1,922,475.00	1,678,081.86						\$244,393.14	\$1,922,475.00	\$1,678,081.86	
702.024 ECO I's	80,908.45	476,840.00	395,931.55						\$80,908.45	\$476,840.00	\$395,931.55	
702.026 Bereavement	609.60		(609.60)						\$609.60	\$0.00	\$(609.60)	
702.040 Wages - Short Term Disability	771.87		(771.87)						\$771.87	\$0.00	\$(771.87)	
<b>Total 702.020 Wages - Regular</b>	<b>441,698.43</b>	<b>3,072,895.00</b>	<b>2,631,196.57</b>	<b>13,000.00</b>	<b>13,000.00</b>	<b>13,000.00</b>	<b>13,000.00</b>	<b>\$441,698.43</b>	<b>\$3,085,895.00</b>	<b>\$2,644,196.57</b>	<b>\$2,644,196.57</b>	<b>\$2,644,196.57</b>
702.030 Wages - Overtime		355,539.00	355,539.00						\$0.00	\$355,539.00	\$355,539.00	
702.032 Dispatch Supervisors	13,103.50		(13,103.50)						\$13,103.50	\$0.00	\$(13,103.50)	
702.033 ECO II's	44,107.84		(44,107.84)						\$44,107.84	\$0.00	\$(44,107.84)	
702.034 ECO I's	8,808.17		(8,808.17)						\$8,808.17	\$0.00	\$(8,808.17)	
<b>Total 702.030 Wages - Overtime</b>	<b>66,019.51</b>	<b>355,539.00</b>	<b>289,519.49</b>					<b>\$66,019.51</b>	<b>\$355,539.00</b>	<b>\$289,519.49</b>	<b>\$289,519.49</b>	<b>\$289,519.49</b>
702.050 CTO Pay	3,075.00	25,000.00	21,925.00						\$3,075.00	\$25,000.00	\$21,925.00	
706.000 Wages - Holiday Premium	34,477.19	201,170.00	166,692.81						\$34,477.19	\$201,170.00	\$166,692.81	
712.000 Payment in Lieu of Benefits	9,875.00	48,100.00	38,225.00						\$9,875.00	\$48,100.00	\$38,225.00	
714.000 Longevity		12,800.00	12,800.00						\$0.00	\$12,800.00	\$12,800.00	
715.010 Auto Allowance	2,172.00	8,683.00	6,511.00						\$2,172.00	\$8,683.00	\$6,511.00	
<b>Total 700 thru 718 Personnel Services</b>	<b>615,457.67</b>	<b>4,065,163.00</b>	<b>3,449,705.33</b>	<b>13,000.00</b>	<b>13,000.00</b>	<b>13,000.00</b>	<b>13,000.00</b>	<b>\$615,457.67</b>	<b>\$4,078,163.00</b>	<b>\$3,462,705.33</b>	<b>\$3,462,705.33</b>	<b>\$3,462,705.33</b>
719 thru 725 Benefits and Taxes									\$0.00	\$0.00	\$0.00	
719.000 Workers Comp Insurance	2,351.00	14,437.00	12,086.00						\$2,351.00	\$14,437.00	\$12,086.00	



# Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2024 General Fund Budget - ORIGINAL

January - December 2024

	2911 - GENERAL OPERATIONS				2913 - TRAINING				TOTAL	
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	REMAINING
720.010 Medical/Health Insurance	62,170.23	447,239.00	385,068.77				\$62,170.23	\$447,239.00	\$385,068.77	
720.020 Dental Insurance	4,971.12	34,265.00	29,293.88				\$4,971.12	\$34,265.00	\$29,293.88	
720.030 Vision Insurance	944.39	6,588.00	5,643.61				\$944.39	\$6,588.00	\$5,643.61	
720.040 Life Insurance	1,173.21	9,814.00	8,640.79				\$1,173.21	\$9,814.00	\$8,640.79	
720.050 Unemployment		9,000.00	9,000.00				\$0.00	\$9,000.00	\$9,000.00	
720.060 HSA Contributions	92,775.00	132,813.00	40,038.00				\$92,775.00	\$132,813.00	\$40,038.00	
720.070 Short-Term Disability Insurance	2,267.28	38,760.00	36,492.72				\$2,267.28	\$38,760.00	\$36,492.72	
721.000 Social Security	38,223.75	255,068.00	216,844.25				\$38,223.75	\$255,068.00	\$216,844.25	
722.000 Medicare	8,939.39	59,653.00	50,713.61				\$8,939.39	\$59,653.00	\$50,713.61	
725.010 Retirement - MERS DC	50,187.42	324,903.00	274,715.58				\$50,187.42	\$324,903.00	\$274,715.58	
725.020 Retirement - MERS 457	3,780.34	22,858.00	19,077.66				\$3,780.34	\$22,858.00	\$19,077.66	
725.030 Retirement - MERS HCSP	33,463.31	66,075.00	32,611.69				\$33,463.31	\$66,075.00	\$32,611.69	
<b>Total 719 thru 725 Benefits and Taxes</b>	<b>301,246.44</b>	<b>1,421,473.00</b>	<b>1,120,226.56</b>				<b>\$301,246.44</b>	<b>\$1,421,473.00</b>	<b>\$1,120,226.56</b>	
726 thru 799 Supplies							\$0.00	\$0.00	\$0.00	
727.000 Office Supplies	1,139.81	15,000.00	13,860.19				\$1,139.81	\$15,000.00	\$13,860.19	
730.000 Maintenance Supplies		6,000.00	6,000.00				\$0.00	\$6,000.00	\$6,000.00	
740.000 Uniform Supplies		8,000.00	8,000.00				\$0.00	\$8,000.00	\$8,000.00	
760.000 Kitchen Supplies	53.78	1,750.00	1,696.22				\$53.78	\$1,750.00	\$1,696.22	
764.000 Food Supplies	10.70	1,750.00	1,739.30				\$10.70	\$1,750.00	\$1,739.30	
<b>Total 726 thru 799 Supplies</b>	<b>1,204.29</b>	<b>32,500.00</b>	<b>31,295.71</b>				<b>\$1,204.29</b>	<b>\$32,500.00</b>	<b>\$31,295.71</b>	
800 thru 969 Services & Other Charges							\$0.00	\$0.00	\$0.00	
801.010 Contractual Services	334,353.76	735,566.00	401,212.24				\$334,353.76	\$735,566.00	\$401,212.24	
805.010 Professional Services - Audit		6,600.00	6,600.00				\$0.00	\$6,600.00	\$6,600.00	
810.000 Administrative Fees		3,600.00	3,600.00				\$0.00	\$3,600.00	\$3,600.00	
813.000 Legal Fees	1,364.00	15,000.00	13,636.00				\$1,364.00	\$15,000.00	\$13,636.00	
820.010 Interpreter Fees	968.09	12,000.00	11,031.91				\$968.09	\$12,000.00	\$11,031.91	
835.010 Medical Services - Physical Exams	800.00	2,500.00	1,700.00				\$800.00	\$2,500.00	\$1,700.00	
835.020 Medical Services - Drug Testing	260.00	1,500.00	1,240.00				\$260.00	\$1,500.00	\$1,240.00	
850.010 Telephone Service	4,536.20	16,500.00	11,963.80				\$4,536.20	\$16,500.00	\$11,963.80	
850.020 Internet Service	13,104.76	75,180.00	62,075.24				\$13,104.76	\$75,180.00	\$62,075.24	
850.030 Copying		2,500.00	2,500.00				\$0.00	\$2,500.00	\$2,500.00	
850.040 Mailing		3,000.00	3,000.00				\$0.00	\$3,000.00	\$3,000.00	
870.010 Travel - Training/Registration	685.00	12,000.00	11,315.00	600.00	24,000.00	23,400.00	\$1,285.00	\$36,000.00	\$34,715.00	
870.020 Travel - Lodging	1,567.56	15,000.00	13,432.44		2,500.00	2,500.00	\$1,567.56	\$17,500.00	\$15,932.44	
870.030 Travel- Meals/Food	26.84	8,000.00	7,973.16		2,500.00	2,500.00	\$26.84	\$10,500.00	\$10,473.16	
870.040 Travel - Mileage	175.94	5,000.00	4,824.06		2,500.00	2,500.00	\$175.94	\$7,500.00	\$7,324.06	
870.050 Travel - Other	357.21	12,000.00	11,642.79		500.00	500.00	\$357.21	\$12,500.00	\$12,142.79	



# Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2024 General Fund Budget - ORIGINAL

January - December 2024

	2911 - GENERAL OPERATIONS				2913 - TRAINING				TOTAL	
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	BUDGET	REMAINING
871.010 Education Expense		2,000.00	2,000.00				\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
900.000 Printing		2,000.00	2,000.00				\$0.00	\$2,000.00	\$2,000.00	\$2,000.00
905.000 Advertising		20,000.00	20,000.00				\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
915.000 Dues & Subscriptions	2,902.30	10,000.00	7,097.70				\$2,902.30	\$10,000.00	\$10,000.00	\$7,097.70
920.010 Utilities - Gas	413.85	8,000.00	7,586.15				\$413.85	\$8,000.00	\$8,000.00	\$7,586.15
920.020 Utilities - Electricity	5,756.07	76,000.00	70,243.93				\$5,756.07	\$76,000.00	\$76,000.00	\$70,243.93
920.030 Utilities - Water & Sewer	499.09	5,000.00	4,500.91				\$499.09	\$5,000.00	\$5,000.00	\$4,500.91
934.010 Repair & Maintenance - Equipment	110.20	28,000.00	27,889.80				\$110.20	\$28,000.00	\$28,000.00	\$27,889.80
955.000 Miscellaneous Operating	422.63	20,000.00	19,577.37				\$422.63	\$20,000.00	\$20,000.00	\$19,577.37
958.010 Insurance Premium		60,000.00	60,000.00				\$0.00	\$60,000.00	\$60,000.00	\$60,000.00
<b>Total 800 thru 969 Services &amp; Other Charges</b>	<b>368,303.50</b>	<b>1,156,946.00</b>	<b>788,642.50</b>	<b>600.00</b>	<b>32,000.00</b>	<b>31,400.00</b>	<b>\$368,903.50</b>	<b>\$1,188,946.00</b>	<b>\$1,188,946.00</b>	<b>\$820,042.50</b>
970 thru 989 Equipment & Capital Outlay							\$0.00	\$0.00	\$0.00	\$0.00
976.000 Project Costs		15,000.00	15,000.00				\$0.00	\$15,000.00	\$15,000.00	\$15,000.00
980.010 Equipment/Software - Small	1,086.62	25,000.00	23,913.38				\$1,086.62	\$25,000.00	\$25,000.00	\$23,913.38
<b>Total 970 thru 989 Equipment &amp; Capital Outlay</b>	<b>1,086.62</b>	<b>40,000.00</b>	<b>38,913.38</b>				<b>\$1,086.62</b>	<b>\$40,000.00</b>	<b>\$40,000.00</b>	<b>\$38,913.38</b>
990 thru 994 Debt Service							\$0.00	\$0.00	\$0.00	\$0.00
991.010 Loan/Lease - Principal		1,269,536.00	1,269,536.00				\$0.00	\$1,269,536.00	\$1,269,536.00	\$1,269,536.00
991.020 Loan/Lease - Interest		64,011.00	64,011.00				\$0.00	\$64,011.00	\$64,011.00	\$64,011.00
<b>Total 990 thru 994 Debt Service</b>		<b>1,333,547.00</b>	<b>1,333,547.00</b>				<b>\$0.00</b>	<b>\$1,333,547.00</b>	<b>\$1,333,547.00</b>	<b>\$1,333,547.00</b>
<b>Total Expenses</b>	<b>\$1,287,298.52</b>	<b>\$8,049,629.00</b>	<b>\$6,762,330.48</b>	<b>\$600.00</b>	<b>\$45,000.00</b>	<b>\$44,400.00</b>	<b>\$1,287,898.52</b>	<b>\$8,094,629.00</b>	<b>\$8,094,629.00</b>	<b>\$6,806,730.48</b>
NET OPERATING INCOME	\$612,546.40	\$873,361.00	\$260,814.60	\$(600.00)	\$0.00	\$600.00	\$611,946.40	\$873,361.00	\$873,361.00	\$261,414.60
Other Expenses										
990 thru 999 Transfers Out & Other Financing Uses							\$0.00	\$0.00	\$0.00	\$0.00
995.010 Fund Transfer Out - Capital Projects Fund		750,000.00	750,000.00				\$0.00	\$750,000.00	\$750,000.00	\$750,000.00
<b>Total 990 thru 999 Transfers Out &amp; Other Financing Uses</b>		<b>750,000.00</b>	<b>750,000.00</b>				<b>\$0.00</b>	<b>\$750,000.00</b>	<b>\$750,000.00</b>	<b>\$750,000.00</b>
<b>Total Other Expenses</b>	<b>\$0.00</b>	<b>\$750,000.00</b>	<b>\$750,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$750,000.00</b>	<b>\$750,000.00</b>	<b>\$750,000.00</b>
NET OTHER INCOME	\$0.00	\$(750,000.00)	\$(750,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$(750,000.00)	\$(750,000.00)	\$(750,000.00)
NET INCOME	\$612,546.40	\$123,361.00	\$(489,185.40)	\$(600.00)	\$0.00	\$600.00	\$611,946.40	\$123,361.00	\$123,361.00	\$(488,585.40)

# Kalamazoo County Dispatch Authority

## Budget vs. Actuals: 2024 Capital Projects Fund - ORIGINAL

January - December 2024

	2930 - CAPITAL PROJECTS FUND						TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	
Income									
400.000 Use of Fund Balance		1,540,000.00	-1,540,000.00		\$0.00	\$1,540,000.00	\$ -1,540,000.00	0.00%	
699.000 Other Financing - Transfers In		750,000.00	-750,000.00		\$0.00	\$750,000.00	\$ -750,000.00	0.00%	
<b>Total Income</b>	<b>\$0.00</b>	<b>\$2,290,000.00</b>	<b>\$ -2,290,000.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>\$2,290,000.00</b>	<b>\$ -2,290,000.00</b>	<b>0.00%</b>	
GROSS PROFIT	<b>\$0.00</b>	<b>\$2,290,000.00</b>	<b>\$ -2,290,000.00</b>	<b>0.00%</b>	<b>\$0.00</b>	<b>\$2,290,000.00</b>	<b>\$ -2,290,000.00</b>	<b>0.00%</b>	
Expenses									
970 thru 989 Equipment & Capital Outlay					\$0.00		\$0.00	0.00%	
980.000 Equipment/Software - Capital	66,112.00	2,010,000.00	-1,943,888.00	3.29%	\$66,112.00	\$2,010,000.00	\$ -1,943,888.00	3.29%	
980.020 Facility - Capital		280,000.00	-280,000.00		\$0.00	\$280,000.00	\$ -280,000.00	0.00%	
<b>Total 970 thru 989 Equipment &amp; Capital Outlay</b>	<b>66,112.00</b>	<b>2,290,000.00</b>	<b>-2,223,888.00</b>	<b>2.89%</b>	<b>\$66,112.00</b>	<b>\$2,290,000.00</b>	<b>\$ -2,223,888.00</b>	<b>2.89%</b>	
<b>Total Expenses</b>	<b>\$66,112.00</b>	<b>\$2,290,000.00</b>	<b>\$ -2,223,888.00</b>	<b>2.89%</b>	<b>\$66,112.00</b>	<b>\$2,290,000.00</b>	<b>\$ -2,223,888.00</b>	<b>2.89%</b>	
NET OPERATING INCOME	<b>\$ -66,112.00</b>	<b>\$0.00</b>	<b>\$ -66,112.00</b>	<b>0.00%</b>	<b>\$ -66,112.00</b>	<b>\$0.00</b>	<b>\$ -66,112.00</b>	<b>0.00%</b>	
NET INCOME	<b>\$ -66,112.00</b>	<b>\$0.00</b>	<b>\$ -66,112.00</b>	<b>0.00%</b>	<b>\$ -66,112.00</b>	<b>\$0.00</b>	<b>\$ -66,112.00</b>	<b>0.00%</b>	



**Kalamazoo County Dispatch Authority**

ATTN: Jeff Troyer  
7040 Stadium Drive  
Kalamazoo, MI 49009

**January 23, 2024**

Subject: Over Capture of RAI Jets Summer and Winter 2022 TIR Return of Local Taxes

Dear Mr. Troyer,

As you may be aware, the RAI Jets development project located at 5825 and 5901 Willoughby Drive Portage, Michigan, has been incentivized through a Brownfield Plan, managed by the Kalamazoo County Brownfield Redevelopment Authority (KCBRA). This Plan captures tax increment revenue (TIR) created by new investment on real and personal property. As of the 2022 Tax Season, the KCBRA has completed capture on the Brownfield Plan for this project. Upon review of the plan, after the reimbursements to developers and the KCBRA, the KCBRA will need to return any remaining funds to the appropriate taxing jurisdictions. The amount to be returned to each organization is based off the organization's percentage, in relation to how much they contributed to the total 2022 TIR received for the project. The amount to be returned to you is calculated by subtracting that percentage from the over capture amount.

The RAI Jets Brownfield Plan captured taxes from one (1) millage associated with your organization. A check in the amount of \$161.45 will be mailed separately from this letter, to be returned to Kalamazoo County Dispatch Authority.

2022 Tax Capture to be return to Kalamazoo County Dispatch Authority  
\$161.45 from County 911

Upon your review, if you have any questions, do not hesitate to contact our office.

Sincerely,

**Macy Rose Walters, MPA**

Brownfield Redevelopment Administrator  
Kalamazoo County Brownfield Redevelopment Authority  
Planning & Development Department  
[mrwalt@kalcounty.com](mailto:mrwalt@kalcounty.com)  
Voicemail: (269) 384-8305



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:  Agency:

Phone Number:  Length of Time Needed:  Agenda Item #:

Topic:

**Brief Description:**

The attached meeting minutes are presented to the Board for informational purposes, no action necessary.

**Proposed Motion:**

No action

Agenda Request Approved:  Meeting Date:  Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to [admin@kccda911.org](mailto:admin@kccda911.org). If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.



**MEETING MINUTES for**  
**Kalamazoo County Consolidated Dispatch Authority**  
**EXECUTIVE COMMITTEE**  
**January 9, 2024**

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**ITEM 1 – CALL TO ORDER**

The Regular Meeting of the Executive Committee, held in the Chief Switalski Meeting Room at KCCDA was called to order by Jan VanDerKley at 4:00 p.m. on Tuesday, January 9, 2024.

**ITEM 2 – ROLL CALL**

Members Present: Jan VanDerKley, Jim Ritsema, Rick Fuller

Others Present: Jeff Troyer, Torie Rose, Chris McComb

**ITEM 3 – APPROVAL OF MEETING MINUTES**

A. Meeting Minutes from November 7, 2023

“Motion by Mr. Fuller, second by Mr. Ritsema to approve the meeting minutes from November 7, 2023, as presented.”

On a voice vote, MOTION CARRIED.

**ITEM 4 – CITIZENS’ TIME**

There was none.

**ITEM 5 – FOR CONSIDERATION**

A. Old Business

1. UPDATE – Backup Facility Search

Mr. Troyer stated Portage COO Adam Herringa is getting ready to release the RFP for an architect/feasibility study for the building. Mr. Troyer will be meeting with him in the next couple of weeks to follow up.

2. UPDATE – Conditional Bonds and Orders

Mr. Troyer stated that he reached out to County Administrator Catlin for an update. A deputy court administrator position is being created and one of their duties will be migrating the duties of orders and conditions. It is our understanding from Administrator Catlin, that district court will handle both circuit and district entries. There are still a lot of unanswered questions.

3. UPDATE – WMUK Tower Request

Mr. Troyer stated he had nothing new to report. He stated WMUK is working with their consultant on antenna design. After that is complete, the required studies can be done.



B. New Business

1. Draft Board Agenda for January 11

Mr. Troyer reviewed the Draft Board Agenda for the January 11 meeting. He noted there would be an election of officers and the normal reports. The Personnel Committee is working on scheduling a February meeting and the Dependent Care Assistance Program will be on their agenda. The Finance Committee does not have a meeting scheduled until April. TAC is scheduled to meet tomorrow. The Michigan Local Cybersecurity Grant consent agreement will be on the agenda for approval.

**ITEM 6 – OTHER ITEMS**

A. Announcements and Member Comments

Mr. Troyer stated staff have not sat down and gone through the dispatch piece of the CAD RFP yet. He noted the proposals came in about 40% higher than expected.

B. Next Meeting – March 14, 2024, at 4:00 p.m.

**ITEM 7 – ADJOURNMENT**

The meeting adjourned at 4:20 p.m.



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:  Agency:

Phone Number:  Length of Time Needed:  Agenda Item #:

Topic:

### Brief Description:

The attached meeting minutes are presented to the Board for informational purposes, no action necessary.

### Proposed Motion:

No action

Agenda Request Approved:  Meeting Date:  Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to [admin@kccda911.org](mailto:admin@kccda911.org). If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.



***Personnel Committee***

***February 16, 2024***

***11:00 a.m.***

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 11:00 a.m. by Personnel Committee Chairperson Pat McGinnis in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Friday, February 16, 2024.

ITEM 2 – ROLL CALL

Members Present: Pat McGinnis, Portage City Manager; Scott Merlo, Chief, Western Michigan University; Jeff Heppler, Kalamazoo County Board of Commissioners; Rick Fuller, Sheriff, Kalamazoo County; Jeff Chamberlain, City of Kalamazoo; Don Martin, Township Supervisor, Kalamazoo Township

Others Present: Jeff Troyer, Executive Director; Torie Rose, Deputy Director; Chris McComb, Executive Administrative Assistant

ITEM 3 – APPROVAL OF MEETING MINUTES

A. March 7, 2023 – Regular Meeting

“Motion by Mr. Merlo, second by Mr. Heppler to approve the March 7, 2023, Regular Meeting minutes as presented.”

On a voice vote, MOTION CARRIED.

ITEM 4 - CITIZENS' TIME

There was no citizen comment.

ITEM 5 – FOR CONSIDERATION

A. Old Business

There was none.

## B. New Business

### 1. Hiring Process Assessment Tool

- a. February 2023
- b. July 2023
- c. November 2023

Mr. Troyer stated the assessment tool is part of the recruitment strategy and presented for informational purposes.

### 2. NEW Personnel Policy 3.18 – Dependent Care Assistance Program

Mr. Troyer presented the new Dependent Care Assistance Program (DCAP) Policy, noting that the Board approved the allocation for development and implementation of the plan. The allocation is subject to the annual budget review. He noted that Agenda Items 2 through 5 were all related to the DCAP, and he recommend approval for all.

### 3. MI Tri-Share Memorandum of Understanding with Southwest Childcare Resources

Mr. Troyer stated the MOU has been reviewed and approved by legal counsel. It is a standard MOU; stipulates we will enter the Tri-Share Program and details our responsibilities as well as Southwest Childcare Resources' responsibilities. If approved by the Board, the projected start date is April 1.

### 4. Dependent Care Assistance Program Administrative Guidelines

Mr. Troyer presented the Administrative Guidelines for Dependent Care Assistance Program, noting this is the “nuts and bolts” of how we plan to administer the program. He explained that KCCDA will be the first employer that has an employer reimbursement to aid employees that don't qualify for TriShare. The plan is restricted to full time employees with children 0 – 13 years. Employees will be required to submit an application to the TriShare program because they will vet all employees, whether they meet the income requirements or not. There is an option to share the application information with the employer and employees cannot qualify for the Authority program without checking that box. KCCDA will reimburse one-third of the cost for either program.

### 5. Letter of Understanding with UAW – Dependent Care Assistance Program

Mr. Troyer stated the Letter of Understanding with the UAW allows us to offer the DCAP program to bargaining unit employees and has been reviewed and approved by legal. The understanding is that as the employer, we control the DCAP and can change or terminate it at any time.

“Motion by Mr. Fuller, second by Mr. Heppler to approve and recommend Board approval of the NEW Personnel Policy 3.18 – Dependent Care Assistance Program, the MI Tri-Share Memorandum of Understanding with Southwest Childcare Resources, the Dependent Care Assistance Program Administrative Guidelines and the Letter of Understanding with the UAW as presented.”

On a voice vote, MOTION CARRIED.

6. Executive Director 2023 Performance Appraisal

Mr. Troyer presented the performance appraisal scoring sheet and information on how the appraisal had been completed in past years.

Mr. McGinnis stated he would like everyone to complete the appraisal and send it to Ms. McComb to compile. She will send the compiled scores to Mr. McGinnis, and he will meet with Mr. Troyer to review.

7. 2024 Executive Director Performance Objectives

Mr. Troyer presented a review of his 2024 goals and performance objectives. He stated the Authority was working on a website redesign as well as recruitment emails/videos. He noted that KCCDA will be the first 911 center to have a DCAP and the first to do recruiting videos.

ITEM 6 – OTHER ITEMS

A. Announcements and Member Comments

There were none.

B. Next Meeting

The next meeting is to be determined.

ITEM 7 - ADJOURNMENT

The meeting was adjourned at 12:00 a.m.



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:  Agency:

Phone Number:  Length of Time Needed:  Agenda Item #:

Topic:

### Brief Description:

Personnel Policy 3.18 allows KCCDA to develop plan documents/administrative guidelines to administer a Dependent Care Assistance Program. The policy has been reviewed and is approved to form by legal counsel.

The Personnel Committee unanimously approved personnel policy 3.18 and recommends the Board of the Directors approve.

### Proposed Motion:

Motion to approve new Personnel Policy 3.18 – Dependent Care Assistance Program

Agenda Request Approved:  Meeting Date:  Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to [admin@kccda911.org](mailto:admin@kccda911.org). If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.

**NEW**

**Section 3.18. Dependent Care Assistance Program**

The Authority currently sponsors a Dependent Care Assistance Program (DCAP) for eligible regular full-time employees. The DCAP is a voluntary benefit intended to assist eligible employees with the cost associated with licensed dependent care and aid in attractiveness and employee retention.

The program is described in detail in the administrative guidelines, which is available from the Executive Director's Office. The terms of the administrative guidelines control the benefits provided thereunder and the employee's eligibility for benefits. The Authority reserves and retains the unilateral right to amend or terminate this program. In the event of any conflict between this summary and the administrative guidelines, the administrative guidelines control.



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:  Agency:

Phone Number:  Length of Time Needed:  Agenda Item #:

Topic:

### Brief Description:

The Memorandum of Understanding (MOU) with Southwest Child Care Resources allows KCCDA (as an employer) to participate in the Michigan Tri-Share Program. Southwest Child Care Resources is the State of Michigan’s third party administrator for the Tri-Share program. The MOU details responsibilities of KCCDA and Southwest Child Care Resources and has an effective date of April 1<sup>st</sup>. The MOU has been reviewed and approved by legal counsel.

The Personnel Committee unanimously approved the MOU and recommends the Board of the Directors approve.

### Proposed Motion:

Motion to approve the Memorandum of Understanding with Southwest Child Care Resources allowing KCCDA to participate in the Michigan Tri-Share Program, and authorize the Executive Director to execute.

Agenda Request Approved:  Meeting Date:  Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to [admin@kccda911.org](mailto:admin@kccda911.org). If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.





## **Memorandum of Understanding**

This Memorandum of Understanding (“**MOU**”) sets forth the terms and understanding between Southwest Child Care Resources (**CCR**) and Kalamazoo County Consolidated Dispatch Authority (“**Employer**”) to participate in the funding for the Tri-Share childcare program offered by the State of Michigan through the Michigan Women’s Commission (“**Tri-Share Program**”).

### **Section 1. Background**

The overall purpose of the Tri-Share Program is to improve access to affordable quality childcare. This is done through implementing a model in which the state, the employer, and the employee can share equal responsibility for childcare by contributing one-third of the total cost to be paid to a licensed Child Care Operator. In Kalamazoo County, the program is being administered by Southwest Child Care Resources (CCR). The purpose of this MOU is to provide the terms of responsibility of the Employer and CCR in executing the Tri-Share Program in Kalamazoo County.

### **Section 2. Eligibility**

The Employer acknowledges and agrees to the following conditions required by the State of Michigan for Tri-Share Program eligibility:

- A. The Employer has offices in Kalamazoo County.
- B. The Employer potentially has one or more employees with household income between 200 and 325% of the Federal Poverty Level relative to the number of individuals in the household. Participating employees cannot be eligible for the Child Development and Care Program (commonly called the childcare subsidy). Participating employees must have one or more dependent children between 0 and 13 years old who require childcare.

### **Section 3. Responsibilities of Southwest Child Care Resources**

CCR acknowledges and agrees to the following responsibilities related to the Tri-Share Program:

- A. Serve as the “facilitator hub” for the Tri-Share Program.
- B. Maintain fiscal management.
- C. Collection of childcare payment
  - o State portion
  - o Employer portion
- D. Submit payment to the Child Care Provider.
- E. Provide families with necessary assistance finding childcare that meets their needs.



**Section 4: Responsibilities of the Employer**

The Employer acknowledges and agrees to the following responsibilities related to the Tri-Share Program:

- A. Allow employees to choose the licensed childcare provider that best meets their needs.
- B. Provide 1/3 of the childcare costs for the employee participating in the Tri-Share Program and transfer payment promptly in the manner requested by CCR.
- C. Report to CCR within 1 week when an employee is no longer using a childcare slot, due to ineligibility or other causes.

**Section 5: Other Terms.**

- A. **Duration.** This MOU is in effect beginning April 1, 2024
- B. **Termination.** Either party may terminate this MOU at any time, without penalty, with 60 days written notice to the other party; however, any outstanding obligations for payment that occur prior to the date of termination will survive termination.
- C. **Limited Southwest Child Care Resources Role.** Employer acknowledges that CCR is a fiduciary hub collecting funds from the State of Michigan and the Employer for transfer to the Child Care Provider and assumes only the obligations specifically described herein. CCR is not assuming responsibility for any expense, liability, claim, or risk, with regard to the Employer or its employees, the Child Care Provider, or any other parties outside of its limited fiduciary role. In the event the State of Michigan or the Employer fails to provide funding as required in this MOU, CCR is not obligated to pay the Child Care Provider to fill the gap in the cost of services. Employer remains fully responsible for all other expenses, and legal and other obligations with regard to its employees.
- D. **Binding Effect.** This Letter shall be deemed binding upon the parties and an intent to work together in good faith to further the goals of the Tri-Share Program.
- E. **Miscellaneous.** This MOU may be modified only by a written agreement signed by both parties. This Agreement will be governed by the laws of the State of Michigan, and the parties' consent to personal jurisdiction and venue in Kalamazoo County in connection with any action between the parties arising out of this MOU and the Tri-Share Program. All the provisions of this MOU shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, successors, and assigns, if any. The Effective Date of this agreement is the date that both parties sign this MOU. Each party is authorized to enter into this MOU on behalf of its organization.



We, the undersigned, agree to the provisions identified in this MOU and acknowledge that we are satisfied with the scope of the project as outlined.

**The Employer**

Employer's Designee: Jeffery Troyer, KCCDA Executive Director

Employer's Signature: \_\_\_\_\_ Date: March 14, 2024

**Southwest Child Care Resources**

Executive Director Name: \_\_\_\_\_

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:  Agency:

Phone Number:  Length of Time Needed:  Agenda Item #:

Topic:

### Brief Description:

The Dependent Care Assistance Program (DCAP) Administrative Guidelines detail specifics as to how KCCDA will administer the DCAP program, including both program levels of funding. The administrative guidelines have been reviewed and approved by legal counsel.

The Personnel Committee unanimously approved the administrative guidelines and recommends the Board of the Directors approve.

### Proposed Motion:

Motion to approve the Dependent Care Assistance Program Administrative Guidelines.

Agenda Request Approved:  Meeting Date:  Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to [admin@kccda911.org](mailto:admin@kccda911.org). If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.



# Kalamazoo County Consolidated Dispatch Authority



**DATE:** March 14, 2024

**FROM:** Jeff Troyer, Executive Director  
Executive Director

**SUBJECT:** ADMINISTRATIVE GUIDELINE  
Dependent Care Assistance Program

## PURPOSE

The purpose of this Administrative Guideline is to establish criteria and processes for administering a Dependent Care Assistance Program (DCAP) for eligible regular full-time employees. The DCAP is a voluntary benefit program intended to assist eligible employees with the rising costs associated with licensed dependent care and aid in position attractiveness and employee retention. The program is subject to annual budgetary funding by the KCCDA Board of Directors.

## GUIDELINE

The KCCDA DCAP is offered to the following regular full-time employees with respective dependents ages zero (0) through twelve (12) years old:

- Bargaining unit staff if a letter of understanding exists between the bargaining unit and KCCDA.
- Non-union staff

KCCDA's DCAP consists of two different levels of aid:

### Michigan Tri-Share Child Care Program

KCCDA is a participating employer in Michigan's Tri-Share Child Care Program ("Tri-Share"). Through Tri-Share, the cost of licensed dependent care is shared equally among the employer, employee, and the State of Michigan. The employee's household income must be between 200 and 325% of the Federal Poverty Level relative to the number of individuals in the household. All employees wanting to participate in the KCCDA's DCAP, are required to apply (first) to the Tri-Share Program online - <https://www.ccr4kids.org/trishare>. The employee must agree to allow Tri-Share to notify KCCDA of the application and share the results of the same.

### One-Third (1/3) Reimbursement

If the employee's application for Tri-Share assistance is denied/rejected solely based on the employee's household income (all other the employee conditions are met according to Tri-Share

– eligible dependent, qualifying licensed child care facility, etc.), the employee may still be eligible for the DCAP’s One-Third Reimbursement assistance. Through this level, KCCDA shall reimburse the employee for one-third (1/3) of the cost of licensed dependent care for eligible dependents.

### ***DCAP Qualifying Level of Aid***

Full-time eligible employees wanting to participate in the DCAP shall complete the following steps to determine the level of aid the employee qualifies for:

1. Employees must complete the online application for the Michigan Tri-Share Program. This can be found on the Tri-Share Program website or by selecting the following link - <https://www.ccr4kids.org/trishare>. Employees should expect to provide information pertaining to the following items:
  - a. Name and Contact Information
  - b. Employer
  - c. Household Income Information
  - d. Number of people in your household
  - e. Age of dependents attending licensed day care
  - f. Licensed Day Care Provider/Program Information
  - g. QUESTION – *If you do not qualify for Tri-Share due to income, is it okay to let your employer know? \*\*\*Reference Step #3 below\*\*\**
2. The Tri-Share Project Manager at Southwest Child Care Resources will review the employee application and approve or deny the application.
  - a. If APPROVED, the Tri-Share Project Manager will notify KCCDA of the approval and advise the employee the next steps to continue with the Tri-Share Program.
  - b. If DENIED, proceed to step 3.
3. If the employee does not qualify for Tri-Share aid due to household income and the employee allows Tri-Share to share the application details with KCCDA, KCCDA will further evaluate the information for One-Third Reimbursement aid. As with the Tri-Share application, this evaluation will include the employee providing proof of dependent(s), age criterion, and Licensed Day Care Provider/Program verification. Further, KCCDA may consider an otherwise ineligible employee’s tenure, attendance, and performance. KCCDA Administration shall notify the employee in writing of approval or denial for the One-Third Reimbursement aid.

### ***DCAP Cost Share Payments***

The DCAP cost share payments are processed differently depending on the level of aid the employee is approved for.

#### Michigan Tri-Share Child Care Program

The Tri-Share program has three (3) payers who are responsible for one-third (1/3) of the cost equally:

- Employee – the employee will pay the licensed day care provider/program directly for 1/3 of the cost. Employees participating in KCCDA Flex Spending Account for Dependent Care

may also use their pre-taxed dollars to pay their portion. Please reference your Plan documents for reimbursement procedure.

- Employer – the Tri-Share facilitator will invoice KCCDA the first week of each month for the previous month’s care for the approved participants’ 1/3 cost share. KCCDA will pay Tri-Share who acts as a pass-through for the individual licensed day care providers/programs.
- Tri-Share (State of Michigan) – the Tri-Share facilitator will coordinate payment for the licensed day care provider/program for the State of Michigan’s 1/3 cost share.

### One-Third (1/3) Reimbursement

The employee shall make full payment to the licensed day care provider/program and obtain a detailed invoice marked “paid”. KCCDA will reimburse the employee for one-third (1/3) of their licensed day care cost. The reimbursement process is as follows:

- Employees are responsible for submitting an Expense/Reimbursement Voucher.
- The Expense/Reimbursement Voucher must include supporting documentation consisting of detailed invoice(s) marked PAID from the licensed day care provider/program.
- Each invoice submitted shall be listed as a separate line-item on the Expense/Reimbursement Voucher including the following information:
  - DESCRIPTION – List “DCAP” and the dates the dependent care invoice was for. Example: DCAP 1/22/24 – 1/26/24.
  - OTHER – List the 1/3 amount of the invoice (the amount you are requesting be reimbursed)
- The deadline to submit Expense/Reimbursement Vouchers under this program shall be 3:00 p.m. on the second and fourth Monday of each month. Vouchers submitted before the deadline(s) shall be reimbursed through the payroll system on the first payroll check date following deadline.
- Licensed day care provider/program invoices are eligible for reimbursement from the date of invoice plus 90 days.

*SPECIAL NOTE: Employer payments and reimbursements as part of this DCAP, shall be tracked separately in KCCDA’s payroll system and must be reported as taxable income not subject to retirement benefits and matching percentiles.*

Employees are encouraged to consult with tax professionals regarding this program and additional requirements and options for filing annual tax returns. Employees may have the ability to exclude employer payments and reimbursements from federal income equal to the smallest of any of the following three income sources: (1) the employee’s earned income or the earned income of the lower-earning spouse if the employee is married, (2) dependent care benefits received, or (3) the statutory exclusion amount.

The Tri-Share State of Michigan assistance amount is likely taxable unearned income for federal tax purposes and included in adjusted gross income (AGI) for state income tax purposes.



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:  Agency:

Phone Number:  Length of Time Needed:  Agenda Item #:

Topic:

### Brief Description:

The Letter of Understanding (LOU) between KCCDA and the UAW will allow KCCDA to offer the Dependent Care Assistance Program (DCAP) to collective bargaining unit members who are eligible. The LOU has been reviewed and approved to form by legal counsel.

The Personnel Committee unanimously approved the LOU with UAW for the Dependent Care Assistance Program.

### Proposed Motion:

Motion to approve the LOU with the UAW for the Dependent Care Assistance Program and authorize the Executive Director to execute.

Agenda Request Approved:  Meeting Date:  Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to [admin@kccda911.org](mailto:admin@kccda911.org). If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.



**LETTER OF UNDERSTANDING**  
**DEPENDENT CARE ASSISTANCE PROGRAM**

This Letter of Understanding is between the KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY (hereafter the "Employer") and the UNITED AUTO WORKERS (hereinafter referred to as the "Union") Local 2290 unit 5. The Employer and Union desire to enter into an agreement for the benefit of the employee members.

WHEREAS, the Employer has allocated funding in its 2024 Budget to implement a Dependent Care Assistance Program (DCAP); and

WHEREAS, the DCAP is a voluntary benefit program intended to assist eligible regular full-time employees with the rising costs associated with licensed dependent care and aid in position attractiveness and employee retention; and

WHEREAS, the DCAP is subject to annual budgetary funding by the Employer; and

WHEREAS, the terms of the DCAP are detailed in the administrative guidelines and control the benefits provided thereunder and the employee's eligibility for benefits; and

WHEREAS, the Employer reserves and retains the unilateral right to amend or terminate this program at any time.

THEREFORE, the parties hereby agree the Employer may offer eligible unit employees, in accordance with the Employer's administrative guidelines, to participate in the DCAP.

THE PARTIES FURTHER AGREE that the Employer's administrative guidelines control the terms and benefits of the DCAP and the Employer reserves and retains the unilateral right to amend or terminate this program at any time.

THE PARTIES FURTHER AGREE that all matters related to this LOU or related to the eligibility, administration, or provision of DCAP benefits shall not be subject to the grievance or arbitration provisions of the collective bargaining agreement.

This Letter of Understanding shall be unique to this circumstance and will become effective on the date it is fully executed by the parties below. The parties do not waive any discretion nor rights they possess under the collective bargaining agreement. It is expressly understood that this agreement will be without precedent or prejudice for any future circumstance and shall not form a past practice.

UNITED AUTO WORKERS  
LOCAL 2290 UNIT 5

KALAMAZOO COUNTY  
CONSOLIDATED DISPATCH AUTHORITY

By:   
John Bastian, Unit Chair

By: \_\_\_\_\_  
Jeff Troyer, Executive Director

Date: 2/29/2024

Date: \_\_\_\_\_



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:  Agency:

Phone Number:  Length of Time Needed:  Agenda Item #:

Topic:

### Brief Description:

The Personnel Committee completed the Executive Director’s performance appraisal for February of 2023 through January of 2024 which is attached. The Executive Director scored 4.2533 out of 5 equating to a categorical rating between 4-Exceeds Normal Job Expectations and 5-Far Exceeds Normal Job Expectations.

### Proposed Motion:

Motion to receive the Executive Directors 2023 Performance Appraisal.

Agenda Request Approved:  Meeting Date:  Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to [admin@kccda911.org](mailto:admin@kccda911.org). If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.

# Executive Director Performance Appraisal

EMPLOYEE NAME: Jeffery Troyer

POSITION TITLE: Executive Director

REVIEW PERIOD: February 2023 - January 2024

APPRAISAL DATE: 28-Feb-24



## INSTRUCTIONS:

The Executive Director shall provide to the Personnel Committee a summary of accomplishments, including the mutually agreed upon goals/performance objectives for the review period. In the form, you will be asked to rate the Executive Director's performance for a number of essential job functions.

The Committee will convene a regular meeting in late January or early February to discuss each category and come to a consensus on an agreeable score for each sub-categorical. The categorical score will be formulated by the average of the sub-categorical ratings or if no sub-categories exist (mutually agreed upon goals/performance objectives), the categorical score will be inserted by the Committee. Committee members should be prepared to offer supporting comments for any areas in which you feel the Executive Director either excelled or performed poorly.

Each item will be scored on a one (1) thru (5) scale, as follows:

- 5 -- **Far Exceeds Normal Job Expectations**  
Performance always exceeds normal job requirements/expectations and shows exceptional commitment to the position and tasks involved. Displays significant work effort that far exceeds the normative responsibilities.
- 4 -- **Exceeds Normal Job Expectations**  
Performance often exceeds normal job requirements/expectations.
- 3 -- **Achieves Normal Job Expectations**  
Performance meets normal job requirements/expectations but does rarely exceeds them.
- 2 -- **Below Normal Job Expectations**  
Performance is below normal job requirements/expectations in important areas and immediate improvement is required.
- 1 -- **Far Below Normal Job Expectations**  
Performance is significantly below normal job requirements/expectations especially in essential areas. Reassignment or termination should be considered.

Following the evaluation session, the Committee and the Executive Director will work to develop goals/performance objectives for the next review period. The Committee shall take action to present the completed performance appraisal and the mutually agreed upon goals/performance objectives for the next review period to the Board of Directors at their next regular scheduled meeting for consideration.

The Board of Directors shall review, consider any changes/modifications and ultimately approve the performance appraisal at which time the Board Chair, Personnel Committee Chair and the Executive Director shall sign the form.

<b>CATEGORY 1: Operational Management</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.43</u></b>					
		<u>Sub-Category Rating</u>						
1a --	Knowledge of PSAP/ECC statutory requirements and best practices	5	4	5	5	4	5	5
	Seeks input from agencies and workgroups/committees on issues impacting the							
1b --	operation and develops, recommends and implements countywide operational procedures accordingly	4	4	5	4	3	5	4
1c --	Analyze/Identify issues effecting the operation and develops strategies and plans for the future	5	5	5	4	4	5	4
1d --	Effectively manages time and competing priorities	4	5	5	4	4	4	4

<b>CATEGORY 2: Financial Management</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.39</u></b>					
		<u>Sub-Category Rating</u>						
2a --	Develops and adequately implements and manages the budget including plans for short and long-term capital improvement projects	4	4	5	5	5	5	5
	Knowledge of Generally Accepted Accounting Principles, the Uniform Budget and							
2b --	Accounting Act and adequately balances KCCDA's general ledger against financial statements	4	4	5	5	5	4	4
2c --	Develops efficient and innovative strategies to minimize business costs	4	5	5	4	4	4	4
2d --	Develops and recommends fiscal policies with strong checks and balances	4	4	5	4	4	4	4

<b>CATEGORY 3: HR and Personnel Management</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>3.95</u></b>					
		<u>Sub-Category Rating</u>						
3a --	Adequately promotes and recruits quality personnel and ensures all required personnel meet the State 911 Committee's minimum training standards	4	4	5	4	4	4	5
	Works well and maintains good interpersonal relations with various employee groups							
3b --	(union and non-union) and addresses employee needs while remaining fiscally responsible	4	5	4	3	3	4	4
3c --	Treats all employees equally and with respect; creates a healthy work environment	4	4	3	4	3	4	4

<b>CATEGORY 4: Project Management</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.33</u></b>					
		<u>Sub-Category Rating</u>						
4a --	Analyzes and determines appropriate measures, priorities, and coordinates measures to achieve project goals	4	4	5	4	4	5	4
	Produces clear project status reports and communicates candidly and tactfully with							
4b --	groups, committees and the board of project status; including any challenges or obstacles	5	4	5	5	4	4	4
4c --	Analyzes, recommends and communicates project go-live plans that minimize service interruptions for residents and end-user agencies.	4	4	5	5	4	4	4

<b>CATEGORY 5: Leadership Skills</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.29</u></b>					
		<b>Sub-Category Rating</b>						
5a --	Acts with integrity, treats others with respect and dignity, and promotes and encourages teamwork	5	5	5	5	3	4	4
5b --	Participates and collaborates with partner agencies/entities to resolve county-wide challenges/problems	4	4	5	5	3	5	4
5c --	Acknowledges the success of employees, recognizes their contributions and provides mentorship to others	4	4	5	4	4	4	5
5d --	Delegates key responsibilities to team members on a rational basis	4	4	4	4	4	4	5

<b>CATEGORY 6: Communication Skills</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.00</u></b>					
		<b>Sub-Category Rating</b>						
6a --	Written and verbal communications with staff, end-user agencies/partners, Committees and the Board are candid and tactful	5	4	4	4	3	4	5
6b --	Provides timely and quality reports to end-user agencies/partners, Committees and the Board	4	4	5	4	4	4	4
6c --	A constructive communicator capable of discussing difficult issues effectively and to the point; handles confrontational communication with ease	5	4	4	4	3	4	4
6d --	Facilitator of difficult conversations among team members and/or other parties that result in new ideas and compromised solutions	4	4	3	4	3	4	4

<b>CATEGORY 7: Professionalism</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.32</u></b>					
		<b>Sub-Category Rating</b>						
7a --	Acts ethically and honestly and represents KCCDA well in front of all audiences	4	5	4	5	4	4	4
7b --	Projects a professional image in dress and appearance	4	4	5	5	5	4	5
7c --	Acceptable to feedback and handles setbacks and failures constructively	4	4	4	5	3	4	4
7d --	Displays a passionate and positive attitude	5	5	3	5	4	4	5

<b>CATEGORY 8: Board Relations</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.33</u></b>					
		<b>Sub-Category Rating</b>						
8a --	Provides timely communications to Board Members on important topics impacting the organization	4	5	5	4	4	5	4
8b --	Prepares, distributes and posts Committee and Board meeting materials in accordance with Michigan's Open Meetings Act	4	4	5	4	4	4	4
8c --	Responds to Committee and Board member questions and concerns in a timely manner	5	5	3	5	4	4	5

**GOAL/PERFORMANCE OBJECTIVE #1**

**22.50% of Score**

**Rating: 4 4 5 3**

Continue to strategically recruit quality staff members and remain consistent or increase the overall number of positions filled to meet organizational needs. This should include recommendations, if necessary, for recruitment and retention incentives.

4.1667

**GOAL/PERFORMANCE OBJECTIVE #2**

**22.50% of Score**

**Rating: 4 4 5 4**

Successfully complete and close-out the multi-year Kalamazoo MPSCS Simulcast Subsystem expansion project.

4.3333

**GOAL/PERFORMANCE OBJECTIVE #3**

**0% of Score**

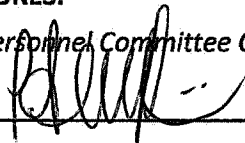
**Rating: \_\_\_\_\_**

**PERFORMANCE APPRAISAL SUMMARY**

	<u>Overall Rating</u>	<u>Weight</u>	<u>Wiegthed Score</u>
CATEGORY 1: Operational Management	4.4286	6.875%	0.3045
CATEGORY 2: Financial Management	4.3929	6.875%	0.3020
CATEGORY 3: HR and Personnel Management	3.9524	6.875%	0.2717
CATEGORY 4: Project Management	4.3333	6.875%	0.2979
CATEGORY 5: Leadership Skills	4.2857	6.875%	0.2946
CATEGORY 6: Communication Skills	4.0000	6.875%	0.2750
CATEGORY 7: Professionalism	4.3214	6.875%	0.2971
CATEGORY 8: Board Relations	4.3333	6.875%	0.2979
GOAL/PERFORMANCE OBJECTIVE #1	4.1667	22.50%	0.9375
GOAL/PERFORMANCE OBJECTIVE #2	4.3333	22.50%	0.9750
GOAL/PERFORMANCE OBJECTIVE #3	0.0000	0%	0.0000
			<u>4.2533</u>

**SIGNATURES:**

Personnel Committee Chairperson



Date: 3/5/24

Board of Directors Chairperson

\_\_\_\_\_

Date: \_\_\_\_\_

Executive Director



Date: 3/5/24



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:  Agency:

Phone Number:  Length of Time Needed:  Agenda Item #:

Topic:

### Brief Description:

The Executive Director proposed the attached performance objectives for 2024. The Personnel Committee reviewed the objectives and unanimously approved them at the February 16<sup>th</sup> meeting.

### Proposed Motion:

Motion to receive the Executive Director 2024 Performance Objectives as approved by the Personnel Committee.

Agenda Request Approved:  Meeting Date:  Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to [admin@kccda911.org](mailto:admin@kccda911.org). If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.



# Kalamazoo County Consolidated Dispatch Authority



**TO: Personnel Committee Members**

**FROM: Jeff Troyer, Executive Director**

A handwritten signature in blue ink, appearing to be 'JT', written over the name 'Jeff Troyer'.

**DATE: February 12, 2024**

**SUBJECT: 2024 Executive Director Performance Goals/Objectives**

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Please accept the following as recommended goals/performance objectives for February 2024 through January 2025. These performance objectives, if approved, will correspond to the Executive Director's performance appraisal form that will be completed in February of 2025.

**GOAL/PERFORMANCE OBJECTIVE #1**

*Continue to strategically recruit quality staff members and remain consistent or increase the overall number of positions filled to meet organizational needs. This should include recommendations, if necessary, for recruitment and retention incentives.*

**GOAL/PERFORMANCE OBJECTIVE #2**

*Complete the proposal evaluation process and make recommendation(s) on KCCDA's Computer Aided Dispatch and Mobile Computing System. This should include a thorough vendor evaluation process with involvement from key stakeholders (dispatch staff, end-user agencies, Technical Advisory Committee, etc.).*

If you have any questions about the recommended goals above, please feel free to contact me at 269-718-2195 or via email at [jtroyer@kccda911.org](mailto:jtroyer@kccda911.org).





# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:  Agency:

Phone Number:  Length of Time Needed:  Agenda Item #:

Topic:

**Brief Description:**

The attached meeting minutes are presented to the Board for informational purposes, no action necessary.

**Proposed Motion:**

No action

Agenda Request Approved:  Meeting Date:  Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to [admin@kccda911.org](mailto:admin@kccda911.org). If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.



## **MEETING MINUTES for**

### **Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE January 10, 2024 – 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 Scott Merlo at 10:00 a.m. on Wednesday, January 10, 2024, in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan.

#### **ITEM 2 –ROLL CALL**

Members Present: Scott Merlo (WMUPD), Chris Franks (KDPS), Craig Dieringer (KCMCA), Jeff Christensen (KCSO), Chip Everett (KCFCA)

Others Present: Ryan McGregor, Jeff Troyer, Torie Rose, Jon Moored, Marty Ftacek, Justin Johnson, Marie Gleesing, and Chris McComb

#### **ITEM 3 – ORGANIZATIONAL ITEMS**

- A. Election of Chairperson
- B. Election of Vice-Chairperson

“Motion by Mr. Dieringer, second by Mr. Christensen to re-elect Mr. Merlo as Chairperson and Mr. Ernestes as Vice-Chairperson for 2024.”

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

#### **ITEM 4 - APPROVAL OF MEETING MINUTES**

- A. Regular Meeting Minutes from November 1, 2023

“Motion by Mr. Franks, second by Mr. Dieringer to approve the Regular Meeting Minutes from November 1, 2023, as presented.”

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

#### **ITEM 5 - CITIZENS’ TIME**

There was none.

#### **ITEM 6 – FOR CONSIDERATION**

- A. Administrative Monthly Report

Mr. Troyer reviewed the Administrative Monthly Report that was included in the packet.

B. Old Business

1. UPDATE: Conditions and Orders

Mr. Troyer stated he got an update from County Administrator Catlin. District Court is presenting a new position to the Board of Commissioners. The new position will be responsible for migrating the duties of orders and conditions. District Court has a larger staff of LEIN clerk positions and according to Administrator Catlin, it sounds like they will do entries for both District and Circuit Court.

2. Update: CAD and Mobile System RFP

Mr. Troyer stated the bid opening in December included four proposals. Dispatch's Administrative Team has not started reviewing. The core system requirements were about \$1 million more than budgetary estimates received eighteen months ago. Staff will be working on reviewing and clarifying costs.

Mr. Franks stated the City has started going through the RMS proposals. Mr. Christensen stated the County has started review of the JMS proposals.

C. New Business

1. MDOC Talkgroup Request

Mr. Troyer stated that in May, TAC approved MDOC Investigator Arnett to have access to our talkgroups. They now would like access to the TAC groups also. We have unified command talkgroups that will need to be included also.

“Motion by Mr. Franks second by Mr. Christensen to approve MDOC access to TAC channels and unified command talkgroups as presented.”

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

Mr. Troyer stated that MPSCS required a letter of access for MSP for 39SPEV 1 and 2. If any other agencies also need one, reach out and one will be provided.

2. New SOP 09.06 – Mass Casualty Incident

Mr. Troyer stated mass casualty incident codes will be entered in two phases. The MCI nature code will be live on the EMS side to allow activation of the three MCI levels. The recommendations are built on the EMS side and will work on the fire side, but run cards take longer to adjust. The goal is to have all the new codes entered by the first quarter. KDPS will be done after because of the amount of time their changes will take. If approved, this will take effect on January 16. This has been reviewed by the MCI workgroup and will be reviewed by the EMS counsel.

Dieringer, McGregor

“Motion by Mr. Dieringer, second by Mr. McGregor to approve new SOP 09.06 – Mass Casualty Incident as presented.”

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

**ITEM 7 – OTHER ITEMS**

D. Announcements and Member Comments

Ms. Rose stated Dispatch is scheduled for a LEIN audit on February 13. Just a heads up because the law enforcement agencies are usually called after Dispatch.

Mr. Dieringer stated that Kalamazoo County has higher than the national average for heart issue saves. He will send everyone an invitation to a gathering on May 10 that will be highlighting heart saves.

E. Next Meeting

The next regular scheduled Technical Advisory Committee meeting will be Wednesday, March 6, 2024, at 10:00 am, and will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, MI 49009.

**ITEM 7 - ADJOURNMENT**

F. Adjournment

The meeting adjourned at 10:36 a.m.