



NOTICE and AGENDA for
Kalamazoo County Consolidated Dispatch Authority
BOARD OF DIRECTORS
January 12, 2023 – 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, January 12th, 2023** at 3:30 p.m. for consideration of items, namely, on this Agenda.

ITEM 1 – CALL TO ORDER

ITEM 2 – ROLL CALL

ITEM 3 – ORGANIZATIONAL ITEMS

- A. Election of 2023 Officers – Chairperson, Vice-Chairperson, Treasurer and Clerk

ITEM 4 – APPROVAL OF MEETING MINUTES

- A. November 10th – Regular Meeting

ITEM 5 – 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 at the podium and state your full name and address for the record. Each member of the public is limited to four minutes or less.

ITEM 6 – FOR CONSIDERATION

- A. Executive Director Report
 - 1. Administrative Monthly Report
 - 2. November and December Reconciliation Reports
 - 3. Year-to-Date Budget Performance Report (2022)
 - 4. Correspondence
 - a. PDPS Technical Advisory Committee Representative (Action item)
- B. Committee Reports
 - 1. Executive Committee – Jan Van Der Kley
 - a. Meeting Minutes from November 1, 2022 and January 3, 2023 (Informational only)
 - b. Sims Civil Case #22-000147MM
 - 2. Personnel Committee – Pat McGinnis
 - a. Meeting Minutes from November 14, 2022 (Informational only)
 - b. Executive Director Performance Evaluation
 - c. Executive Director Employment Agreement
 - 3. Technical Advisory Committee – Bryan Ergang
 - a. Meeting Minutes from November 2, 2022 and January 4, 2023 (Informational only)
 - 4. Finance Committee – Don Martin
- C. Old Business
- D. New Business

ITEM 7 – OTHER ITEMS

- A. Announcements and Member Comments
- B. Next regular scheduled meeting – March 9th, 2023 (Chief Switalski Meeting Room)

ITEM 8 – ADJOURNMENT

Kalamazoo County Consolidated Dispatch Authority (KCCDA) meetings are open to all without regard to race, color, national origin, sex or handicap. 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 the KCCDA by writing (email: admin@kccda911.org) or calling: Chris McComb, KCCDA, 7040 Stadium Drive, Kalamazoo, 49009, Telephone: (269) 488-8911.



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:

In accordance with Article IV of the KCCDA Bylaws, the officer positions – Chairperson, Vice-Chairperson, Treasurer, and Clerk – shall be elected annually by the Board of Directors.

The presiding officer will open and accept nominations for all officer positions for 2023.

NOTE: each nomination must be made as a motion by a member, seconded by another member and voted on with a voice vote.

Chairperson	Vice-Chairperson	Treasurer	Clerk
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The presiding officer will close nominations.

After nominations have been closed, the presiding officer will entertain a motion(s) to elect each officer position. This can be accomplished by a single motion that includes all officer positions that are uncontested.

If multiple nominations are received for an officer position, the presiding officer will entertain a motion to elect one of the nominees for that position. Each motion for an officer position shall be voted on by roll call vote until a successful motion is passed.

The newly elected officers shall assume their roles effective immediately (if the presiding officer changes, the newly elected officer will run the remainder of the meeting).

Proposed Motion:

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. If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.



MINUTES

REGULAR MEETING

November 10, 2022

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Chairperson Jan VanDerKley at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, November 10, 2022.

ITEM 2 – ROLL CALL

Members Present: Matt Huber, Pat McGinnis, Vic Ledbetter, Jim VanDyken, John Gisler, William Fales, Don Martin, Steven Leuty, Jan VanDerKley, Scott Merlo, Chad Tackett (left at 4:19), Jim Ritsema (arrived 3:35), William Fales (arrived 3:48)

Others Present: Jeff Troyer, Victoria Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. September 8, 2022 – Regular Meeting

“Motion by Mr. Martin, second by Mr. Huber to approve the meeting minutes for the September 8, 2022, Regular Meeting as presented.”

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

ITEM 4 - CITIZENS TIME

There was none.

ITEM 5 – PUBLIC HEARING – 2023 BUDGET

There were no members of the public in attendance.

ITEM 6 - FOR CONSIDERATION

A. Executive Director Report

1. Administrative Monthly Report

Mr. Troyer stated the monthly report was included in the packet. He provided an update on the MPSCS/Kalamazoo Subsystem Expansion, noting we were scheduled for a January 17 – 19 Go Live.

2. September and October Reconciliation Reports

Mr. Troyer stated the actual reconciliation reports and statements were in the packet and there were no anomalies to note.

3. Year-to-Date Budget Performance Report

Mr. Troyer stated Revision I of the YTD budget performance was included in packet.

4. Correspondence

There was none.

B. Committee Reports

1. Executive Committee – Jan VanDerKley

- a. Meeting minutes from September 6, 2022
- b. 2023 Board of Directors Meeting Dates

“Motion by Mr. Gisler, second by Mr. Merlo to accept the proposed 2023 Board of Directors Meeting Dates as presented.”

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

c. Kalamazoo County ARPA Grant Agreement

Mr. Troyer stated he doesn't believe there will be changes, as legal counsel has reviewed and approved. He stated each agreement must be approved by the County Board of Commissioners when amounts are inserted. He asked for approval now instead of waiting until January, with the note that Mr. Troyer will review any changes with counsel.

“Motion by Mr. Gisler, second by Mr. Ritsema to approve the Kalamazoo County ARPA Grant Agreement and to provide authority to Executive Director Troyer to make any necessary changes after counsel reviews.”

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

2. Personnel Committee – Pat McGinnis

a. Meeting Minutes from October 24, 2022

- b. Reviewed: Personnel Policy Section 5.1 – Recognized Holidays, CBA with UAW Local 2990 Unit 5 Terms and Dispatch Supervisor Group Terms

Mr. Troyer reviewed the addition of Juneteenth and gave updates on the bargaining agreements with the UAW and Supervisor groups.

c. Update on Executive Director Performance Evaluation & Employment Agreement

Mr. McGinnis stated the Personnel Committee notes were included in the packet. He noted the committee meeting didn't have a quorum, but they discussed each item. He stated the Committee would be meeting again on Monday and it was important to have a quorum because they needed to get Jeff's evaluation done. The evaluation will be presented at the January meeting. He stated for anyone that had any feedback, please let him know.

3. Technical Advisory Committee – Bryan Ergang

a. Meeting Minutes from September 7, 2022

Mr. Ergang stated the committee met but didn't take action on any items. He stated Mr. Troyer presented an update on the MPSCS project the and the development of ECHO responses.

4. Finance Committee – Don Martin

a. Meeting minutes from October 25, 2022

b. Financial Audit Services for Fiscal Years 2022 – 2024

Mr. Troyer stated he received three proposals for audit services for the next three years. The current auditor was underbid by Kruggel Lawton. He stated he recommended, and the Finance Committee approved the bid from Kruggel Lawton.

“Motion by Mr. Gisler, second by Mr. Huber to approve the Executive Director to enter an engagement with Kruggel Lawton CPA for financial audit services for fiscal years 2022 through 2024.”

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

c. 2022 Budget Amendment – REVISION II

Mr. Troyer reviewed the memo highlights and asked for approval.

“Motion by Mr. McGinnis, second by Mr. Merlo to approve the 2022 Budget Amendment REVISION II with total expenditures of \$9,705,720.”

On a roll call vote, Yes – 12, No – 0. **MOTION CARRIED.**

d. 2023 Budget Proposal

Mr. Troyer reviewed highlights of the 2023 budget proposal and asked for approval.

“Motion by Mr. Ritsema, second by Mr. Leuty to approve the 2023 Budget Proposal as presented.”

On a roll call vote, Yes – 12, No – 0. **MOTION CARRIED.**

C. Old Business

There was none.

D. New Business

1. Personnel Policy Section 5.1 – Recognized Holidays

Mr. Troyer requested to add Juneteenth to the list of recognized holidays for the Authority.

“Motion by Mr. Leuty, second by Mr. McGinnis to approve the revision to Personnel Policy Section 5.1, adding Juneteenth to the list of recognized holidays.”

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

2. Collective Bargaining Agreement with UAW Local 2990 Unit 5

Mr. Troyer presented the Collective Bargaining Agreement for the ECO I and II positions. Reviewed wage increases, the addition of the Juneteenth holiday, longevity pay, increased holiday pay, and pay travel time for court appearances.

“Motion by Mr. Merlo, second by Mr. Martin to approve the three-year collective bargaining agreement with UAW Local 2990 Unit 5.”

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

3. Dispatch Supervisor Group Terms

Mr. Troyer stated the supervisors are not organized but we negotiate with them. Noted changes are a 6% wage increase, the addition of the Juneteenth holiday and a designated 457 contribution.

“Motion by Mr. Merlo, second by Mr. Huber to approve the Dispatch Supervisor Group Economic Terms for 2023 and 2024 as presented.”

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

ITEM 7 – OTHER ITEMS

A. Announcements and Member Comments

Mr. Martin stated it is amazing we have come this far in five years after thirty years in the making. He is so proud of where we are at.

Ms. VanDerKley wished everyone safe, healthy, happy holidays.

Mr. Troyer announced the Authority is hosting the Township Supervisors lunch on December 7 and invited the Board. He noted that the meeting starts at 10 and lunch will be around 11:30 or 12:00.

B. Next regular scheduled meeting – January 12, 2023 (Chief Switalski Meeting Room)

ITEM 8 - ADJOURNMENT

The meeting was adjourned at 4:28 p.m.

Chris McComb
Deputy Clerk of KCCDA Board of Directors

KCCDA Administrative Report

December 2022

(Completed January 9, 2023)

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:

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

Tasks and/or Projects

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

- **COVID-19**

KCCDA is operating at COVID-19 Continuity of Operations Plan of Action Level four. The facility is open without restrictions. KCCDA's Healthy Workplace Cautionary Period ended December 1st and modifications were made to the COVID-19 COOP plan of action levels reducing employer required assessments and testing while at level 4.

NOTE: COVID-19 will no longer be a reported section of the monthly report.

- **ARPA Grant Applications**

Both Grant Agreements and all supporting documents were reviewed by legal counsel and submitted to the County via Amplifund and email on December 6th. The County has confirmed receipt of both submissions and we are waiting for the agreements to be countersigned.

- **COMPUTER AIDED DISPATCH AND MOBILE COMPUTING SYSTEM**

Administration continues to work closely with partner agencies as they explore various records management systems but after the last critical defect in the Tyler system, it is believed that we will be better served with a different system. We will begin working on a DRAFT RFP and looking for support for its release by the end of the first quarter next year with the anticipation of a vendor recommendation and contract finalization in 2024.

- **PUBLIC SAFETY RADIO COMMUNICATIONS EXPANSION PROJECT**

Motorola, MPSCS and KCCDA Administration originally targeted January 17th – 19th for the go-live of the simulcast system. Unfortunately, the PFN fiber will not be constructed to the new prime site (WMU – 5112) at go live and the connection for existing site 5108 (Lamont) failed to meet simulcast specifications. The new fiber going to 5112 will change 5108's connection but a decision had to be made whether or not to go live with or without 5108. The Technical Advisory Committee discussed this and reviewed communication coverage maps at their January 4th meeting. Ultimately, a decision was

made to move forward with go-live on the scheduled dates regardless of whether 5108 is ready or not.

During the January 5th project update call, Motorola advised they are still working to install and rewire two of the existing tower sites and needed to postpone go-live for two weeks. **Therefore, the new go-live dates will be February 7th – 9th and Portage Police Division is scheduled to transition to the new system on Monday, February 13th.**

- **COUNTY FIRE VHF SYSTEM – TOWER SITE MOVES**

These two towers site moves were unable to be completed in 2022 and move forward into 2023. The exact dates have still not been identified. Below is a summary of the site moves:

Haverhill Water Tower Site – Moving to KCCDA 12th St. Tower (8595 S. 12th St.)

The City of Portage approached KCCDA in March/April of this year and advised they were planning a complete restoration of the water tower for the fall of this year or spring of next year. This means that KCCDA must remove all radio communications equipment from the site until the restoration is complete and then we can move it back. The decision was made that we would move the equipment to KCCDA's new tower in the City of Portage at 8595 S. 12th St. When this move occurs, there will be a short window of communication degradation, primarily in the City of Portage. We are completing as much work in advance as possible, so all Roe Comm needs to do is move the equipment from Haverhill to 12th St. and realign the microwave links going to Schoolcraft and the PSAP Water Tower. Haverhill will be the only site down during this time.

Richland Leased Tower Site – Moving to KCCDA Augusta Tower (305 W. Jefferson St.)

When KCCDA was researching locations to install a new tower in the northeast portion of the county, we took into consideration the possibility of moving our equipment from the leased tower site to our own tower. Therefore, the new tower was engineered structurally to meet the needs for the additional equipment. In addition to the cost savings another advantage of moving this site was to bring it into the microwave ring network. Currently the Richland leased site is a leg (single connection that has been rock solid) coming off the network ring from the Gull Road Water Tower because we could not get to the Climax Water Tower from the Richland site. Unfortunately, when we ran new microwave path studies from our Augusta Tower to Climax, there is still a ridgeline just north of Climax that we cannot get over the top of the foliage content without it interfering. Therefore, we are still going to complete the move from the Richland leased site to KCCDA's tower in Augusta, but the site will still have a single connection (just like Richland has today) between Augusta and Gull Road Water Tower. Since we do not have to wait for new microwave equipment, Roe Comm

believes we can complete this move before the end of the year. We will also complete as much work as possible in advance of move day to limit the amount of down time for the departments in the northeast.

- KCCDA STAFFING

The following is a snapshot of KCCDA staffing levels as of January 9, 2023:

POSITION/TITLE	Staffing from former PSAPs	POSITIONS Budgeted	POSITIONS Filled	NOTES
ECO – I	0	12	9	
ECO – II	28	36	25	
PT ECO’s	0	4	8	2-PT Pool/Contract
Dispatch Supervisor	6	6	6	
TOTAL:	34	58	48	

We had one ECO-I and an ECO-II resign during the month of December. Our ECO I and II posting closed on December 29th and we received 29 applicants. Pre-employment testing sessions were held on December 28th and January 4th where 20 people tested and 16 received passing scores. Interviews are scheduled for Wednesday, January 11th.

- MONTH END FINANCIALS

The December bank statement for the Mercantile account was reconciled on January 3rd, and the Michigan Class investment accounts was completed on January 5th.

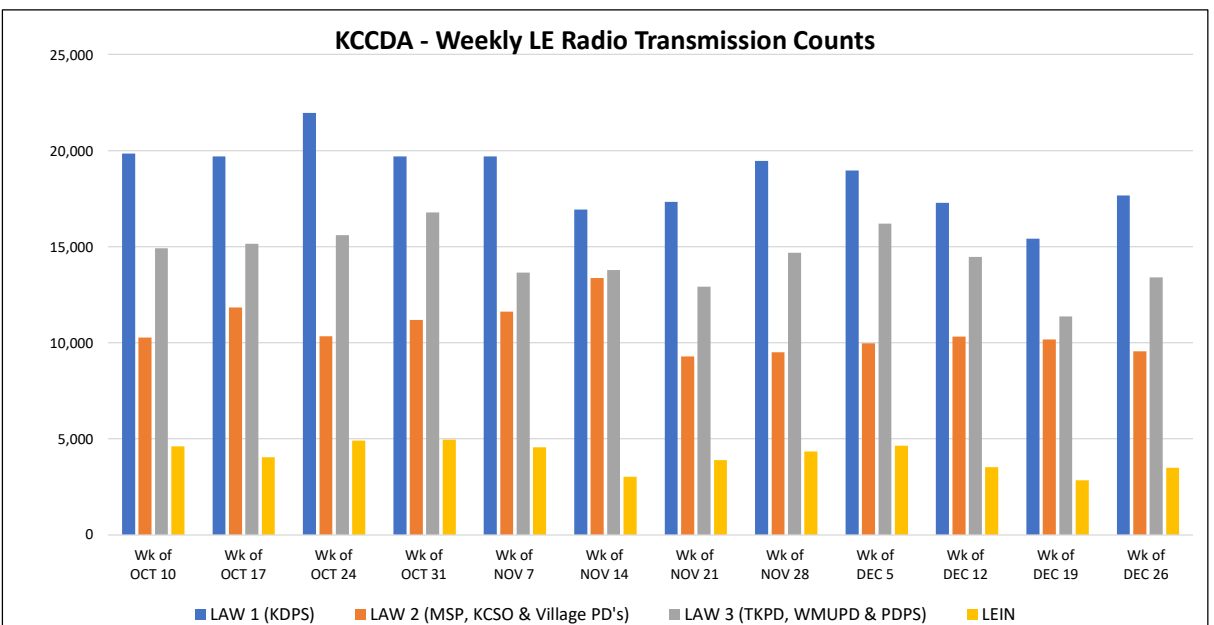
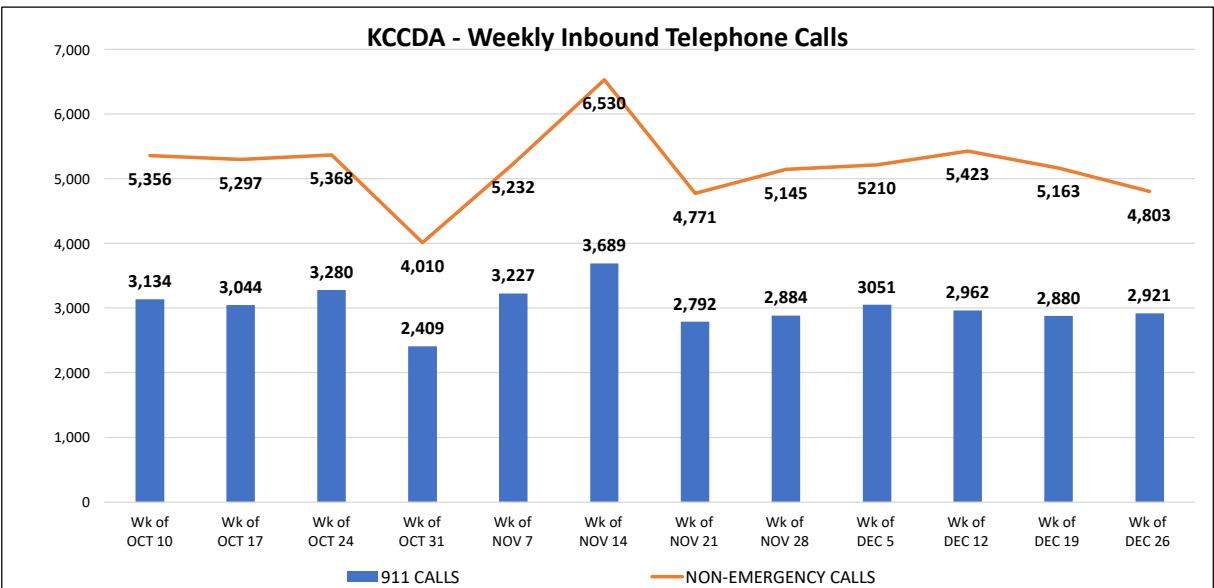
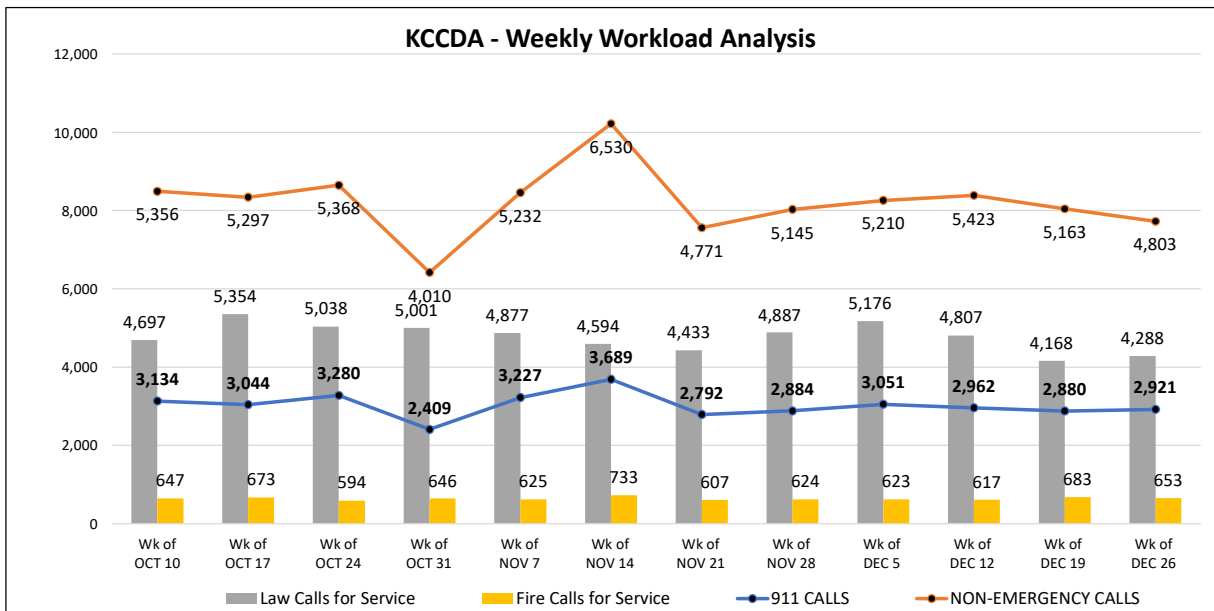
- STATISTICS & METRICS

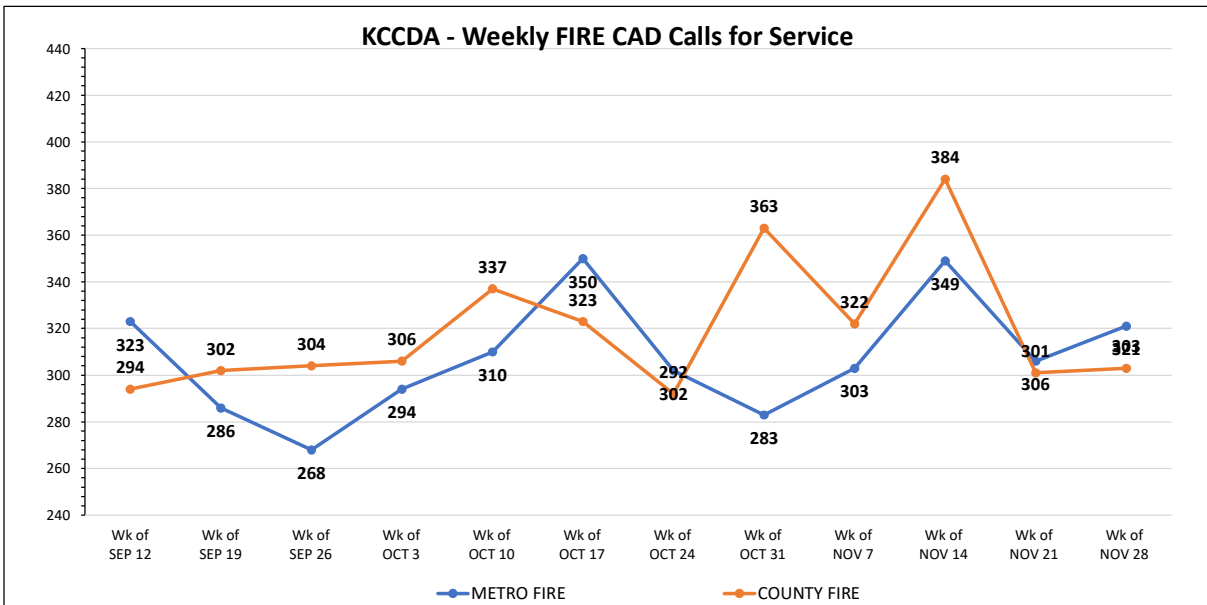
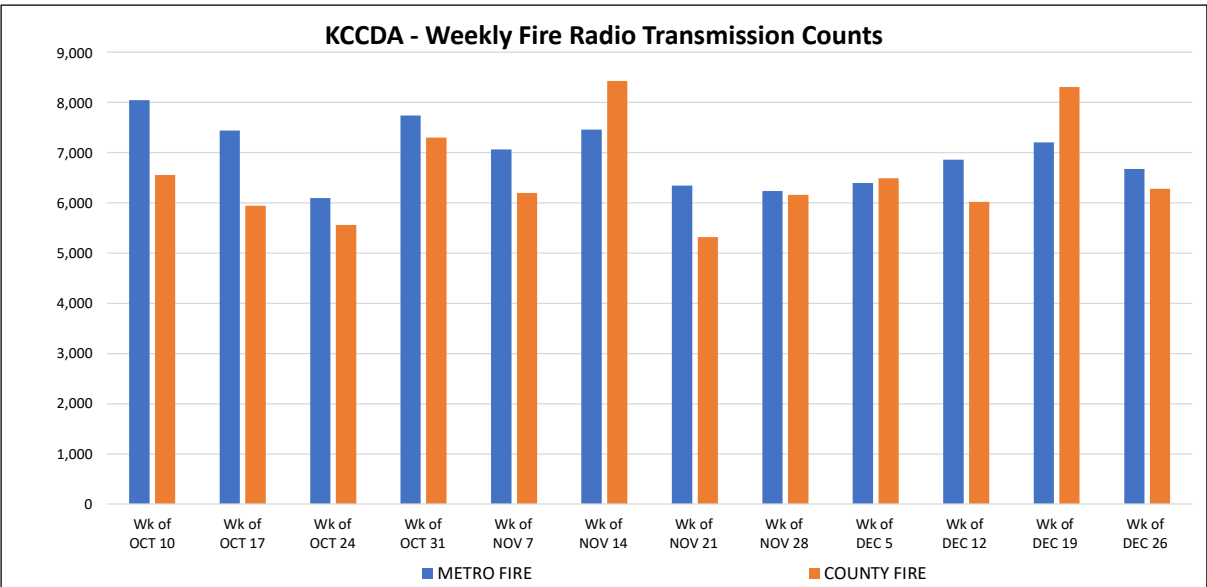
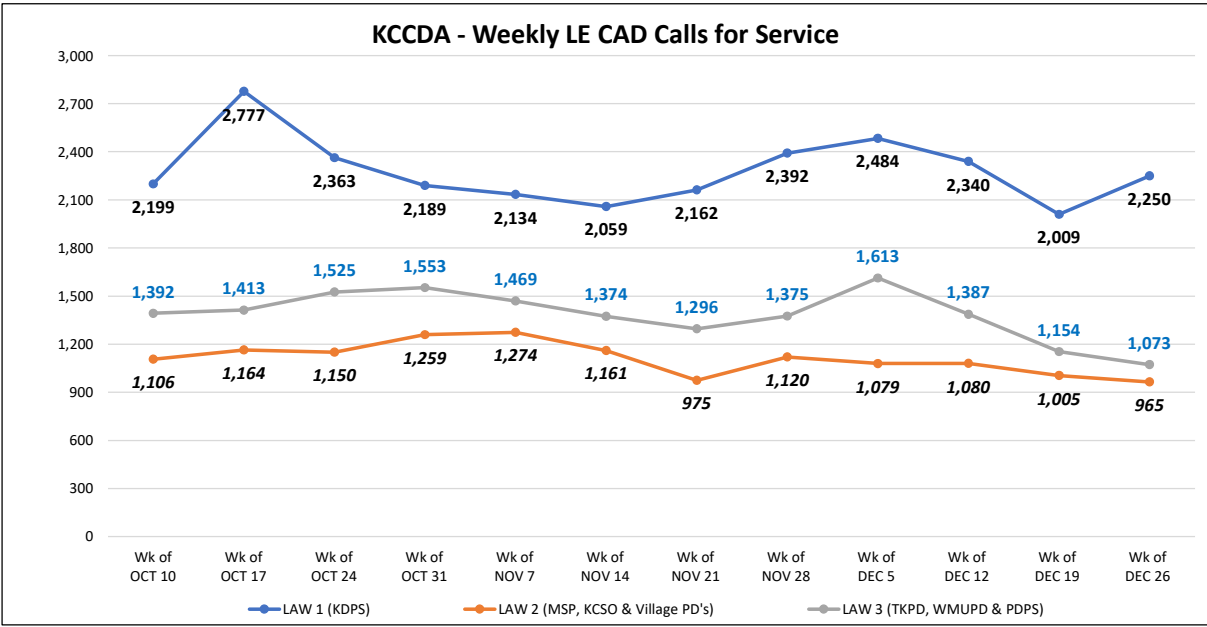
Attached are several different statistical and performance metrics reports:

- ✓ Monthly Accolades, Complaints and Suggestions
- ✓ Weekly Workload Graphs
- ✓ 2022 and 2021 Monthly workload statistics
- ✓ Emergency Call Wait Time Report

December 2022 - 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)
No incidents to report for the month of December							





2022 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>
<u>Primary Dispatch:</u>													
LAW 1	80,131	81,948	88,383	88,511	98,170	89,346	97,840	95,490	90,787	91,760	79,757	77,185	1,059,308
LAW 2	54,502	48,102	50,238	46,911	54,416	50,563	52,471	50,117	50,095	48,914	47,738	43,843	597,910
LAW 3	62,381	62,493	62,827	61,175	66,899	63,239	74,087	71,539	70,727	67,870	60,653	62,373	786,263
METRO FIRE	26,232	24,094	26,285	27,192	29,567	29,471	30,523	35,760	31,868	32,460	30,919	29,478	353,849
COUNTY FIRE	25,775	24,678	23,817	22,586	29,909	27,774	28,890	31,811	25,880	26,656	29,166	29,343	326,285
LEIN	18,550	20,658	21,960	21,053	21,045	20,218	22,352	23,387	23,164	20,892	18,022	15,918	247,219
<u>Tactical Channels:</u>													
800-TAC 1	5,830	3,680	5,528	5,444	8,414	7,093	7,825	6,454	6,577	4,618	5,112	5,592	72,167
800-TAC 2	917	631	1,103	689	1277	1935	1533	1870	1355	774	440	634	13,158
800-TAC 3	350	234	911	462	624	599	372	361	336	771	740	1550	7,310
800-TAC 4	384	176	278	1363	1405	736	801	1035	1009	1706	82	485	9,460
800-TAC 5	303	350	1,391	1,772	987	1,495	2,139	1,456	1,873	1,186	126	1,135	14,213
800-TAC 6	138	49	154	70	162	203	511	2,927	1,406	108	38	265	6,031
800-TAC 7	12	1	1	78	6	4	502	2	240	70	0	2	918
800-TAC 8	665	14	0	0	10	26	116	2	153	15	26	1	1,028
TOTAL:	276,170	267,108	282,876	277,306	312,891	292,702	319,962	322,211	305,470	297,800	272,819	267,804	3,495,119
<i>Compared to 2021:</i>	<i>-5.93%</i>	<i>8.24%</i>	<i>-4.80%</i>	<i>-6.00%</i>	<i>-1.27%</i>	<i>-9.74%</i>	<i>0.11%</i>	<i>-3.47%</i>	<i>0.44%</i>	<i>-5.98%</i>	<i>-6.52%</i>	<i>-8.56%</i>	

2022 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	12,341	11,372	12,713	12,415	14,952	14,122	14,796	16,126	14,212	13,955	12,952	13,012	162,968
NON-EMERGENCY	22,199	20,846	23,047	22,567	25,115	24,879	25,093	25,987	24,885	23,476	22,355	22,727	283,176
TOTAL:	34,540	32,218	35,760	34,982	40,067	39,001	39,889	42,113	39,097	37,431	35,307	35,739	446,144
<i>Compared to 2021:</i>	<i>-0.12%</i>	<i>-2.60%</i>	<i>-2.96%</i>	<i>-6.16%</i>	<i>-1.47%</i>	<i>-14.95%</i>	<i>-9.24%</i>	<i>-7.08%</i>	<i>-6.82%</i>	<i>-14.88%</i>	<i>-7.41%</i>	<i>-4.93%</i>	

2022 CAD CALLS FOR SERVICE

(Does not include canceled calls)

<u>DISPATCH POSITION:</u>	<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	9,691	9,487	10,742	10,293	11,248	10,500	10,567	10,419	10,354	10,386	9,232	10,169	123,088
LAW 2	5,019	4,501	5,055	5,047	5,397	5,224	5,613	5,108	4,974	5,025	5,018	4,611	60,592
LAW 3	5,189	5,330	5,660	5,991	6,134	5,700	6,534	6,197	6,237	6,397	6,039	5,906	71,314
METRO FIRE	1,185	1,085	1,138	1,236	1,298	1,258	1,300	1,344	1,318	1,314	1,358	1,377	15,211
COUNTY FIRE	1,318	1,135	1,043	1,120	1,339	1,415	1,425	1,542	1,265	1,385	1,464	1,439	15,890
TOTAL:	22,402	21,538	23,638	23,687	25,416	24,097	25,439	24,610	24,148	24,507	23,111	23,502	286,095
<i>Compared to 2021:</i>	<i>-1.12%</i>	<i>3.82%</i>	<i>-3.57%</i>	<i>-0.06%</i>	<i>1.97%</i>	<i>-3.44%</i>	<i>0.80%</i>	<i>4.36%</i>	<i>1.66%</i>	<i>2.60%</i>	<i>1.75%</i>	<i>-0.71%</i>	

2021 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>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD TOTAL</u>
<u>Primary Dispatch:</u>													
LAW 1	90,943	84,548	93,572	96,031	103,685	104,492	104,529	101,576	98,046	97,996	86,902	92,206	1,154,526
LAW 2	56,993	27,709	53,711	49,827	54,972	55,928	56,140	50,601	49,262	53,517	53,678	55,625	617,963
LAW 3	62,548	56,234	61,817	64,597	67,129	66,861	66,559	68,713	64,201	63,886	58,762	61,144	762,451
METRO FIRE	26,637	25,146	28,929	26,487	27,405	29,732	29,926	37,006	30,245	28,743	29,007	26,953	346,216
COUNTY FIRE	24,163	25,219	25,368	24,007	25,686	28,372	25,789	32,371	27,218	28,492	26,441	26,938	320,064
LEIN	20,864	18,198	25,675	25,173	23,977	25,094	26,075	25,678	24,156	24,871	20,411	19,759	279,931
<u>Tactical Channels:</u>													
800-TAC 1	5,320	4402	4,631	5,190	9,261	7,458	7,179	6,275	6,458	10,189	7,674	4,444	78,481
800-TAC 2	1359	759	1,104	648	1079	876	474	1209	1859	2056	384	621	12,428
800-TAC 3	896	514	376	562	383	603	646	6275	792	617	719	1298	13,681
800-TAC 4	126	59	7	110	612	43	379	544	664	848	768	288	4,448
800-TAC 5	2,204	2,066	1,249	932	2,370	1,669	1,189	2,402	981	2,804	5,510	1,121	24,497
800-TAC 6	461	237	7	373	309	39	305	628	253	1,549	349	170	4,680
800-TAC 7	2	0	1	0	2	41	261	118	4	26	6	29	490
800-TAC 8	29	1	5	0	0	1	152	4	0	6	0	137	335
TOTAL:	292,545	245,092	296,452	293,937	316,870	321,209	319,603	333,400	304,139	315,600	290,611	290,733	3,620,191
<i>Compared to 2020:</i>	-13.02%	-28.02%	1.52%	17.69%	2.74%	1.43%	1.48%	7.24%	1.75%	2.44%	-0.60%	-0.66%	0.04%

2021 TELEPHONE CALLS

	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
PHONE CALLS													
911 CALLS	12,478	11,598	13,165	13,504	15,532	16,596	15,888	16,320	15,134	15,647	13,857	13,755	173,474
NON-EMERGENCY	22,104	21,457	23,652	23,632	25,123	28,234	27,685	28,774	26,628	27,352	24,066	23,745	302,452
TOTAL:	34,582	33,055	36,817	37,136	40,655	44,830	43,573	45,094	41,762	42,999	37,923	37,500	475,926
<i>Compared to 2020:</i>	-2.58%	-2.83%	9.85%	20.59%	12.77%	8.24%	3.16%	7.87%	8.73%	11.29%	7.52%	9.42%	8.01%

2021 CAD CALLS FOR SERVICE

(Does not include canceled calls)

<u>DISPATCH POSITION:</u>	<u>JAN</u>	<u>FEB</u>	<u>MARCH</u>	<u>APRIL</u>	<u>MAY</u>	<u>JUNE</u>	<u>JULY</u>	<u>AUG</u>	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
LAW 1	9,824	9,137	10,933	10,516	11,037	10,803	11,237	10,447	10,947	10,340	9,765	10,247	125,233
LAW 2	5,304	4,584	5,599	5,341	5,766	5,860	5,767	4,718	4,883	5,198	5,182	5,530	63,732
LAW 3	5,311	4,923	5,713	5,572	5,665	5,653	5,733	5,571	5,348	5,732	5,279	5,331	65,831
METRO FIRE	1,097	932	1,152	1,132	1,178	1,242	1,223	1,395	1,259	1,267	1,186	1,217	14,280
COUNTY FIRE	1,117	1,139	1,085	1,140	1,270	1,367	1,276	1,406	1,310	1,333	1,294	1,343	15,080
TOTAL:	22,653	20,715	24,482	23,701	24,916	24,925	25,236	23,537	23,747	23,870	22,706	23,668	284,156
<i>Compared to 2020:</i>	-4.50%	-7.79%	13.28%	22.54%	4.29%	5.19%	3.90%	0.35%	-1.44%	0.72%	3.71%	4.74%	3.94%

Emergency Call Wait Time Range

For (Month)

Creation Date: 01/06/2023 08:07:12 AM

Grouping: Month

Date Range: 12/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Summary Information

Month		None	0 - 10	11 - 20	21 - 30	31 - 40	41 - 50	51 - 60	>= 61	Total
Total	Call Count	79	11,496	1,148	183	54	12	1	14	12,987
	Cumulative Percentage		89 %	98 %	99 %	100 %	100 %	100 %	100 %	

Emergency Call Wait Time Range

For (Month)

Creation Date: 01/06/2023 08:07:12 AM

Grouping: Month

Date Range: 12/01/2022 12:00:00 AM - 12/31/2022 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
Dec	Call Count	79	11,496	1,148	183	54	12	1	14	12,987
	Cumulative Percentage		89 %	98 %	99 %	100 %	100 %	100 %	100 %	
Total	Call Count	79	11,496	1,148	183	54	12	1	14	12,987
	Cumulative Percentage		89 %	98 %	99 %	100 %	100 %	100 %	100 %	

Creation Date: 01/06/2023 08:07:12 AM

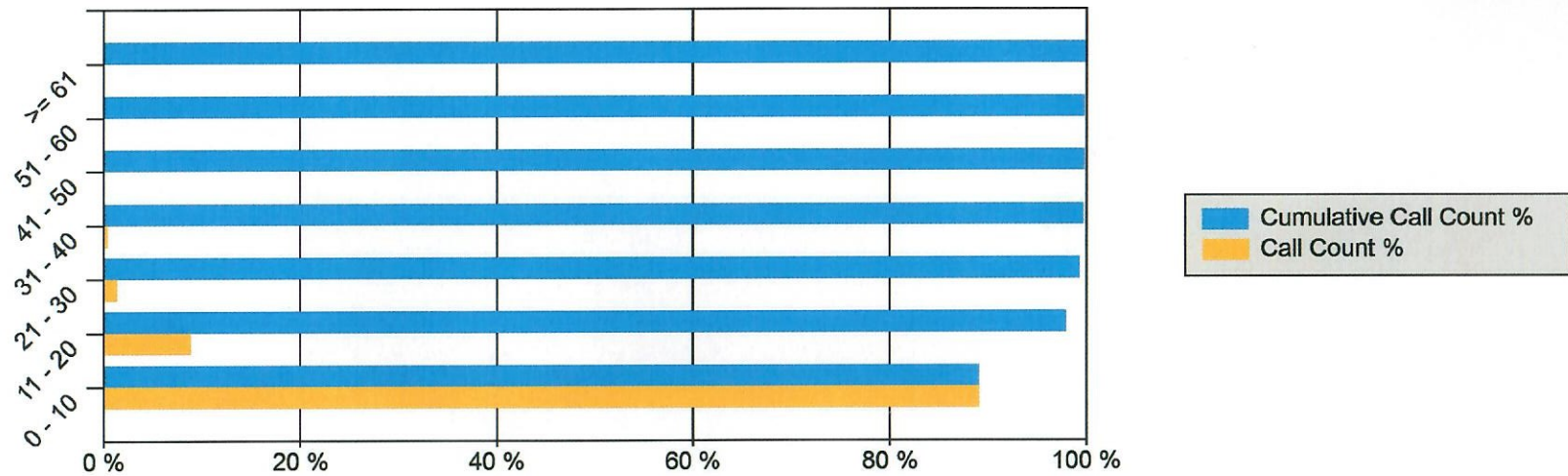
Grouping: Month

Date Range: 12/01/2022 12:00:00 AM - 12/31/2022 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Summary Chart

Call Count % by Wait Time Range



Creation Date: 01/06/2023 08:07:12 AM

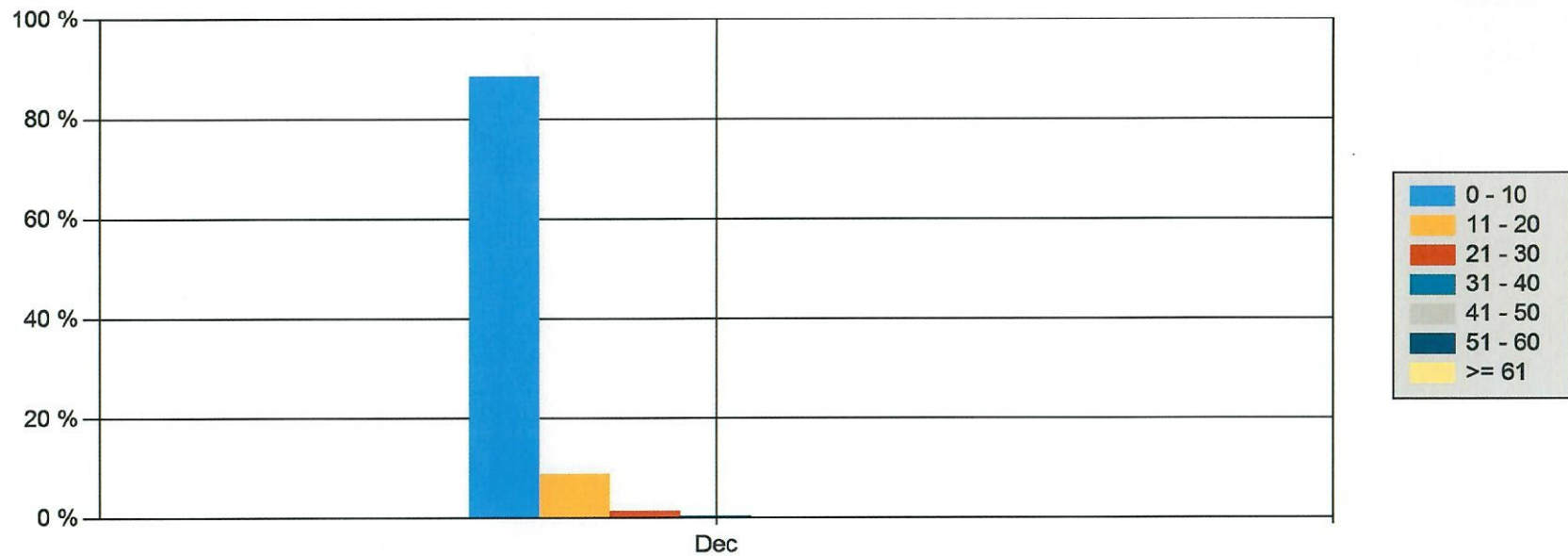
Grouping: Month

Date Range: 12/01/2022 12:00:00 AM - 12/31/2022 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 11/30/2022

RECONCILIATION REPORT

Reconciled on: 12/05/2022

Reconciled by: Jeff Troyer

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

Summary

USD

Statement beginning balance.....	1,042,868.24
Checks and payments cleared (51).....	-1,726,909.90
Deposits and other credits cleared (5).....	1,303,376.76
Statement ending balance.....	<u>619,335.10</u>
Uncleared transactions as of 11/30/2022.....	-512.96
Register balance as of 11/30/2022.....	618,822.14
Cleared transactions after 11/30/2022.....	0.00
Uncleared transactions after 11/30/2022.....	1,367,115.09
Register balance as of 12/05/2022.....	1,985,937.23

Details

Checks and payments cleared (51)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
10/18/2022	Bill Payment	3109	Peninsula Fiber Network	-2,135.00
10/18/2022	Bill Payment	3101	Clear Choice Headsets & Tec...	-451.00
10/18/2022	Bill Payment	3118	The Healthy Dispatcher LLC	-398.00
10/25/2022	Bill Payment	3126	Costco Wholesale	-120.00
10/25/2022	Bill Payment	3127	DirecTV	-129.24
10/25/2022	Bill Payment	3125	Besco	-66.75
10/25/2022	Bill Payment	3124	AT&T Mobility	-546.30
10/25/2022	Bill Payment	3123	Bel Aire Heating and Air Condi...	-2,925.00
10/25/2022	Bill Payment	3130	DL Gallivan Office Solutions	-5.58
10/25/2022	Bill Payment	3132	Nicholas Kirk	-426.26
10/31/2022	Expense	Nov 22	Blue Cross Blue Shield of Mic...	-33,509.06
10/31/2022	Expense	HMO Nov 22	Blue Cross Blue Shield of Mic...	-3,801.14
10/31/2022	Expense	Nov 22	Consumers Life Insurance Co...	-868.21
11/04/2022	Expense	110422	PAYROLL	-117,541.51
11/05/2022	Expense	110422	MERS - Alerus Financial	-12,710.58
11/05/2022	Expense	110422	MERS - Alerus Financial	-3,767.41
11/05/2022	Expense	110422	MERS - Alerus Financial	-380.00
11/05/2022	Expense	110422	MERS - Alerus Financial	-472.18
11/10/2022	Bill Payment	3143	DL Gallivan Office Solutions	-4,295.00
11/10/2022	Bill Payment	3163	Trellis - Kalamazoo	-3,817.38
11/10/2022	Bill Payment	3159	Christine McComb	-380.82
11/10/2022	Bill Payment	3158	Peninsula Fiber Network	-2,135.00
11/10/2022	Bill Payment	3155	Motorola Solutions, Inc.	-1,333,546.00
11/10/2022	Bill Payment	3154	Metronet	-3,923.37
11/10/2022	Bill Payment	3153	MACNLOW Associates	-699.00
11/10/2022	Bill Payment	3152	Insight Direct USA	-582.88
11/10/2022	Bill Payment	3151	Dixon Lawn Care	-648.00
11/10/2022	Bill Payment	3150	TransUnion Risk and Alternati...	-300.00
11/10/2022	Bill Payment	3149	Sohn Linen Service	-42.98
11/10/2022	Bill Payment	3148	MLive Media Group	-195.04
11/10/2022	Bill Payment	3147	Marie Gleesing	-169.05
11/10/2022	Bill Payment	3146	Language Line Services, Inc	-467.96
11/10/2022	Bill Payment	3135	Victoria Rose	-214.46
11/10/2022	Bill Payment	3136	AT&T - Box 5011	-2,661.48
11/10/2022	Bill Payment	3137	Consumers Energy	-551.45
11/10/2022	Bill Payment	3138	VISA - Mercantile Bank of Mic...	-4,755.88
11/10/2022	Bill Payment	3139	Besco	-132.50
11/10/2022	Bill Payment	3140	Bel Aire Heating and Air Condi...	-3,055.30
11/10/2022	Bill Payment	3141	Clear Choice Headsets & Tec...	-1,666.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/10/2022	Bill Payment	3142	Danielle Mayo	-175.50
11/10/2022	Bill Payment	3144	Jefferson Koch	-174.33
11/10/2022	Bill Payment	3145	Nicole Face	-176.67
11/15/2022	Expense		Mercantile Bank of Michigan	-50.00
11/18/2022	Expense	112222	PAYROLL	-125,737.40
11/19/2022	Expense	111822	MERS - Alerus Financial	-13,627.11
11/19/2022	Expense	111822	MERS - Alerus Financial	-3,705.30
11/19/2022	Expense	111822	MERS - Alerus Financial	-380.00
11/19/2022	Expense	111822	MERS - Alerus Financial	-472.18
11/23/2022	Expense	Dec 22	Blue Cross Blue Shield of Mic...	-33,118.75
11/23/2022	Expense	HMO Dec 22	Blue Cross Blue Shield of Mic...	-2,539.89
11/29/2022	Bill Payment	3179	Williams Building Services LLC	-2,260.00
Total				-1,726,909.90

Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/09/2022	Transfer			1,200,000.00
11/16/2022	Deposit		Kalamazoo County - Surcharg...	71,469.00
11/22/2022	Deposit		Ftacek, Martin J	17.55
11/22/2022	Deposit		State of Michigan - Dept of Tr...	31,610.00
11/30/2022	Deposit		Mercantile Bank of Michigan	280.21
Total				1,303,376.76

Additional Information

Uncleared checks and payments as of 11/30/2022

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
11/10/2022	Bill Payment	3162	The Healthy Dispatcher LLC	-398.00
11/23/2022	Expense	Dec 22	Consumers Life Insurance Co...	-965.80
11/29/2022	Bill Payment	3174	Rose Pest Solutions	-92.00
11/29/2022	Bill Payment	3184	Leslie Hann	-285.93
11/29/2022	Bill Payment	3183	Midwest Custom Embroidery	-4,458.25
11/29/2022	Bill Payment	3182	Michigan Critical Power	-1,081.83
11/29/2022	Bill Payment	3181	DL Gallivan Office Solutions	-75.75
11/29/2022	Bill Payment	3180	DeWolf & Associates	-795.00
11/29/2022	Bill Payment	3178	Top Shelf Catering	-150.00
11/29/2022	Bill Payment	3164	Republic Services	-517.98
11/29/2022	Bill Payment	3165	Insight Public Sector, Inc.	-834.88
11/29/2022	Bill Payment	3166	Clear Choice Headsets & Tec...	-1,365.00
11/29/2022	Bill Payment	3167	AT&T Mobility	-541.30
11/29/2022	Bill Payment	3168	Besco	-188.75
11/29/2022	Bill Payment	3169	Consumers Energy	-3,896.60
11/29/2022	Bill Payment	3170	Kalamazoo City Treasurer	-584.90
11/29/2022	Bill Payment	3171	Cohl, Stoker & Toskey, P.C.	-66.00
11/29/2022	Bill Payment	3172	Unum Insurance Company of ...	-6,888.15
11/29/2022	Bill Payment	3173	Otis Elevator Company	-645.00
11/29/2022	Bill Payment	3175	Sohn Linen Service	-85.96
11/29/2022	Bill Payment	3176	DirecTV	-122.99
11/29/2022	Bill Payment	3177	Hi-Tech Electric Company	-8,875.00
Total				-33,122.96

Uncleared deposits and other credits as of 11/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/18/2022	Deposit		State of Michigan - Dept of Tr...	32,610.00

Total 32,610.00

Uncleared checks and payments after 11/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/02/2022	Expense	120222	PAYROLL	-141,138.07
12/03/2022	Expense	120222	MERS - Alerus Financial	-11,881.12
12/03/2022	Expense	120222	MERS - Alerus Financial	-472.18
12/03/2022	Expense	120222	MERS - Alerus Financial	-380.00
12/03/2022	Expense	120222	MERS - Alerus Financial	-3,988.54

Total -157,859.91

Uncleared deposits and other credits after 11/30/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/07/2022	Deposit		Kalamazoo County - Millage ...	1,524,975.00

Total 1,524,975.00

Kalamazoo County Dispatch Authority

Mercantile General Busn. Checking, Period Ending 12/30/2022

RECONCILIATION REPORT

Reconciled on: 01/03/2023

Reconciled by: Jeff Troyer

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

Summary

USD

Statement beginning balance.....	619,335.10
Checks and payments cleared (69).....	-565,188.15
Deposits and other credits cleared (3).....	1,525,693.07
Statement ending balance.....	<u>1,579,840.02</u>
Uncleared transactions as of 12/30/2022.....	-8,896.33
Register balance as of 12/30/2022.....	1,589,481.53
Cleared transactions after 12/30/2022.....	-18,537.84
Uncleared transactions after 12/30/2022.....	0.00
Register balance as of 01/03/2023.....	1,570,943.69

Details

Checks and payments cleared (69)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/10/2022	Bill Payment	3162	The Healthy Dispatcher LLC	-398.00
11/23/2022	Expense	Dec 22	Consumers Life Insurance Co...	-965.80
11/29/2022	Bill Payment	3166	Clear Choice Headsets & Tec...	-1,365.00
11/29/2022	Bill Payment	3167	AT&T Mobility	-541.30
11/29/2022	Bill Payment	3168	Besco	-188.75
11/29/2022	Bill Payment	3169	Consumers Energy	-3,896.60
11/29/2022	Bill Payment	3170	Kalamazoo City Treasurer	-584.90
11/29/2022	Bill Payment	3171	Cohl, Stoker & Toskey, P.C.	-66.00
11/29/2022	Bill Payment	3184	Leslie Hann	-285.93
11/29/2022	Bill Payment	3173	Otis Elevator Company	-645.00
11/29/2022	Bill Payment	3174	Rose Pest Solutions	-92.00
11/29/2022	Bill Payment	3175	Sohn Linen Service	-85.96
11/29/2022	Bill Payment	3176	DirectTV	-122.99
11/29/2022	Bill Payment	3177	Hi-Tech Electric Company	-8,875.00
11/29/2022	Bill Payment	3178	Top Shelf Catering	-150.00
11/29/2022	Bill Payment	3180	DeWolf & Associates	-795.00
11/29/2022	Bill Payment	3181	DL Gallivan Office Solutions	-75.75
11/29/2022	Bill Payment	3182	Michigan Critical Power	-1,081.83
11/29/2022	Bill Payment	3183	Midwest Custom Embroidery	-4,458.25
11/29/2022	Bill Payment	3165	Insight Public Sector, Inc.	-834.88
11/29/2022	Bill Payment	3164	Republic Services	-517.98
11/29/2022	Bill Payment	3172	Unum Insurance Company of ...	-6,888.15
12/02/2022	Expense	120222	PAYROLL	-141,138.07
12/03/2022	Expense	120222	MERS - Alerus Financial	-472.18
12/03/2022	Expense	120222	MERS - Alerus Financial	-380.00
12/03/2022	Expense	120222	MERS - Alerus Financial	-3,988.54
12/03/2022	Expense	120222	MERS - Alerus Financial	-11,881.12
12/07/2022	Bill Payment	3189	Kalamazoo County Treasurer	-3,600.00
12/07/2022	Bill Payment	3188	Kalamazoo County Planning ...	-15,000.00
12/07/2022	Bill Payment	3187	AT&T - Box 5011	-2,671.97
12/07/2022	Bill Payment	3186	Richard Feole	-250.00
12/07/2022	Bill Payment	3185	Precision Printer Services, Inc.	-358.95
12/07/2022	Bill Payment	3190	Clear Choice Headsets & Tec...	-373.00
12/07/2022	Bill Payment	3199	Top Shelf Catering	-720.00
12/07/2022	Bill Payment	3191	VISA - Mercantile Bank of Mic...	-3,949.31
12/07/2022	Bill Payment	3192	Consumers Energy	-232.05
12/07/2022	Bill Payment	3193	Insight Public Sector, Inc.	-888.56
12/07/2022	Bill Payment	3194	Language Line Services, Inc	-573.12
12/07/2022	Bill Payment	3195	Peninsula Fiber Network	-2,135.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/07/2022	Bill Payment	3196	TransUnion Risk and Alternati...	-300.00
12/07/2022	Bill Payment	3197	Michigan Critical Power	-88.06
12/15/2022	Expense		Mercantile Bank of Michigan	-50.00
12/16/2022	Expense	121622	PAYROLL	-117,988.15
12/17/2022	Expense	121622	MERS - Alerus Financial	-12,530.36
12/17/2022	Expense	121622	MERS - Alerus Financial	-472.18
12/17/2022	Expense	121622	MERS - Alerus Financial	-380.00
12/17/2022	Expense	121622	MERS - Alerus Financial	-3,516.68
12/21/2022	Bill Payment	3200	Besco	-199.25
12/21/2022	Bill Payment	3201	MEC	-190.35
12/21/2022	Bill Payment	3224	One Way Products	-410.48
12/21/2022	Bill Payment	3202	VISA - Mercantile Bank of Mic...	-105.10
12/21/2022	Bill Payment	3203	Dixon Lawn Care	-2,685.00
12/21/2022	Bill Payment	3204	Metronet	-3,906.87
12/21/2022	Bill Payment	3207	Modernistic	-293.00
12/21/2022	Bill Payment	3208	Active911	-796.50
12/21/2022	Bill Payment	3210	Williams Building Services LLC	-2,435.00
12/21/2022	Bill Payment	3211	Advantage Roofing & Exteriors	-9,183.50
12/21/2022	Bill Payment	3214	Rose Pest Solutions	-92.00
12/21/2022	Bill Payment	3215	Sohn Linen Service	-42.98
12/21/2022	Bill Payment	3218	Jeffery Troyer	-433.60
12/21/2022	Bill Payment	3219	Unum Insurance Company of ...	-2,139.48
12/21/2022	Bill Payment	3220	INDigital	-5,500.00
12/21/2022	Bill Payment	3225	VISA - Mercantile Bank of Mic...	-1,536.12
12/30/2022	Expense	123022	PAYROLL	-129,521.30
12/30/2022	Expense	123022	Blue Cross Blue Shield of Mic...	-30,327.41
12/31/2022	Expense	123022	MERS - Alerus Financial	-13,904.91
12/31/2022	Expense	123022	MERS - Alerus Financial	-3,780.75
12/31/2022	Expense	123022	MERS - Alerus Financial	-380.00
12/31/2022	Expense	123022	MERS - Alerus Financial	-472.18

Total -565,188.15

Deposits and other credits cleared (3)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/06/2022	Deposit			87.40
12/07/2022	Deposit		Kalamazoo County - Millage ...	1,524,975.00
12/30/2022	Deposit		Mercantile Bank of Michigan	630.67

Total 1,525,693.07

Additional Information

Uncleared checks and payments as of 12/30/2022

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
12/07/2022	Bill Payment	3198	Handley's Tree Service	-2,100.00
12/21/2022	Bill Payment	3221	Nicole Face	-67.50
12/21/2022	Bill Payment	3216	Michigan State Police - Cash...	-387.00
12/21/2022	Bill Payment	3213	MCDA	-700.00
12/21/2022	Bill Payment	3212	D&D Printing	-1,084.92
12/21/2022	Bill Payment	3209	DL Gallivan Office Solutions	-106.78
12/21/2022	Bill Payment	3205	Michigan Critical Power	-475.53
12/21/2022	Bill Payment	3206	Consumers Energy	-3,766.71

Total -8,896.33

Kalamazoo County Dispatch Authority
Michigan CLASS, Period Ending 11/30/2022

RECONCILIATION REPORT

Reconciled on: 12/05/2022

Reconciled by: Jeff Troyer

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

Summary

USD

Statement beginning balance.....	2,526,184.70
Checks and payments cleared (1).....	-1,200,000.00
Deposits and other credits cleared (1).....	4,932.43
Statement ending balance.....	<u>1,331,117.13</u>

Register balance as of 11/30/2022..... 1,331,117.13

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/09/2022	Transfer			-1,200,000.00
Total				-1,200,000.00

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2022	Deposit		Michigan CLASS	4,932.43
Total				4,932.43

Kalamazoo County Dispatch Authority
Michigan CLASS, Period Ending 12/31/2022

RECONCILIATION REPORT

Reconciled on: 01/06/2023

Reconciled by: Jeff Troyer

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

Summary

USD

Statement beginning balance.....	1,331,117.13
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	4,829.41
Statement ending balance.....	<u>1,335,946.54</u>

Register balance as of 12/31/2022.....	1,335,946.54
Cleared transactions after 12/31/2022.....	0.00
Uncleared transactions after 12/31/2022.....	750,000.00
Register balance as of 01/06/2023.....	2,085,946.54

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/31/2022	Deposit		Michigan CLASS	4,829.41
Total				4,829.41

Additional Information

Uncleared deposits and other credits after 12/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/05/2023	Transfer			750,000.00
Total				750,000.00



Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2022 Budget - REVISION II

January - December 2022

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
Income									
400.000 Use of Fund Balance	2,318,366.00	2,318,366.00	0.00				\$2,318,366.00	\$2,318,366.00	\$0.00
402.000 Property Taxes	6,137,821.58	6,137,822.00	0.42				\$6,137,821.58	\$6,137,822.00	\$0.42
528.000 Federal Grants - Other	78,235.00	374,395.00	296,160.00				\$78,235.00	\$374,395.00	\$296,160.00
615.010 Surcharge Revenue - State 911	352,133.00	484,000.00	131,867.00	53,892.00	44,000.00	(9,892.00)	\$406,025.00	\$528,000.00	\$121,975.00
615.020 Surcharge Revenue - Local 911	860,862.35	1,120,000.00	259,137.65				\$860,862.35	\$1,120,000.00	\$259,137.65
665.000 Interest Earned	23,711.10	13,000.00	(10,711.10)				\$23,711.10	\$13,000.00	\$(10,711.10)
667.000 Rent/Lease Revenue	7,200.00	7,200.00	0.00				\$7,200.00	\$7,200.00	\$0.00
671.000 Miscellaneous Revenue	50.35	50.00	(0.35)				\$50.35	\$50.00	\$(0.35)
Total Income	\$9,778,379.38	\$10,454,833.00	\$676,453.62	\$53,892.00	\$44,000.00	\$(9,892.00)	\$9,832,271.38	\$10,498,833.00	\$666,561.62
GROSS PROFIT	\$9,778,379.38	\$10,454,833.00	\$676,453.62	\$53,892.00	\$44,000.00	\$(9,892.00)	\$9,832,271.38	\$10,498,833.00	\$666,561.62
Expenses									
700 thru 718 Personnel Services							\$0.00	\$0.00	\$0.00
702.010 Salaries - Administration	283,643.22	293,643.00	9,999.78				\$283,643.22	\$293,643.00	\$9,999.78
702.020 Wages - Regular					12,000.00	12,000.00	\$0.00	\$12,000.00	\$12,000.00
702.021 Administrative Support	151,584.87	160,604.00	9,019.13	370.50		(370.50)	\$151,955.37	\$160,604.00	\$8,648.63
702.022 Dispatch Supervisors	381,700.76	394,379.00	12,678.24	4,294.68		(4,294.68)	\$385,995.44	\$394,379.00	\$8,383.56
702.023 ECO II's	1,342,949.61	1,470,496.00	127,546.39	14,327.88		(14,327.88)	\$1,357,277.49	\$1,470,496.00	\$113,218.51
702.024 ECO I's	313,432.22	301,517.00	(11,915.22)	5,668.60		(5,668.60)	\$319,100.82	\$301,517.00	\$(17,583.82)
702.026 Bereavement	9,576.88		(9,576.88)				\$9,576.88	\$0.00	\$(9,576.88)
702.027 Incentive/Stipend Pay		296,160.00	296,160.00				\$0.00	\$296,160.00	\$296,160.00
702.029 Healthy Wrkplc Leave	23,459.08		(23,459.08)				\$23,459.08	\$0.00	\$(23,459.08)
702.040 Wages - Short Term Disability	6,792.96		(6,792.96)				\$6,792.96	\$0.00	\$(6,792.96)
Total 702.020 Wages - Regular	2,229,496.38	2,623,156.00	393,659.62	24,661.66	12,000.00	(12,661.66)	\$2,254,158.04	\$2,635,156.00	\$380,997.96
702.030 Wages - Overtime		365,787.00	365,787.00				\$0.00	\$365,787.00	\$365,787.00
702.031 Administrative Support	287.57		(287.57)				\$287.57	\$0.00	\$(287.57)
702.032 Dispatch Supervisors	90,139.55		(90,139.55)				\$90,139.55	\$0.00	\$(90,139.55)
702.033 ECO II's	225,874.85		(225,874.85)				\$225,874.85	\$0.00	\$(225,874.85)
702.034 ECO I's	25,147.32		(25,147.32)				\$25,147.32	\$0.00	\$(25,147.32)
Total 702.030 Wages - Overtime	341,449.29	365,787.00	24,337.71				\$341,449.29	\$365,787.00	\$24,337.71
702.050 CTO Pay	13,744.25	23,000.00	9,255.75				\$13,744.25	\$23,000.00	\$9,255.75
706.000 Wages - Holiday Premium	106,011.61	126,869.00	20,857.39				\$106,011.61	\$126,869.00	\$20,857.39
712.000 Payment in Lieu of Benefits	52,300.00	52,650.00	350.00				\$52,300.00	\$52,650.00	\$350.00
715.010 Auto Allowance	8,682.24	8,683.00	0.76				\$8,682.24	\$8,683.00	\$0.76
Total 700 thru 718 Personnel Services	3,035,326.99	3,493,788.00	458,461.01	24,661.66	12,000.00	(12,661.66)	\$3,059,988.65	\$3,505,788.00	\$445,799.35
719 thru 725 Benefits and Taxes							\$0.00	\$0.00	\$0.00
719.000 Workers Comp Insurance	3,142.00	10,716.00	7,574.00				\$3,142.00	\$10,716.00	\$7,574.00
720.010 Medical/Health Insurance	335,795.54	316,037.00	(19,758.54)				\$335,795.54	\$316,037.00	\$(19,758.54)
720.020 Dental Insurance	31,126.83	26,799.00	(4,327.83)				\$31,126.83	\$26,799.00	\$(4,327.83)
720.030 Vision Insurance	4,314.40	6,049.00	1,734.60				\$4,314.40	\$6,049.00	\$1,734.60



Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2022 Budget - REVISION II

January - December 2022

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
720.040 Life Insurance	5,366.52	8,058.00	2,691.48				\$5,366.52	\$8,058.00	\$2,691.48
720.050 Unemployment		9,000.00	9,000.00				\$0.00	\$9,000.00	\$9,000.00
720.060 HSA Contributions	73,150.00	71,400.00	(1,750.00)				\$73,150.00	\$71,400.00	\$ (1,750.00)
720.070 Short-Term Disability Insurance	28,669.12	28,332.00	(337.12)				\$28,669.12	\$28,332.00	\$ (337.12)
721.000 Social Security	185,516.51	215,198.00	29,681.49				\$185,516.51	\$215,198.00	\$29,681.49
722.000 Medicare	43,386.91	50,329.00	6,942.09				\$43,386.91	\$50,329.00	\$6,942.09
725.010 Retirement - MERS DC	238,038.93	255,216.00	17,177.07				\$238,038.93	\$255,216.00	\$17,177.07
725.020 Retirement - MERS 457	8,435.79	8,736.00	300.21				\$8,435.79	\$8,736.00	\$300.21
725.030 Retirement - MERS HCSP	45,444.71	53,529.00	8,084.29				\$45,444.71	\$53,529.00	\$8,084.29
Total 719 thru 725 Benefits and Taxes	1,002,387.26	1,059,399.00	57,011.74				\$1,002,387.26	\$1,059,399.00	\$57,011.74
726 thru 799 Supplies							\$0.00	\$0.00	\$0.00
727.000 Office Supplies	10,503.54	15,000.00	4,496.46				\$10,503.54	\$15,000.00	\$4,496.46
730.000 Maintenance Supplies	1,940.52	6,000.00	4,059.48				\$1,940.52	\$6,000.00	\$4,059.48
740.000 Uniform Supplies	4,458.25	8,000.00	3,541.75				\$4,458.25	\$8,000.00	\$3,541.75
760.000 Kitchen Supplies	207.80	1,750.00	1,542.20				\$207.80	\$1,750.00	\$1,542.20
764.000 Food Supplies	124.63	1,750.00	1,625.37				\$124.63	\$1,750.00	\$1,625.37
Total 726 thru 799 Supplies	17,234.74	32,500.00	15,265.26				\$17,234.74	\$32,500.00	\$15,265.26
800 thru 969 Services & Other Charges							\$0.00	\$0.00	\$0.00
801.010 Contractual Services	592,290.74	639,956.00	47,665.26				\$592,290.74	\$639,956.00	\$47,665.26
805.010 Professional Services - Audit	7,100.00	7,100.00	0.00				\$7,100.00	\$7,100.00	\$0.00
810.000 Administrative Fees	3,600.00	3,600.00	0.00				\$3,600.00	\$3,600.00	\$0.00
813.000 Legal Fees	4,488.00	15,000.00	10,512.00				\$4,488.00	\$15,000.00	\$10,512.00
820.010 Interpreter Fees	4,708.77	4,800.00	91.23				\$4,708.77	\$4,800.00	\$91.23
835.010 Medical Services - Physical Exams	1,865.00	2,500.00	635.00				\$1,865.00	\$2,500.00	\$635.00
835.020 Medical Services - Drug Testing	515.00	1,500.00	985.00				\$515.00	\$1,500.00	\$985.00
850.010 Telephone Service	12,445.80	14,750.00	2,304.20				\$12,445.80	\$14,750.00	\$2,304.20
850.020 Internet Service	92,697.39	96,190.00	3,492.61				\$92,697.39	\$96,190.00	\$3,492.61
850.030 Copying	71.81	2,500.00	2,428.19				\$71.81	\$2,500.00	\$2,428.19
850.040 Mailing	362.91	3,000.00	2,637.09				\$362.91	\$3,000.00	\$2,637.09
870.010 Travel - Training/Registration	4,301.97	6,000.00	1,698.03	14,737.00	24,000.00	9,263.00	\$19,038.97	\$30,000.00	\$10,961.03
870.020 Travel - Lodging	9,455.45	11,500.00	2,044.55	1,124.40	2,500.00	1,375.60	\$10,579.85	\$14,000.00	\$3,420.15
870.030 Travel- Meals/Food	3,168.16	6,000.00	2,831.84	666.31	2,500.00	1,833.69	\$3,834.47	\$8,500.00	\$4,665.53
870.040 Travel - Mileage	2,469.02	5,000.00	2,530.98	552.49	2,500.00	1,947.51	\$3,021.51	\$7,500.00	\$4,478.49
870.050 Travel - Other	5,531.46	8,500.00	2,968.54	248.62	500.00	251.38	\$5,780.08	\$9,000.00	\$3,219.92
871.010 Education Expense	1,275.46	2,000.00	724.54				\$1,275.46	\$2,000.00	\$724.54
900.000 Printing	94.01	2,000.00	1,905.99				\$94.01	\$2,000.00	\$1,905.99
905.000 Advertising	2,965.04	5,500.00	2,534.96				\$2,965.04	\$5,500.00	\$2,534.96
915.000 Dues & Subscriptions	4,185.97	9,000.00	4,814.03				\$4,185.97	\$9,000.00	\$4,814.03
920.010 Utilities - Gas	3,704.95	8,000.00	4,295.05				\$3,704.95	\$8,000.00	\$4,295.05
920.020 Utilities - Electricity	40,524.55	55,000.00	14,475.45				\$40,524.55	\$55,000.00	\$14,475.45
920.030 Utilities - Water & Sewer	3,923.04	4,000.00	76.96				\$3,923.04	\$4,000.00	\$76.96



Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2022 Budget - REVISION II

January - December 2022

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
934.010 Repair & Maintenance - Equipment	20,101.98	25,000.00	4,898.02				\$20,101.98	\$25,000.00	\$4,898.02
955.000 Miscellaneous Operating	9,461.72	20,000.00	10,538.28				\$9,461.72	\$20,000.00	\$10,538.28
958.010 Insurance Premium	52,307.00	52,307.00	0.00				\$52,307.00	\$52,307.00	\$0.00
Total 800 thru 969 Services & Other Charges	883,615.20	1,010,703.00	127,087.80	17,328.82	32,000.00	14,671.18	\$900,944.02	\$1,042,703.00	\$141,758.98
970 thru 989 Equipment & Capital Outlay							\$0.00	\$0.00	\$0.00
976.000 Project Costs	11,024.43	150,000.00	138,975.57				\$11,024.43	\$150,000.00	\$138,975.57
980.000 Equipment/Software - Capital	2,373,366.00	2,461,005.00	87,639.00				\$2,373,366.00	\$2,461,005.00	\$87,639.00
980.010 Equipment/Software - Small	37,781.87	40,000.00	2,218.13				\$37,781.87	\$40,000.00	\$2,218.13
980.020 Facility - Capital	39,254.00	45,745.00	6,491.00				\$39,254.00	\$45,745.00	\$6,491.00
980.030 Land - Capital	35,033.00	35,033.00	0.00				\$35,033.00	\$35,033.00	\$0.00
Total 970 thru 989 Equipment & Capital Outlay	2,496,459.30	2,731,783.00	235,323.70				\$2,496,459.30	\$2,731,783.00	\$235,323.70
990 thru 994 Debt Service							\$0.00	\$0.00	\$0.00
991.010 Loan/Lease - Principal	1,208,598.00	1,208,598.00	0.00				\$1,208,598.00	\$1,208,598.00	\$0.00
991.020 Loan/Lease - Interest	124,948.00	124,949.00	1.00				\$124,948.00	\$124,949.00	\$1.00
Total 990 thru 994 Debt Service	1,333,546.00	1,333,547.00	1.00				\$1,333,546.00	\$1,333,547.00	\$1.00
Total Expenses	\$8,768,569.49	\$9,661,720.00	\$893,150.51	\$41,990.48	\$44,000.00	\$2,009.52	\$8,810,559.97	\$9,705,720.00	\$895,160.03
NET OPERATING INCOME	\$1,009,809.89	\$793,113.00	\$ (216,696.89)	\$11,901.52	\$0.00	\$ (11,901.52)	\$1,021,711.41	\$793,113.00	\$ (228,598.41)
NET INCOME	\$1,009,809.89	\$793,113.00	\$ (216,696.89)	\$11,901.52	\$0.00	\$ (11,901.52)	\$1,021,711.41	\$793,113.00	\$ (228,598.41)

January 5, 2023

Board of Directors
Kalamazoo County Consolidated Dispatch Authority
7040 Stadium Drive
Kalamazoo, Michigan 49009

Members of the Board,

Please accept this letter as my formal request to the Board of Directors to have Deputy Director Jeff VanderWiere serve as my alternate on the Technical Advisory Committee (TAC) representing the Portage Department of Public Safety.

Deputy Director VanderWiere's contact information is as follows:

Email: vanderwj@portagemi.gov
Office: (269) 329-4562

Should you need anything further please feel free to contact me.

Sincerely,



Nicholas J. Arnold
Director of Public Safety
Portage Department of Public Safety



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. 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
November 1, 2022

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, November 1, 2022.

ITEM 2 – ROLL CALL

Members Present: Rick Fuller, Pat McGinnis, Don Martin, Jim Ritsema (arrived 4:10)

Others Present: Jeff Troyer, Torie Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. September 6, 2022 Meeting

“Motion by Mr. McGinnis, second by Mr. Martin to approve the meeting minutes for the September 6, 2022, Meeting as presented.”

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

ITEM 4 - CITIZENS TIME

There were no public comments.

ITEM 5 – FOR CONSIDERATION

A. OLD BUSINESS

1. UPDATE – KCCDA ARPA Grants

a. ARPA Grant Agreements

Mr. Troyer stated staff has completed the first tasks with the County thru Amplifund for the grant. The template agreement has been received and it was sent to legal counsel for review. He noted that the Board supported the grant itself prior to application submission but the Grant Agreement will still need Board approval. This will be on the Board agenda under the Executive Committee requesting full approval of the Board once legal counsel has reviewed it.

Mr. Troyer noted the drug-free workplace requirement under section sixteen of the Grant Agreement. He stated three of the Authority’s policies address these requirements, but he is still waiting for counsel to confirm. He doesn’t expect any modifications will be necessary to our policies to meet the requirements. If there are changes, those will need to be added for Board approval.

B. NEW BUSINESS

1. 2023 Meeting Dates

Mr. Troyer presented the 2023 meeting dates and inquired if the Committee would like to stay with an every other month meeting schedule.

Mr. Fuller stated he was comfortable with the meeting schedule

Mr. Martin stated he was too, as long as we have attendance.

2. Alternate Designations for Committees

Mr. Troyer stated he received an email from the County Administrator asking if his seat on committees could be him or his designee so he could send a designee if he's not available. The Bylaws are silent on committee designations, but no designees are allowed on the Board.

Mr. Martin stated he does not like the idea of designees because they won't know what's going on.

Mr. Ritsema agreed.

Mr. McGinnis inquired if there were specific members stated in the Bylaws.

Mr. Troyer stated there is not, they are appointed by the agency.

Mr. McGinnis stated that we need someone that knows what is happening with the organization attending the meetings.

Mr. Fuller stated we are losing a vote with a designee.

3. Review – Draft Board Agenda (Nov 10) and Action Items

Mr. Troyer stated there was no quorum at the Personnel Committee so their suggestions will be under new business because there is no formal recommendation.

TAC will not have recommendations coming forward.

Finance is recommending the financial audit service bid award, the 2022 budget amendment revision II and the 2023 budget proposal. Mr. Troyer noted that next year will be our fifth year of operations so we will be replacing some major equipment/systems and looking for a dedicated backup center.

There are three items under new business, the Collective Bargaining Agreement, a revision to the recognized holiday policy (add Juneteenth) and dispatch supervisor group employment terms.

Mr. Troyer stated that his employment agreement expires in February of 2023. He stated the process should start soon so it can be done in January because the Board does not meet in February.

The Committee agreed the Personnel Committee should meet to start the evaluation process with a goal of a new contract going to the Board in January.

4. Healthy Workplace Leave

Mr. Troyer stated that since 2020, each employee was given eighty hours per year of Healthy Workplace Leave to use for pandemic related absences. Most agencies have moved away from it, and we propose ending the offer December 1.

Mr. Ritsema stated that the city ended theirs last year.

ITEM 6 – OTHER ITEMS

C. Announcements and Member Comments

There was none.

D. Next meeting – January 3, 2023 at 4:00 p.m.

ITEM 7 – ADJOURNMENT

The meeting was adjourned at 4:48 p.m.



MEETING MINUTES for
Kalamazoo County Consolidated Dispatch Authority
EXECUTIVE COMMITTEE
January 3, 2023

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 Rick Fuller at 4:00 p.m. on Tuesday, January 3, 2023.

ITEM 2 – ROLL CALL

Members Present: Rick Fuller, Pat McGinnis, Don Martin, Jan VanDerKley (via teleconference)

Others Present: Jeff Troyer, Torie Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. November 1, 2022 Meeting

“Motion by Mr. Martin, second by Mr. McGinnis to approve the meeting minutes for the November 1, 2022, Meeting as presented.”

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

ITEM 4 - CITIZENS TIME

There were no public comments.

ITEM 5 – FOR CONSIDERATION

A. OLD BUSINESS

1. UPDATE – KCCDA ARPA Grants

Mr. Troyer stated the grant agreement was approved at the November meeting and submitted in the beginning of December. Administrator Catlin advised it would be a couple weeks before an executed agreement would come back but it has not been received yet.

B. NEW BUSINESS

1. Review – Draft Board Agenda (Jan. 12th) and Action Items

Mr. Troyer stated he had nothing significant to point out. He noted that he received one item after the agenda went out regarding an existing lawsuit. He stated that the whole board will need to be briefed and suggested giving an overview at the meeting. Legal counsel has submitted a motion for dismissal. It was agreed to put it under the Executive Committee items on the agenda.

Mr. Troyer stated we need to have the Election of Officers and presented a review of the process.

There will be two actionable items under the Personnel Committee, the Executive Director’s Performance Evaluation and the Executive Director’s Employment Agreement from 2023 to 2026.

ITEM 6 – OTHER ITEMS

A. Announcements and Member Comments

Mr. Fuller stated the Sheriff's Office has been offering a \$10,000 signing bonus. He stated applicants have either not been qualified or are already making more somewhere else.

Ms. VanDerKley stated she would not be able to attend the next Executive Committee meeting and requested another member to run the meeting.

B. Next meeting – March 7, 2023 at 4:00 p.m.

ITEM 7 – ADJOURNMENT

The meeting was adjourned at 4:16 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:

INFORMATIONAL ONLY

Montoyya Sims filed suit in the Court of Claims against KCCDA and 51 other agencies and individuals. McGraw Morris P.C. has been assigned to represent KCCDA by Michigan Par Plan; our previous liability insurance provider (cited incidents dating back to 2019). This case was initially moved to federal court because Ms. Sims sued the United States of America. Sims has since dismissed the USA from the case therefore, it has been moved back to the Court of Claims. McGraw Morris P.C. filed a Motion for Summary Disposition and Dismiss on our behalf on December 28th.

The Executive Director is keeping the Executive Committee informed and abreast of any happenings with the case. If you want additional information regarding the suit, please reach out to Mr. Troyer.

Proposed Motion:

Agenda Request Approved: Meeting Date: Time:

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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. If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.



***Personnel Committee
November 14, 2022
2:00 p.m.***

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 2:00 p.m. by Personnel Committee Chairperson Pat McGinnis in the Administrative Conference Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Monday, November 14, 2022.

ITEM 2 – ROLL CALL

Members Present: Pat McGinnis, Portage City Manager; Bryan Ergang, Chief, Kalamazoo Township; John Gisler, Kalamazoo County Board of Commissioners; Rick Fuller, Sheriff, Kalamazoo County; Jeff Chamberlain, City of Kalamazoo Deputy City Manager; Scott Merlo, Chief, Western Michigan University (arrived at 2:35)

Others Present: Kevin Catlin, Kalamazoo County Administrator; Jeff Troyer, Executive Director; Torie Rose, Deputy Director; Chris McComb, Executive Administrative Assistant

ITEM 3 – APPROVAL OF MEETING MINUTES

A. October 24, 2022

The Committee did not take action, as there was no quorum at the October 24 meeting so there were no minutes, only notes.

ITEM 4 - CITIZENS' TIME

There was no citizen comment.

ITEM 5 – FOR CONSIDERATION

A. Old Business

There was none.

B. New Business

1. Executive Director Performance Evaluation/Appraisal

The Committee discussed each category and come to a consensus for scoring.

PERFORMANCE APPRAISAL SUMMARY				
		<u>Overall Rating</u>	<u>Weight</u>	<u>Wiegthed Score</u>
CATEGORY 1:	Operational Management	4.5000	6.875%	0.3094
CATEGORY 2:	Financial Management	4.2500	6.875%	0.2922
CATEGORY 3:	HR and Personnel Management	4.1667	6.875%	0.2865
CATEGORY 4:	Project Management	4.3333	6.875%	0.2979
CATEGORY 5:	Leadership Skills	4.0000	6.875%	0.2750
CATEGORY 6:	Communication Skills	4.0000	6.875%	0.2750
CATEGORY 7:	Professionalism	4.8750	6.875%	0.3352
CATEGORY 8:	Board Relations	5.0000	6.875%	0.3438
GOAL/PERFORMANCE OBJECTIVE #1		4.0000	22.50%	0.9000
GOAL/PERFORMANCE OBJECTIVE #2		4.0000	22.50%	0.9000
GOAL/PERFORMANCE OBJECTIVE #3		0.0000	0%	0.0000
				4.2148

“Motion by Mr. Fuller, second by Mr. Ergang to approve a score of 4.2148 on the Executive Director’s Performance Evaluation/Appraisal and recommend approval by the Board of Directors.”

On a voice vote, MOTION CARRIED.

2. Executive Director Employment Agreement

Mr. McGinnis stated the current agreement was for three years.

Mr. Troyer stated the only modification that has been made since the agreement was entered into was the removal of the cell phone allowance because we now have company devices. He noted that language will be removed in the new agreement. Most classifications within KCCDA were approved for 6% increases in 2023.

Mr. McGinnis stated the goal should be to aim for at least the rate of inflation of 5%.

Mr. Troyer stated he did not recommend following other classification increases because they did an extensive wage survey before their increases were presented.

Mr. McGinnis noted that if they were only looking at inflation, the increase would still be 5%.

“Motion by Mr. Ergang, second by Mr. Merlo to approve and recommend the Board approve a three year agreement with the Executive Director with increases of 5% in year one, 5% in year two and 4% in year three.”

On a voice vote, MOTION CARRIED.

ITEM 6 – OTHER ITEMS

A. Member Comments

Mr. Fuller stated the County is adding a \$10,000 sign on bonus for deputies.

Mr. Merlo thanked Mr. Troyer and stated he does a fabulous job.

Mr. Troyer thanked the committee for the generous contract, stating it is much more than he recommended but it is appreciated.

B. Next Meeting

The next meeting is tentatively scheduled for December 9, 2023, at 10:00 a.m. but it will likely not be necessary.

ITEM 7 - ADJOURNMENT

The meeting was adjourned at 2:57 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 Personnel Committee met on November 14th and completed the Executive Director’s Performance Evaluation. A copy of the evaluation is attached.

In summary, the categorical rating is below which led to an overall rating of 4.2148 out of 5:

<u>PERFORMANCE APPRAISAL SUMMARY</u>			
		<u>Overall Rating</u>	<u>Weighted Score</u>
CATEGORY 1:	Operational Management	4.5000	0.3094
CATEGORY 2:	Financial Management	4.2500	0.2922
CATEGORY 3:	HR and Personnel Management	4.1667	0.2865
CATEGORY 4:	Project Management	4.3333	0.2979
CATEGORY 5:	Leadership Skills	4.0000	0.2750
CATEGORY 6:	Communication Skills	4.0000	0.2750
CATEGORY 7:	Professionalism	4.8750	0.3352
CATEGORY 8:	Board Relations	5.0000	0.3438
GOAL/PERFORMANCE OBJECTIVE #1		4.0000	0.9000
GOAL/PERFORMANCE OBJECTIVE #2		4.0000	0.9000
GOAL/PERFORMANCE OBJECTIVE #3		0.0000	0.0000
			<u>4.2148</u>

The Personnel Committee unanimously approved the Executive Director’s Performance Evaluation and recommends approval by the Board.

Proposed Motion:

Motion to approve the Executive Director’s Performance Evaluation with an overall rating of 4.2148 out of 5.

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. 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 2022 - NOVEMBER 2022

APPRAISAL DATE: NOVEMBER 14, 2022



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.

CATEGORY 1: Operational Management		6.875% of Score	Overall Rating: <u>4.50</u>
		<u>Sub-Category Rating</u>	
1a	-- Knowledge of PSAP/ECC statutory requirements and best practices		<u>5</u>
	Seeks input from agencies and workgroups/committees on issues impacting the operation		
1b	-- and develops, recommends and implements countywide operational procedures accordingly		<u>4</u>
1c	-- Analyze/Identify issues effecting the operation and develops strategies and plans for the future		<u>4</u>
1d	-- Effectively manages time and competing priorities		<u>5</u>

CATEGORY 2: Financial Management		6.875% of Score	Overall Rating: <u>4.25</u>
		<u>Sub-Category Rating</u>	
2a	-- Develops and adequately implements and manages the budget including plans for short and long-term capital improvement projects		<u>5</u>
	Knowledge of Generally Accepted Accounting Principles, the Uniform Budget and		
2b	-- Accounting Act and adequately balances KCCDA's general ledger against financial statements		<u>4</u>
2c	-- Develops efficient and innovative strategies to minimize business costs		<u>4</u>
2d	-- Develops and recommends fiscal policies with strong checks and balances		<u>4</u>

CATEGORY 3: HR and Personnel Management		6.875% of Score	Overall Rating: <u>4.17</u>
		<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		<u>4</u>
	Works well and maintains good interpersonal relations with various employee groups		
3b	-- (union and non-union) and addresses employee needs while remaining fiscally responsible		<u>5</u>
3c	-- Treats all employees equally and with respect; creates a healthy work environment		<u>3.5</u>

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

CATEGORY 5: Leadership Skills		6.875% of Score	Overall Rating: <u>4.00</u>
		<u>Sub-Category Rating</u>	
5a --	Acts with integrity, treats others with respect and dignity, and promotes and encourages teamwork		<u>4</u>
5b --	Participates and collaborates with partner agencies/entities to resolve county-wide challenges/problems		<u>4</u>
5c --	Acknowledges the success of employees, recognizes their contributions and provides mentorship to others		<u>4</u>
5d --	Delegates key responsibilities to team members on a rational basis		<u>4</u>

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

CATEGORY 7: Professionalism		6.875% of Score	Overall Rating: <u>4.88</u>
		<u>Sub-Category Rating</u>	
7a --	Acts ethically and honestly and represents KCCDA well in front of all audiences		<u>5</u>
7b --	Projects a professional image in dress and appearance		<u>5</u>
7c --	Acceptable to feedback and handles setbacks and failures constructively		<u>4.5</u>
7d --	Displays a passionate and positive attitude		<u>5</u>

CATEGORY 8: Board Relations		6.875% of Score	Overall Rating: <u>5.00</u>
		<u>Sub-Category Rating</u>	
8a --	Provides timely communications to Board Members on important topics impacting the organization		<u>5</u>
8b --	Prepares, distributes and posts Committee and Board meeting materials in accordance with Michigan's Open Meetings Act		<u>5</u>
8c --	Responds to Committee and Board member questions and concerns in a timely manner		<u>5</u>

GOAL/PERFORMANCE OBJECTIVE #1**22.50% of Score****Rating: 4**

Continue to increase staffing levels over the next year by at least five (5%) percent to meet organizational needs. This should include recommendations, if necessary, for recruitment and retention incentives.

GOAL/PERFORMANCE OBJECTIVE #2**22.50% of Score****Rating: 4**

Successfully manage the Motorola Radio Communications Expansion project and ensure tasks are completed on time.

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	4.5000	6.875%	0.3094
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GOAL/PERFORMANCE OBJECTIVE #2	4.0000	22.50%	0.9000
GOAL/PERFORMANCE OBJECTIVE #3	0.0000	0%	0.0000
			<u>4.2148</u>

SIGNATURES:*Personnel Committee Chairperson*

Date: _____

Board of Directors Chairperson

Date: _____

Executive Director

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:

After the Personnel Committee completed the Executive Director’s Performance Evaluation on November 14th, there was a discussion had regarding the Directors Employment Agreement. Mr. Troyer’s employment agreement is set to expire on February 14, 2022. The Committee unanimously recommends the Board extend Mr. Troyer’s employment agreement for three (3) additional years with salary increases equal to the following: Year 1 – 5%, Year 2 – 5% and Year 3 – 4%. All other terms will remain the same.

A copy of the track changes version of the Executive Director’s Employment Agreement is attached. The document has been reviewed and is approved to form by KCCDA’s legal counsel.

Proposed Motion:

Motion to approve the three-year Executive Director’s Employment Agreement as presented.

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. If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.

EMPLOYMENT AGREEMENT

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THIS EMPLOYMENT AGREEMENT (the "Agreement") is entered into this ~~13th~~^{12th} day of ~~February-January 2020~~²⁰²³, between the KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY ("KCCDA" or "Employer"), a separate public body created pursuant to MCL 124.501, et. seq., and JEFFERY J. TROYER ("Executive Director"), to employ Jeffery J. Troyer in the capacity of Executive Director under the authority of the KCCDA and its successors.

Recitals:

A. KCCDA wishes to continue to employ Jeffery J. Troyer as Executive Director of KCCDA;
and,

B. Jeffery J. Troyer is willing to ~~accept~~continue employment as Executive Director of KCCDA on the following terms and conditions.

THE PARTIES AGREE AS FOLLOWS:

1. Employment and Duties.

(a) KCCDA agrees to employ Jeffery J. Troyer as Executive Director, and Jeffery J. Troyer accepts such employment, which shall include performing all of the functions and duties specified by law, in the KCCDA Executive Director job description and such other legally permissible and proper duties and functions as KCCDA shall from time to time assign.

2. Term. Unless terminated earlier as provided in Section 10 below, the term of this Agreement shall be for a period of three (3) years beginning February 15, ~~2020~~²⁰²³, to and including February 14, ~~2023-2026~~ ("Employment Period").

3. Compensation. For his services as Executive Director, KCCDA agrees to pay Jeffery J. Troyer an annual salary of One Hundred ~~Sixteen-Twenty-Eight Thousand Eight Hundred FiftyNine Hundred Four~~ and ~~3000~~/100 Dollars (~~\$116,850.00~~^{128,904.30}), payable in regularly scheduled intervals (*i.e.* twenty-six (26) biweekly installments), each such periodic payment to be as nearly equal as possible. The salary shall be subject to payroll deductions required by law or requested by Executive Director and determined to be available and proper. On or after the Executive Director's Employment Anniversary Date, and continuing on or after Executive Director's Employment Anniversary Date in subsequent years of this Agreement, the Executive Director shall receive ~~an annual pay~~ the following pay increases: ~~of two and a half percent (2.5%) thus equating to:~~ (i) year two (2), a five percent (5%) increase equating to ~~an annual~~ annual salary of ~~\$119,771~~^{135,349.52}; (ii) year three (3), a four percent (4%) increase equating to an annual salary of ~~\$122,766~~^{140,763.50}.

Commented [JT1]: Personnel Committee is recommending to the Board the following increases: 2023 - 5%, 2024 - 5% and 2025 - 4%

4. Benefits.

(a) KCCDA will provide the Executive Director a vehicle allowance of \$724.00 per month, payable in accordance with KCCDA's standard payroll practices through the end of the Employment Period. This amount will be subject to any applicable federal, state, or local tax withholdings, and shall be paid the first pay-date of each month during the Employment Period. The \$724.00 vehicle allowance is to be used to purchase, lease, or own, operate, maintain, and insure a vehicle. Executive Director shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon said vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and replacement of said vehicle. KCCDA shall reimburse the Employee at the IRS standard mileage rate then in effect for any business use of the vehicle beyond the greater Kalamazoo area. For purposes of this Section 4.(a)., use of the vehicle within the greater Kalamazoo area is defined as travel to locations within a 60 mile radius of the outer boundary of Kalamazoo County.

(b) The Executive Director shall maintain email accessibility via a wireless smart cell phone. KCCDA will provide a stipend of \$100.00 per month to cover the costs for the Executive Director's cell phone. This amount will be subject to any applicable federal, state, or local tax withholdings, and shall be paid the first pay-date of each month during the Employment Period. If KCCDA elects to provide the Executive Director with a smart cell phone and service, the Executive Director shall not receive the stipend herein.

Commented [JT2]: This section was modified by MOU entered into on August 14, 2020.

(c) The Executive Director's Insurance, Leave Time, and Retirement employee benefits are as set forth in **Exhibit 1** to this Agreement. The retirement plan, life insurance, AD&D and leave employee benefits may not be changed without the written consent of the Executive Director.

5. Business Expense.

(a) KCCDA recognizes that certain expenses of a non-personal but job related nature are incurred by Executive Director, and agrees to reimburse or to pay said general expenses. Such expenses may include meals where Employer business is being discussed or conducted and participation in social events of various organizations when representing the Employer. Such expenses shall be reimbursed upon submission of receipts and reports of expenditures, subject to the written policies and procedures of the KCCDA, as well as annual budget constraints and KCCDA ethics and purchasing policies.

(b) KCCDA recognizes the importance of constant communication and maximum productivity, Employer shall provide Executive Director, for business and personal use, a laptop computer (including software) and/or tablet computer, including internet connectivity, to perform the duties of the position while both in the office and remotely. Upon termination or separation of the Executive Director's employment, the equipment described herein will remain property of the Employer.

6. Professional Development and Meetings. KCCDA agrees to budget and pay for travel and subsistence expenses of the Executive Director for professional and official travel, meetings, and occasions to adequately continue the professional development of Executive Director and to pursue necessary official functions for Employer, including but not limited to conferences, and such other national, regional, state, and local governmental groups, committees, and 9-1-1 organizations in which the Executive Director serves as a member. Such travel and subsistence expenses shall be reimbursed upon submission of receipts and reports of expenditures, subject to the written policies and procedures of the KCCDA, as well as annual budget constraints and KCCDA ethics and purchasing policies.

7. Membership and Dues. KCCDA acknowledges the value of having Executive Director participate and be directly involved in local civic clubs or organizations. Accordingly, Employer shall pay for such local civic club(s) or organization(s) membership fees and/or dues subject to the written policies and procedures of the KCCDA, as well as annual budget constraints and KCCDA ethics.

8. Performance Evaluation. The KCCDA shall review and evaluate the performance of the Executive Director, in writing, on or before the end of each year of employment during the Employment Period. The review and evaluation shall be in accordance with specific criteria developed exclusively by the KCCDA Board. Criteria may be added or deleted as the KCCDA Board may, from time to time, determine. The Executive Director shall have an opportunity to discuss his evaluation with the KCCDA Board.

9. Other terms and Conditions of Employment. The KCCDA may fix any other term and condition of employment relating to performance of Executive Director, provided such

terms and conditions are reduced to writing and not inconsistent with the terms contained herein or in conflict with applicable law.

10. Termination.

(a) Upon termination of employment, Executive Director's compensation and benefits shall cease on the date of the termination. If Executive Director's employment is terminated for the convenience of KCCDA prior to February 14, 2026, the Executive Director shall receive (i) severance pay of eight (8) months payable in regularly scheduled intervals (*i.e.* sixteen (16) biweekly installments), each such periodic payment to be as nearly equal as possible, and (ii) continuation of health, vision and dental benefits only for the same eight (8) month severance pay period as described in Section 10(a)(i) above, using one of the following alternatives, in the order presented if available (*i.e.* A before B or C, and B before C): (A) continuation under the existing health, dental and or vision plan if permitted by the terms of the respective plan; or (B) payment by KCCDA of Employee's health, dental and or vision plan COBRA premium; or (C) KCCDA's paying directly to Employee the gross dollar equivalent of what KCCDA was paying to maintain Employee's health, dental and or vision insurance at the time of Employee's termination, less Employee's co-pay; permitting Employee, should he so elect, to purchase comparable health, dental and or vision insurance on the open market. The severance pay continuation shall be subject to payroll deductions required by law or requested by Executive Director and determined to be available and proper. If the Executive Director's employment is terminated for cause as defined in Section 10(d) below, the KCCDA shall have no obligation to pay any severance pay to, or continue any health, dental, vision or other welfare benefits for, the Executive Director.

(b) If the Executive Director's employment is terminated by reason of his death or voluntary resignation, KCCDA shall have no obligation to pay any severance pay to the Executive Director or his estate, or to continue any health, dental, vision or other welfare benefits for Executive Director or his estate.

(c) If the Executive Director voluntarily elects to resign from his employment with KCCDA, so long as the Executive Director provides advanced written notice to KCCDA at least forty-five (45) calendar days prior to his voluntary resignation date, the Executive Director shall receive pay for unused vacation/personal leave time accrued and unused through the last date of employment (not to include hours in the Executive Director's Sick and Disability Leave Bank) which will be paid out in Executive Director's final pay check.

(d) "Cause" for purposes of termination of employment shall mean Executive Director's commission of any illegal act constituting a misdemeanor involving a breach of the public trust, or a felony, or a material breach of this Agreement, or seriously deficient performance that continues after written warning.

(e) To receive Severance Benefits, Executive Director will be required to provide the KCCDA with a general release in a form to be determined by the KCCDA an example of a Severance Agreement and General Release for Executive Director's reference is attached hereto as **Exhibit 2**.

11. Indemnification. The KCCDA shall indemnify the Executive Director against all fines, costs, lawsuits, claims, demands and actions of any kind or nature, including reasonable attorney fees, and amounts paid in settlement actually and reasonably incurred by him in connection with the defense of any civil, criminal or administrative action, suit or proceeding in which he is made a party or with which he is threatened, by reason of being or because of any act as Executive Director within the course and scope of his duties and employment hereunder if he acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interest of KCCDA, and with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. Notwithstanding the foregoing, he shall not be entitled to indemnification regarding (i) any matter in which he shall be adjudged to be liable for intentional misconduct in the performance of his duties, or (ii) any matter in which he fails to notify KCCDA of a claim within a reasonable time or fails to fully and timely cooperate in the defense of such claim.

12. Assignment. This is an Agreement for Professional Services and is not assignable by either party.

13. Amendments. Changes to this Agreement will only be valid if they are in writing and signed by the Executive Director and the KCCDA Board's then acting Chairperson.

14. Severability. If a court of competent jurisdiction declares any part, portion or provision of this Agreement invalid, unconstitutional or unenforceable, the remaining parts, portions and provisions of this Agreement shall remain in full force and effect.

15. Entire Agreement. This Employment Agreement constitutes the entire Agreement between the Parties with respect to the subject matter identified in the Agreement, and no modification or revision to the Agreement shall have any force and effect unless it complies with the provisions of Section 13 above.

16. Headings. The Titles of the Paragraphs of this Agreement are provided for reference purposes only. If any discrepancy or disagreement exists between the Title and the text of a paragraph, the text shall control.

17. Governing Law. This Agreement shall be governed, and interpreted in accordance with, the laws of the State of Michigan. The parties agree that any action to enforce this Agreement may be brought in any state or federal court that possesses subject matter jurisdiction and is located in, or whose district includes, Kalamazoo County, Michigan.

18. Counterparts. This document may be executed in one or more counterparts which when taken together shall be deemed to be one instrument and facsimile signatures on any such counterparts shall be deemed an original signature.

THE SIGNATURE PAGE FOLLOWS
SIGNATURE PAGE

JEFFERY J. TROYER

By: _____
Jeffery Troyer

Date: _____

KALAMAZOO COUNTY
CONSOLIDATED DISPATCH
AUTHORITY BOARD OF
DIRECTORS

By: _____
Jan Van Der Kley

Its: Chairperson

Date: _____

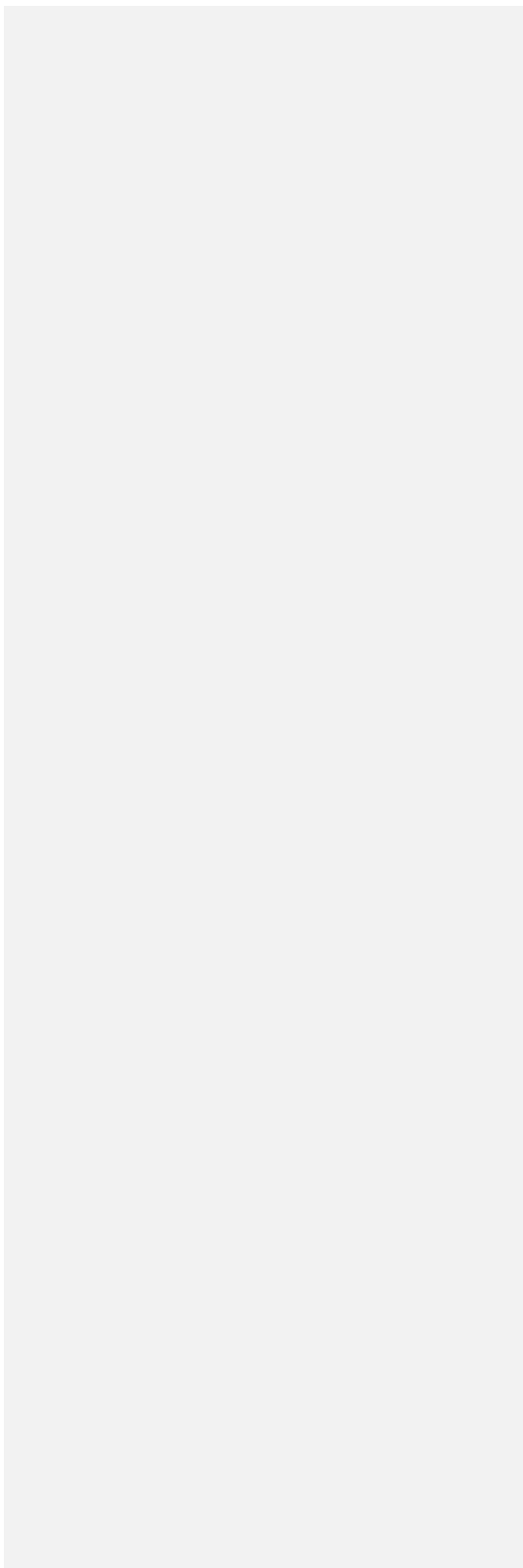


EXHIBIT 1
Benefits

Note: The terms of this **Exhibit 1** are subject to the provisions of Section 4(c) of the Agreement.

INSURANCES

Health, Dental and Vision

The Executive Director shall be offered the same group health, dental and vision insurance plan options as all other KCCDA employees; including the same employee cost share.

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Life and AD&D

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KCCDA shall pay the amount of premium due for term life insurance and accidental death and dismemberment in the face amount of two (2) times the Executive Director's annual base salary (e.g. \$233,700, \$239,542 or 245,532). Executive Director may elect to purchase additional life insurance through the policy administrator for his spouse and dependents at his own expense.

LEAVE

Sick or Short-Term Disability Leave

KCCDA shall provide the Executive Director with a Sick and Disability Leave Bank equal to 600 hours per calendar year. Said hours shall be paid at 100% pay for any non-duty illness or injury for which the Executive Director cannot complete his daily job duties. The Executive Director must provide KCCDA with a physician's notice for any absence for a period of five (5) days or more. Short term disability leave in excess of 320 consecutive hours shall be paid at 70% of pay. Notice from the Director's physician describing and certifying the short-term disability shall be required before commencement of such short term disability leave. The Employer reserves the right to have the Executive Director examined by a physician of its choosing during a short term disability leave period. At no time shall unused Sick and Disability Leave Bank hours be paid to the Executive Director. All unused hours shall be forfeited each year and upon termination of employment. Additional Sick and Disability Leave Bank hours may be added to the Director's Sick and Disability Leave Bank by written agreement between the KCCDA Board's then acting Chairperson and Director.

Long-Term Disability Leave

KCCDA agrees to put into force and to make required premium payments for long term disability coverage for the Executive Director.

Vacation / Personal Time

The Executive Director will be afforded the following personal/vacation time:

- Year 1: 170 hours
- Year 2: 170 hours
- Year 3: 170 hours

RETIREMENT

Subject to any applicable federal requirements or limitations:

The Executive Director will be enrolled in a MERS defined contribution retirement plan with a ten percent (10%) employer contribution rate of the Executive Director's annual salary.

In addition, KCCDA agrees to contribute four percent (4%) of the Executive Director's annual salary into a MERS 457 deferred compensation plan and three percent (3%) into a MERS Health Care Savings Plan (HCSP).

EXHIBIT 2

EXAMPLE ONLY: SEVERANCE AGREEMENT AND RELEASE OF CLAIMS

This Severance Agreement and Release of Claims ("Agreement ") is made by and between _____(hereinafter "Employee") an individual residing at ^and Kalamazoo County Consolidated Dispatch Authority (KCCDA or Employer), a separate public body created pursuant to MCL 124.501 , et. seq. KCCDA includes its predecessors, successors, assigns , affiliates, subsidiaries, owners, officers, employees, directors , partners, representatives, agents, insurance carriers, and attorneys, individually, jointly and severally.

PREAMBLE

KCCDA and Employee acknowledge that Employee's responsibilities and benefits of employment with KCCDA ceased effective at the close of business on _____

KCCDA and Employee wish to recognize Employee's past service and to provide certainty regarding the handling of any issues between them, related to either of them, or involving both of them, in the future.

AGREEMENT

1. CONSIDERATION: In consideration of Employee' s waiver and release of all claims, as set forth in this Agreement, KCCDA agrees to the following:

(a). Payment. Employee shall receive that portion of pay which is due through _____, prorated based on the pay period, regardless of signing or not signing this Agreement.

(b). Severance:

(i). Severance Pay. Employee shall receive as severance pay the equivalent of eight (8) months gross wages payable in regularly scheduled intervals (*i . e.* sixteen (16) biweekly installments), each such periodic payment to be as nearly equal as possible. The severance pay continuation shall be subject to payroll deductions required by law or requested by Employee and determined to be available and proper. The severance amounts described above will be paid as follows: within 5 days after the conclusion of the 7-day revocation period described in Paragraph 6 below. Employee agrees to indemnify KCCDA from any and all taxes , assessments, fines penalties, or other costs that may be issued against KCCDA or any of its employees, officers, directors , agents, sponsor, or affiliates, as a result of any taxes owed as a result of this payment.

(ii). Health, Dental and Vision Benefits Continuation. Employee shall be permitted continuation of health, vision and dental benefits for the same eight (8) month severance pay period as described in Paragraph 1(b)(i) above, as follows: [continuation under the existing health, dental and or vision plan if permitted by the terms of the respective plan.] or [payment by KCCDA of Employee's health, dental and or vision plan COBRA premium.] or [KCCDA's paying directly to Employee the gross dollar equivalent of what KCCDA was paying to maintain Employee's health, dental and or vision insurance at the time of Employee's termination, less Employee's co-pay; permitting Employee, should he so elect, to purchase comparable health, dental and or vision insurance on the open market.]

(ii). Unemployment. KCCDA agrees, at the conclusion of the sixteen (16) biweekly installments of severance pay, not to contest any claim that Employee may make for unemployment benefits as a result of his separation from employment.

Employee acknowledges that, with the exception of the payment described in Paragraph 1(a), he is not entitled to any pay or benefits other than those benefits explicitly set forth in this Agreement. The settlement amount(s) will be due and payable, in accordance with the terms of this Agreement, as set forth in Paragraph 1(b)(i) above and Paragraph 6 below. Employee acknowledges that he has received adequate consideration for this Agreement.

2. RELEASE AND DISCHARGE OF ALL CLAIMS: In consideration of the terms set forth in this Agreement, Employee forever releases and discharges KCCDA from any and all federal or state claims, civil claims (whether statutory or common law), equitable relief, damages, costs, attorney fees, expenses, state or federal administrative actions and all causes of action of any kind or character, whether known or unknown, which now exist or which may hereafter arise under any federal or state statute or the common law or in equity on account of or in any way resulting from any act or omission occurring up to the effective date of this Agreement. Employee specifically agrees that he hereby releases KCCDA from any and all liability that may arise out of any alleged conduct, which occurred during the course of his employment and/or separation therefrom and which has been settled under this Agreement. Employee agrees not to file any lawsuit or claim of any type in any forum against KCCDA. Nothing in this Agreement shall interfere with Employee's right to cooperate with or participate in an investigation with either the EEOC or MDCR. However, except as otherwise stated herein, the consideration provided to Employee shall be the sole relief provided to him, and he agrees that he will not be entitled to, and hereby waives, any monetary benefit, if any, levied against KCCDA relating to any such claim regardless of who brought the complaint or charge. Employee represents that he has not filed any complaint, cause of action or lawsuit and that payment under this Agreement shall be the sole relief for any claims he may have which has been settled by this Agreement.

Without limiting the generality of those matters contained in the above paragraph, except as otherwise provided for herein, Employee specifically releases KCCDA from any alleged claim or violation of its personnel policies, benefits, or handbook; any employment contract; tort claims; discrimination claims; claims arising under the Equal Pay Act, 29 U.C.C. 203 et seq., the

Michigan Minimum Wage Act, Elliott-Larsen Civil Rights Act, Michigan Wage and Fringe Benefit Act, Fair Labor Standards Act, Americans With Disabilities Act, as amended, Michigan Persons with Disabilities Act, Title VII of the Civil Rights Act of 1964 , Age Discrimination in Employment Act, Employee Retirement Income Security Act, National Labor Relations Act; Whistleblowers Protection Act and any and all claims arising out of Employee's employment or separation from employment with KCCDA. All of the foregoing specific releases apply and are limited to claims that, in any way, result from any act or omission occurring up to the effective date of this Agreement. Further, the parties agree that this Agreement does not bar the right to enforce the terms of this Agreement.

3. EMPLOYEE'S EMPLOYMENT: Employee agrees not to seek, or apply in the future for, employment at or with KCCDA. Employee also agrees not to bring any suit or claim against KCCDA should he seek to obtain employment with KCCDA in the future and be denied such employment. Finally, Employee acknowledges that any professional membership or association which he belongs to as of _____, will be at his sole election in his individual capacity and that he will in no way represent KCCDA as an organization or member of staff prospective from _____.

4. AGREEMENT AS DEFENSE: Except as otherwise provided for herein , Employee understands and agrees that this Agreement may be pled as a complete defense to any past, present, or future claim or entitlement, which he has asserted or may subsequently assert in any suit or claim against either party arising out of Employee' s employment or separation therefrom with KCCDA.

5. NON-ADMISSION OF LIABILITY: This Agreement is not an admission of liability by KCCDA.

6. VOLUNTARY EXECUTION: Employee represents and acknowledges that before signing this Agreement: (i) he has read this Agreement completely; (ii) he fully understands the terms, content and effect of this Agreement; (iii) he had the opportunity to consult and/or retain legal counsel at his own expense; (iv) the terms of this Agreement were read by Employee; (v) he executes this Agreement voluntarily and with full knowledge and understanding of its effect; and (vi) he understands that he has twenty-one (21) days within which to consider this Agreement. Employee acknowledges and agrees that he has been told that, upon signing and returning this Agreement to KCCDA he has seven (7) days within which to revoke his acceptance of this Agreement, and that any such revocation must be communicated in writing to _____, and must specifically reference this Agreement. The eighth day following Employee' s execution and return of this Agreement will be deemed the effective date of this Agreement unless the Agreement has been revoked by Employee beforehand in accordance with this paragraph.

7. BINDING EFFECT: This Agreement is binding upon the parties hereto.

8. ENTIRE AGREEMENT : This Agreement constitutes the entire understanding of the parties and supersedes all previous oral and written agreements except as set forth in this Agreement.

9. GOVERNING LAW: This Agreement will be enforceable in a Court of competent jurisdiction , and its validity, construction , interpretation and administration will be governed by the laws of the State of Michigan.

10. SEVERABILITY OF PROVISIONS: The parties acknowledge that the provisions of this Agreement are severable and expressly agree that if any provision of this Agreement is found to be unenforceable, such a finding will not render any other provision of this Agreement unenforceable.

11. COUNTERPARTS: This Agreement may be executed and delivered (including by electronic or facsimile transmission) in one or more counterparts, and by the different parties to this Agreement in separate counterparts, each of which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same Agreement.

Employee has executed this Severance Agreement and Release of Claims as his own free act and deed.

EMPLOYEE

Dated:

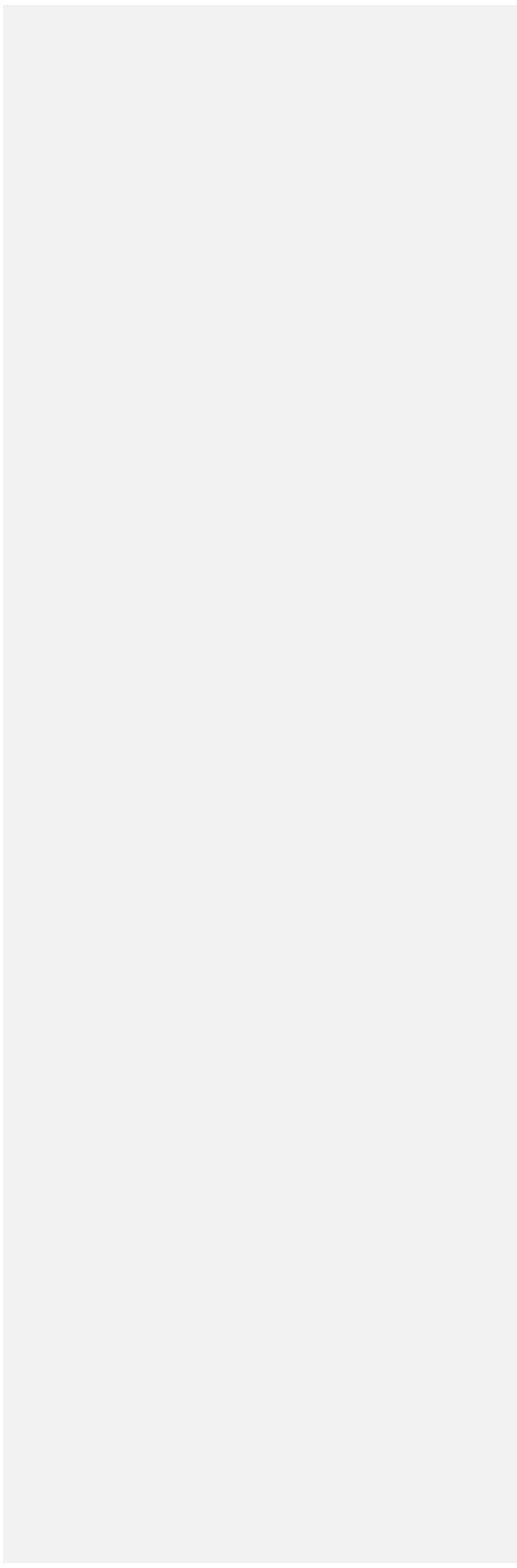
Dated:

EMPLOYER

**KALAMAZOO COUNTY
CONSOLIDATED DISPATCH
AUTHORITY**

By _ _ _ _ _

Its _ _ _ _ _





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. 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 4, 2023 – Regular Meeting

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Technical Advisory Committee was called to order by Chief Bryan Ergang at 10:00 a.m. on Wednesday, January 4, 2023, in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan.

ITEM 2 –ROLL CALL

Members Present: Bryan Ergang (KTPD), Matt Huber (KDPS), Scott Ernstes (MSP), Craig Dierienger (KCMCA), Tim Unangst (WMUPD), Jeff Christensen (KCSO), Nick Arnold (PDPS), Gerry Leudecking (KCFCA)

Others Present: Chris Franks, Steve Stryd, Jeff Troyer, Torie Rose, Jon Moored, Justin Johnson, Sarah Clark, and Chris McComb

ITEM 3 – ORGANIZATIONAL ITEMS

A. Election of Chairperson

Mr. Arnold proposed Mr. Merlo as Chairperson for 2023.

Mr. Ernstes proposed Mr. Ergang as Chairperson for 2023.

“Motion by Mr. Arnold, second by Mr. Huber to elect Mr. Merlo as Chairperson for 2023.”

On a voice vote, MOTION CARRIED with Mr. Ernstes being the only nay vote.

B. Election of Vice-Chairperson

Mr. Ergang proposed Mr. Ernstes as Vice-Chairperson for 2023.

“Motion by Mr. Christensen, second by Mr. Arnold to elect Mr. Ernstes as Vice-Chairperson for 2023.”

On a voice vote, MOTION CARRIED.

ITEM 4 - APPROVAL OF MEETING MINUTES

A. November 3, 2022 – Regular Meeting

“Motion by Mr. Ernstes, second by Mr. Huber to approve the November 3, 2022, Regular Meeting Minutes as presented.”

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

ITEM 4 – CITIZEN’S TIME

There were no citizen comments.

ITEM 5 - FOR CONSIDERATION

A. Administrative Monthly Report

Mr. Troyer stated the December reports are not completed yet, but it will be sent along with the year-end reports soon.

B. Old Business

1. MPSCS Kalamazoo Subsystem Project (Update)

Mr. Troyer presented an update on the MSPSCS Kalamazoo Subsystem Project. He stated the scheduled system go live was January 17, 18 and 19. Due to unforeseen circumstances, Tower 5108 (Lamont) will not be ready. He stated that the Committee needed to decide if it was acceptable to move forward with go live without 5108 or wait until 5108 was ready to come online with the rest of the system. The Committee held a lengthy discussion.

“Motion by Mr. Ergang, second by Mr. Ernstes to move forward with go live on January 17, 18 and 19 and 5108 can come online when its ready”

On a roll call vote, Yes – 8, No – 0. MOTION CARRIED.

C. New Business

1. Direct Dispatch of MSU 1 and 2 – February 1

Mr. Troyer stated that KCCDA will direct dispatch for MSU 1 and 2 starting February 1. The dispatch will go out across County Fire Alert and primary communications will be on 39E911.

2. KDPS Request:

- a. ADD Bike Patrol Call-Sign Designator – BP – (1-30)
- b. ADD Disposition Code Designator – Bike Patrol

Mr. Huber stated KDPS will be starting a bike patrol this summer and would like to have call signs and disposition codes for those units.

“Motion by Mr. Ernstes, second by Mr. Christensen to approve new call signs and disposition codes for KDPS Bike Patrol.”

On a voice vote, MOTION CARRIED

3. Feasibility & Cost Analysis for KCCDA to host Law Enforcement Hexagon RMS

Mr. Huber stated KDPS would like to know if it is possible for KCCDA to host Hexagon RMS.

Mr. Troyer stated he would need to sit down with the IT staff to do an in-depth analysis of what will be needed. This analysis will be conducted as an additional system with no benefit to us. The Authority will continue with Tyler for the next few years. A cost analysis will be brought back to the Committee in March.

4. Canadian National Railroad Police – Law Enforcement Talkgroup Request

Mr. Troyer stated the Canadian National Railroad Police is requesting an MOU granting access to law enforcement talk groups. They do not intend to use the police channels to call out stops, only to listen to calls in areas they are working or in case of emergencies.

“Motion by Mr. Huber, second by Mr. Arnold to allow CNRR access to county talkgroup, law comm2”.

On a voice vote, MOTION CARRIED.

ITEM 6 – OTHER ITEMS

D. Announcements and Member Comments

Mr. Troyer stated there was a demo scheduled but due to the length of the meeting, it needs to be rescheduled. He explained that 25% of the PSAPs have signed on to bring video into the dispatch center. Video is done at the discretion of the dispatcher. He requested a special meeting solely for a 35-to-40-minute demo. The Committee agreed to meet on February 7 at 9 or 10 am, dependent on vendor availability.

E. Next Meeting

The next regular scheduled Technical Advisory Committee meeting will be Wednesday, March 1, 2023, 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 was adjourned at 11:28 a.m.



MEETING MINUTES for

Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE November 2, 2022 – Regular Meeting

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Technical Advisory Committee was called to order by Chief Bryan Ergang at 10:00 a.m. on Wednesday, November 2, 2022, in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan.

ITEM 2 –ROLL CALL

Members Present: Bryan Ergang (KTPD), Matt Huber (KDPS), Scott Ernstes (MSP), Scott Merlo (WMUPD), Jeff Christensen (KCSO), Nick Arnold (PDPS), Gerry Leudecking (KCFCA)

Others Present: Chris Franks, Ryan McGregor, Tim Unangst, Steve Stryd, Jon Moored, Justin Johnson, Chris McComb, Jeff Troyer

ITEM 3 - APPROVAL OF MEETING MINUTES

A. September 7, 2022 – Regular Meeting

“Motion by Mr. McGregor, second by Mr. Huber to approve the September 7, 2022, Regular Meeting Minutes as presented.”

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

ITEM 4 – CITIZEN’S TIME

There were no citizen comments.

ITEM 5 - FOR CONSIDERATION

A. Administrative Monthly Report

Mr. Troyer stated the written version will go out when complete. Highlights from the report:

1. On November 7 there will be three new ECO I’s and one new ECO II starting.
2. Today we are cutting over to the new on-site Vesta controller. It used to be hosted from Grand Rapids, but we have had connectivity issues and we are large enough to host our own.

B. Old Business

1. MPSCS Kalamazoo Subsystem Project Update

Mr. Troyer stated the project is ongoing. All new simulcast sites have been installed and testing is done. The Lamont site link is not passing for simulcast so we must wait until PFN fiber is installed at the WMU site. As of today, go live is still scheduled for late November/early December. The cutover plan is complete and will take two days. Each site must come online independently. Dates will be distributed when they are finalized. We may need to call a special meeting because there will be some degradation of service for a couple days.

2. 07.01 - EMS Communication Plan Changes (P1-ECHO Nature Code)

Mr. Troyer stated this is first TAC meeting since we began using Priority 1 ECHO and asked for comments.

Mr. Leudecking stated his guys shut it off because there were too many that aren't truly ECHOs.

Mr. Troyer stated that initially there were some errors as the dispatchers got used to the new code but there was only one in the last ten days. The EMS agencies are responsible for the prioritization of all medical calls. Our staff is not required to make the determination but have the flexibility to pre-emptively classify and dispatch if we believe it fits the criteria.

3. Incident Disposition Requirement

Mr. Troyer gave a review of incident disposition codes and how the Behavioral Health code is being used.

C. New Business

1. Cybersecurity Assessment Results

Mr. Troyer stated that MPSCS received grant monies and hired Motorola's cybersecurity division to test their network. They expanded the test because dispatch centers have radio consoles with direct access making it vulnerable to attack. There was no cost to us, as they used us for an example to show other centers how it works.

Mr. Moored presented a review of network penetration testing and what it entails. He stated they did an internal and external mock attack and overall, the risks found in the report are acceptable and insignificant findings.

2. 911 and Non-Emergency Call Flow

Mr. Troyer stated there was a copy of call workflow in the agenda packet, pursuant to the telephony controller upgrade. He stated we are moving to a different call intake process. He presented a review of call queues and will be discussing Storm Mode in more detail later. He stated Genesee is also using this, but they have no overflow agency. Once we migrate to geo-routing calls early next year, we can divide the county up so calls can be split to neighboring centers since none of them can handle our workload in addition to theirs. The goal is to take our service to another level. We are big enough and there's enough resources out there that we need to make use of them.

3. Pursuit Radio Communications and Patching Talkgroups

Mr. Troyer reminded everyone of the conditions that exist if field units request or dispatchers patch two encrypted talk groups together. This forces radios to utilize a super key encryption and MSP's is different than other agencies. Therefore, if two encrypted talk groups are patched, MSP units cannot hear anyone else's traffic. During pursuits with multiple agencies, stay on your primary channel and Statewide 5 will be patched if necessary. Statewide 5 is the go-to and all agencies have it.

4. 2023 Meeting Dates

Mr. Troyer proposed a meeting schedule of the first Wednesday of every other month again for 2023. He stated special meetings can be called if needed.

ITEM 6 – **OTHER ITEMS**

D. Announcements and Member Comments

Mr. Ergang led a discussion of election operations.

E. Next Meeting

The next Technical Advisory Board meeting will be Wednesday, January 4, 2023, 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 was adjourned at 10:58 a.m.