



NOTICE and AGENDA for
Kalamazoo County Consolidated Dispatch Authority
BOARD OF DIRECTORS
January 13, 2022 – 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 13th, 2022** at 3:30 p.m. for consideration of items, namely, on this Agenda.

NOTE: All individuals attending this meeting who can medically tolerate a face covering, must wear a face covering.

ITEM 1 – CALL TO ORDER

ITEM 2 – ROLL CALL

ITEM 3 – ORGANIZATIONAL ITEMS

- A. Election of 2022 Officers – Chairperson, Vice-Chairperson, Treasurer and Clerk

ITEM 4 – APPROVAL OF MEETING MINUTES

- A. December 9, 2021 – 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. December Reconciliation Report
 - 3. Year-to-Date Budget Performance Report
 - a. FY-2022
 - b. FY-2021
 - 4. Correspondence:
- B. Committee Reports
 - 1. Executive Committee – Jan Van Der Kley
 - 2. Personnel Committee – Adam Herringa
 - 3. Technical Advisory Committee – Bryan Ergang
 - 4. Finance Committee – Don Martin
- C. Old Business
- D. New Business
 - 1. Bylaw Revisions
- E. Other Items
 - 1. Member Comments
 - 2. Next regular scheduled meeting – March 10, 2022 (Chief Switalski Meeting Room)
 - 3. Adjournment

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 2021:

Chairperson	Vice-Chairperson	Treasurer	Clerk
-------------	------------------	-----------	-------

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.



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 Board shall be presented with and consider the meeting minutes from the previous meeting (and any special meetings) at regular scheduled meetings.

Proposed Motion:

Motion to approve the meeting minutes from the *[INSERT MEETING DATE]* meeting.

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

December 9, 2021

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Personnel Committee Chair Adam Herringa at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, December 9, 2021.

ITEM 2 – ROLL CALL

Members Present: Jeff Chamberlain; Matt Huber; Adam Herringa; Vic Ledbetter (by phone); Jim VanDyken; Craig Dieringer; John Gisler; Scott Ernestes; Dexter Mitchell; Scott Merlo; Mark Barnes

Others Present: Jeff Troyer, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. November 9, 2021 – Regular Meeting

“Motion by Mr. Mitchell, second by Mr. Merlo to approve the meeting minutes for the November 9, 2021, Regular Meeting as presented.”

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

ITEM 4 - CITIZENS TIME

There was none.

ITEM 5 –FOR CONSIDERATION

A. Executive Director Report

1. Administration’s Monthly Report

Mr. Troyer gave an overview of the monthly administrative report included in the packet, noting that the FEMA grant request submitted for the backup center upstairs had been denied. The backup center was created during COVID so the dispatch center downstairs could be cleaned and disinfected. The denial stated that backup centers are not emergencies related to COVID.

2. November Reconciliation Reports

Mr. Troyer reviewed the November bank statement reconciliation reports.

3. 2021 Year-to-Date Budget Performance Report

The Budget Performance Report was included in the packet.

Motion by Mr. Mitchell, second by Mr. Barnes to accept the November Reconciliation and 2021 Year-to-Date Budget Performance reports as presented.”

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

4. Correspondence

There was none.

B. Committee Reports

1. Executive Committee

Mr. Troyer stated the Executive Committee met and reviewed the agenda.

2. Personnel Committee – Adam Herringa

Mr. Herringa stated the Committee met and began discussions on the Director’s annual review using the same evaluation as last year.

3. Technical Advisory Committee – Scott Merlo

Mr. Merlo stated the Committee met but had nothing new to report.

4. Finance Committee – Jeff Troyer

a. Meeting Minutes from November 3, 2021

Mr. Troyer stated the Finance Committee minutes were in the packet.

b. 2021 Budget Amendment – REVISION II

Mr. Troyer stated the final budget amendment was included in packet. He noted that we anticipated using over \$3 million in fund balance, with payments of \$2.4 million that went back to PSAPs that paid up front, plus \$1.3 million to Motorola. This amendment reduces the amount of the fund balance used by over \$400,000.

“Motion by Mr. Barnes, second by Mr. Mitchell to approve the 2021 Budget Amendment REVISION II with total expenditures equaling \$11,018,925”

On a roll call vote, Yes – 11, No – 0. **MOTION CARRIED.**

C. Old Business

There was none.

D. New Business

1. 2022 Meeting Dates

Mr. Troyer presented the proposed 2022 meeting dates. He stated the goal is to approve the final budget revision and the 2023 budget at the November Board meeting so we can continue with one meeting every other month. The Board can call a special meeting if needed between every other month meetings but there are not a lot of out of the norm considerations. He noted that all meetings must be done in person next year and there will be no conference call or zoom option. The Bylaw revisions for this will not be approved until the March meeting.

“Motion by Mr. Barnes, second by Mr. Mitchell to approve the 2022 KCCDA Board of Directors Meeting Dates as presented.

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

E. Other Items

1. Member Comments

Mr. VanDyken congratulated Mr. Barnes on his upcoming retirement.

Mr. Mitchell wished everyone a safe holiday season.

Mr. Troyer announced that the Fire Chief’s Association representative must be a representative from an entity that is not already represented on this Board. The recommendation goes from the Fire Chief’s Association to the County Board for approval.

Mr. Chamberlain expressed thanks to dispatch during the shooting at the Transportation Center. He thanked everyone who helped during those events.

Mr. Troyer wished everyone a wonderful, happy, and healthy holiday season.

2. Next regular scheduled meeting – January 13, 2022

3. Adjournment

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

Chris McComb
Deputy Clerk of KCCDA Board of Directors

KCCDA Administrative Report

December 2021

(Completed 1/6/22)

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:

- 42 – 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 currently operating at COVID COOP plan of action level four. Level one secure areas are open for public and private meetings and trainings with face coverings. All KCCDA Committee and Board of Directors meetings have returned to in-person meetings.

Electro-static disinfectant cleanings of the primary dispatch center will occur if an outbreak occurs in the workplace. Since the onset of the pandemic, KCCDA has had 16 employees test positive for COVID-19 since the pandemic began; two cases during the month of December.

- MICHIGAN 911 LEGISLATION
House Bill 5026 was signed into law by the Governor on December 17, 2021. The bill extends the sunset of Michigan's Emergency 9-1-1 Service Enabling Act to 12/31/2027 and accomplishes the following items:
 - Acts as budget implementation for a \$16 million one-time appropriation to the state 911 fund (SB82) to make up a hole created by prepaid revenue coming in lower than expected. This appropriation allows the legislature to eliminate a fee increase in HB 5026 as introduced for postpaid (contract) phones and reduce the fee increase for prepaid to 1%.
 - Increase the prepaid point of sale fee from 5% to 6% to ensure equity and to assure the network is paid for by user fees going forward.
 - Includes a review of prepaid fee revenue by Treasury to determine why revenue has been lower than expected.
 - Includes language to trigger a roll back in fees if revenue is higher than expected.
 - Replace state Multi-Line Telephone System (MLTS) 911 requirements with new federal requirements.
 - Provides for a more timely payment of reimbursement of system costs to network providers.

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

We have two trouble tickets open with Tyler Technologies:

- ✓ Map Zoom failure/freeze
- ✓ Some mobile users showing offline but are logged in

Administration remains open to exploring other CAD and Mobile systems and will continue to work closely with partner agencies as they explore various records management systems.

- **911 TELEPHONY SYSTEM**

Administration continues to work with INdigital the following trouble tickets:

- Priority abandon callback problems
- Vesta Analytics Reports are not populating accurate data making.
- Incorrect ALI information displaying (No Record Found) even though the ESRK is receiving correct info.

Administration is still negotiating and developing a scope of work and contract for the on-site controller installation approved in the 2022 budget. It is our goal to have installation complete this Spring before our *busy* season begins.

- **PUBLIC SAFETY RADIO COMMUNICATIONS EXPANSION PROJECT**

We are still waiting on existing tower remediation costs for existing towers at Lamont (5108) and Teki/Battle Creek (5704).

Below is a progress report for each of the green (new) tower site locations:

WMU BTR2 Site #5112

We are still waiting for the building permit at this site and the for a scheduled closing date for the sale of the property. WMU's legal counsel advised this week that they are just waiting on approval of the sale from the Economic Development Administration (EDA).

Augusta Site #5114

The following work was recently completed and/or is scheduled:

- DECEMBER – Tower foundation and shelter pad concrete poured
- 1/10 – Shelter delivery and set
- 1/17 – Tower erection

Oshtemo (Kzoo West) Site #5111

The following work was recently completed and/or is scheduled:

- DECEMBER – Tower foundation and shelter pad concrete poured
- 1/11 – Shelter delivery and set
- 1/20 (estimate) – Tower erection

Portage Site #5113

The following work was recently completed and/or is scheduled:

- DECEMBER – Tower foundation and shelter pad concrete poured
 - 1/12 – Shelter delivery and set
 - 1/25 (estimate) – Tower erection
- **CJIS AUDIT**
On December 7th, MSP Criminal Justice Information Center Departmental Analyst Trevor Carlsen was on site to perform the triennial Criminal Justice Information Systems audit which includes the Law Enforcement Information Network (LEIN) and the National Crime Information Center (NCIC) systems. Deputy Director Rose and Network and Systems Administrator Moored spent a significant amount of time gathering all of the necessary information for the audit which resulted in “no findings”. Attached is the final report which was presented to TAC (KCCDA’s LEIN oversight committee) at the January 5th meeting.
 - **KCCDA STAFFING**
The following is a snapshot of KCCDA staffing levels as of January 6th, 2022:

POSITION/TITLE	Staffing from former PSAPs	POSITIONS Budgeted	POSITIONS Filled	NOTES
ECO – I	0	12	5	
ECO – II	28	36	28	
PT ECO’s	0	4	6	
Dispatch Supervisor	6	6	6	
TOTAL:	34	58	45	

We have TWO candidates in the final stages of the hiring process for ECO I positions, and one ECO II has submitted her resignation effective at the end of the month. We are currently accepting applications for the Systems Support Specialist position and will be posting for full-time ECO I’s and II’s in the coming weeks.

- **MONTH END FINANCIALS**
The December bank statements were reconciled with the general ledgers on January 6, 2022
- **STATISTICS & METRICS**
Attached are several different statistical and performance metrics reports:
 - ✓ Monthly Accolades, Complaints and Suggestions
 - ✓ Weekly workload graphs
 - ✓ 2021 and 2020 Monthly workload statistics
 - ✓ Vesta Analytics 911 Call Wait Time Report

✓ EMS Transfer Conference Count and Duration

CJA Dispatch Center Audit 1.1



Audit Complete

Kalamazoo County Consolidated Dispatch Authority (MI390013N)

Report created: Wed Jan 05 2022 09:23:59 GMT-0500 (Eastern Standard Time)



Michigan State Police

P.O. Box 30634

Lansing, MI 48909

Compliance Report

Final Review Notes

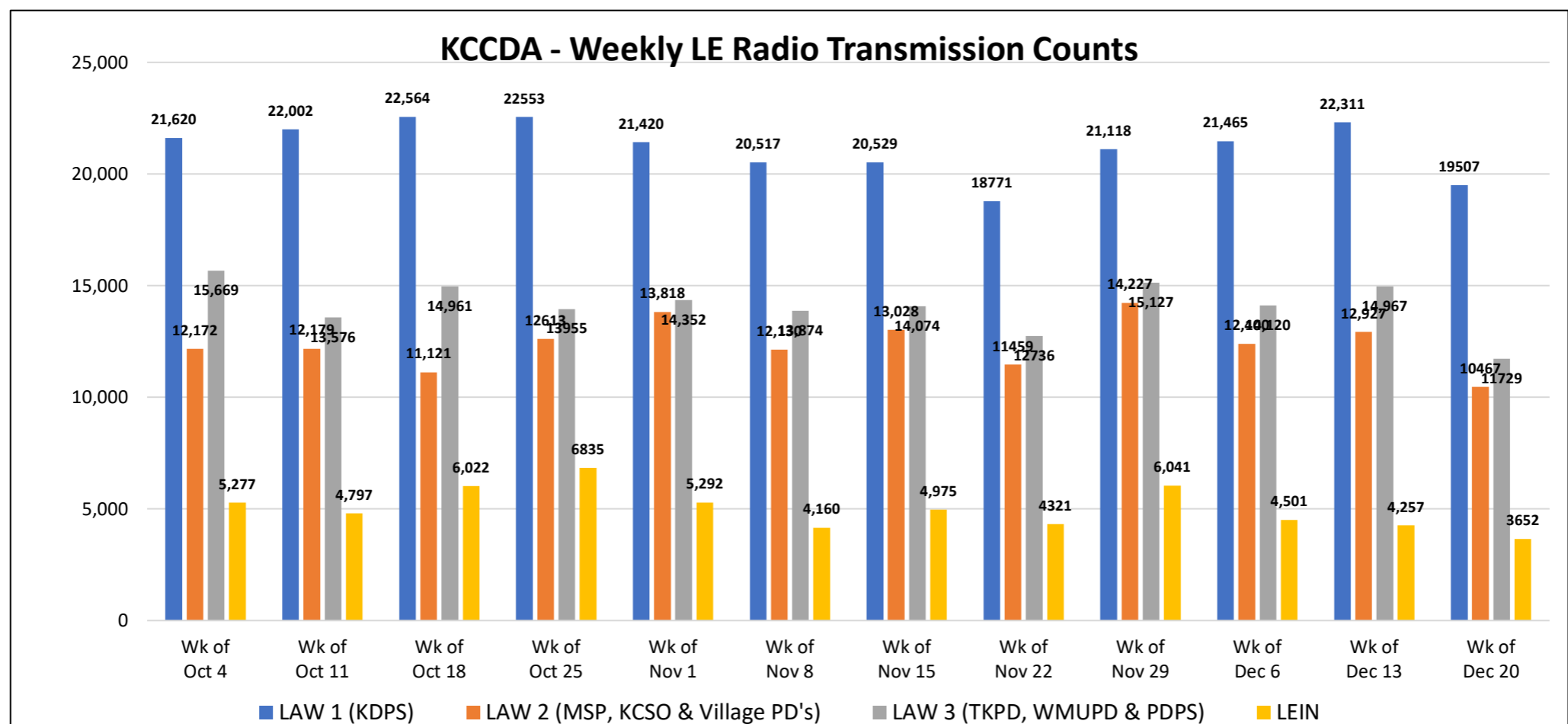
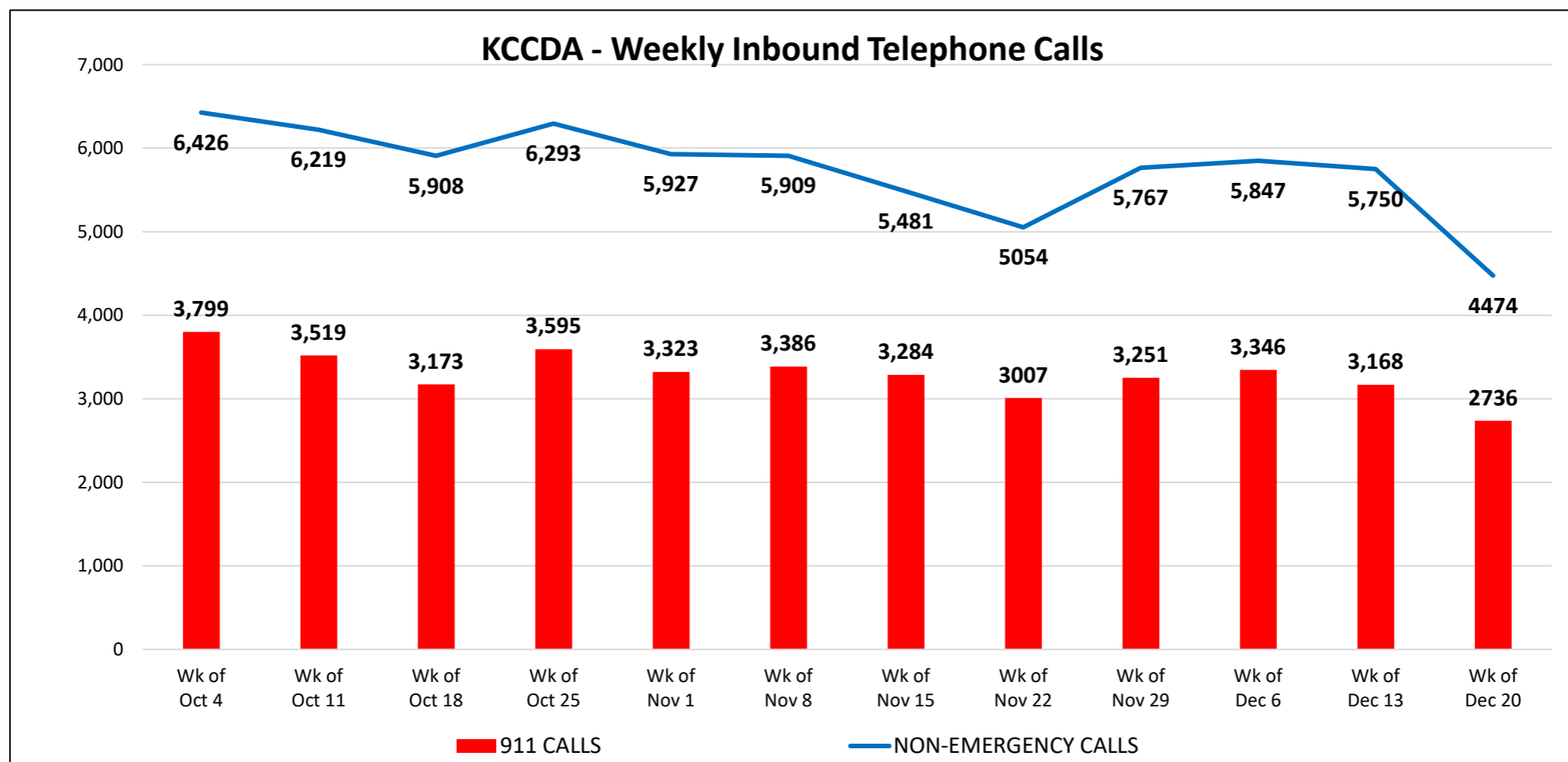
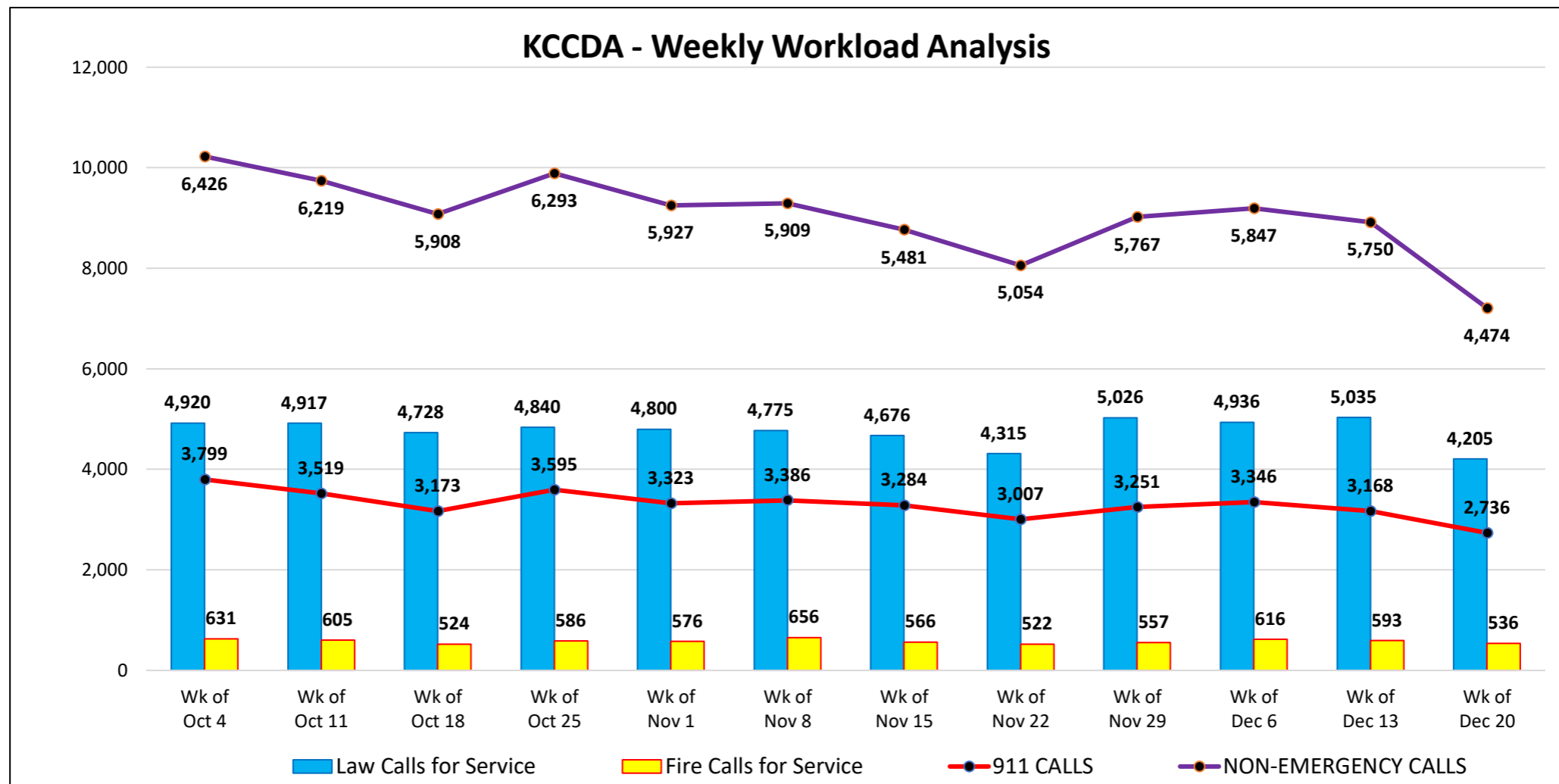
There were no out of compliance findings during the audit. The TAC and LASO have done a great job keeping up with CJIS requirements. They were very organized and a pleasure to work with. The audit is being closed compliant.

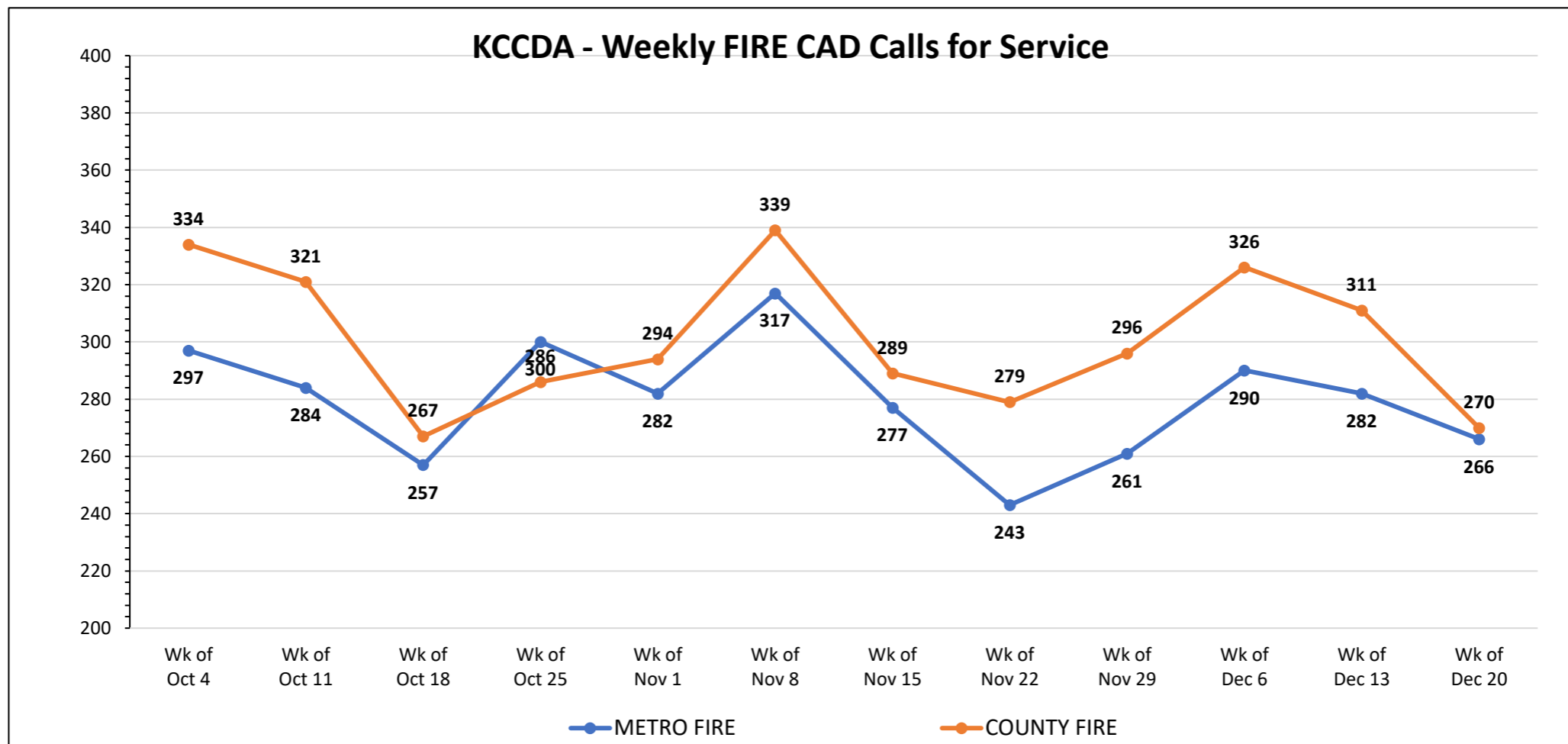
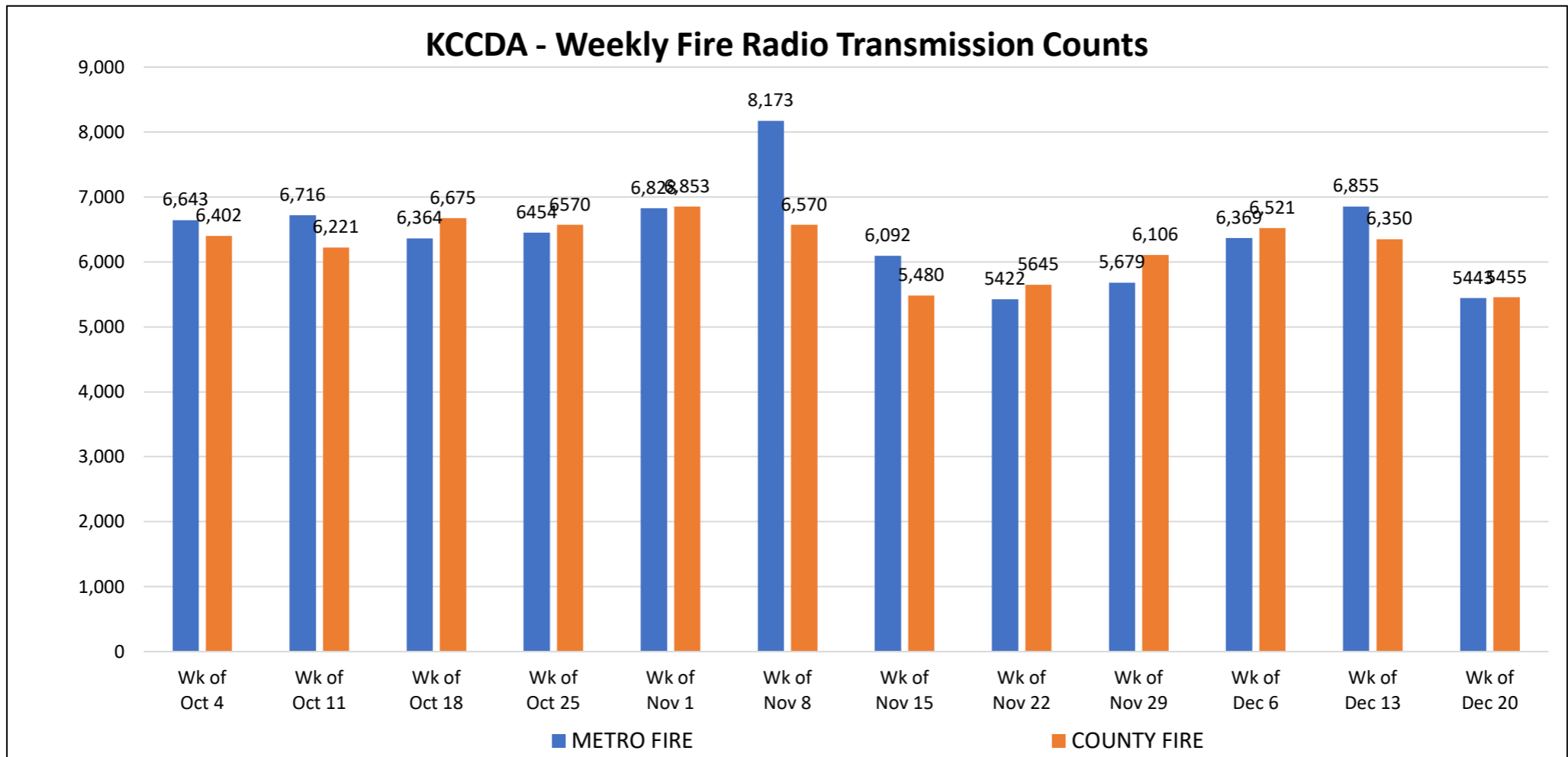
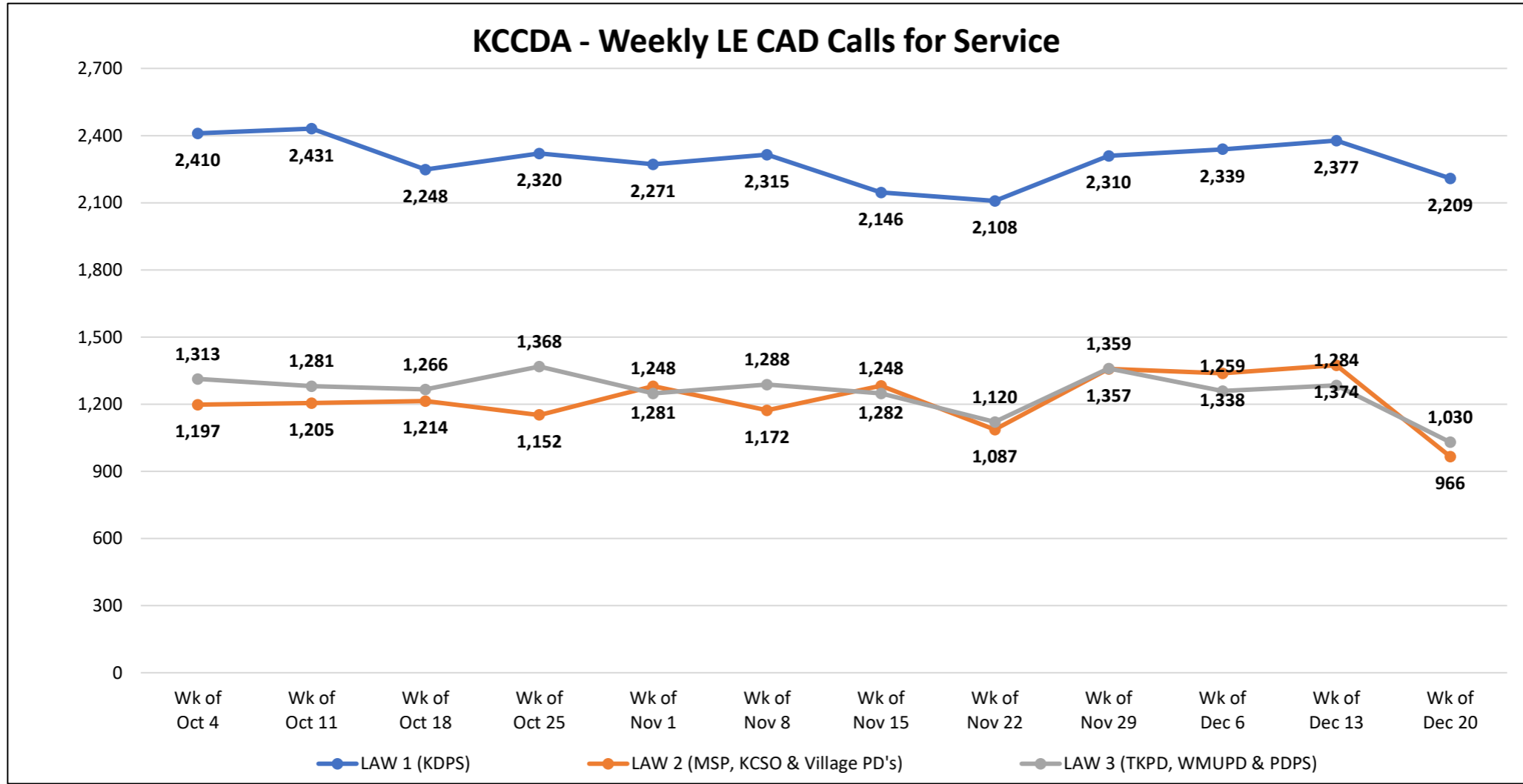
Local Agency Review: December 7, 2021

Report Summary

December 2021 - 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)
12/4/2021	KDPS/Citizen	Citizen via KDPS		12/3/2021	Citizen contacted KDPS and stated she had a traffic incident she attempted to report but her 911 call was placed on hold. She ended up calling back on the non-emergency line and the call taker took down all her info at that time. Approximately 2 hours later a KDPS PSO followed up with her regarding the incident.	On 12/3/21, KCCDA's administrative lines went down around the time the citizen contacted 911. KCCDA took in several 911 calls and had to prioritize them based on their emergent nature which is why the citizen was put on hold. As far as the incident, this was actually related to a traffic stop where the suspect fled. When the suspect fled and was driving erratically, the citizen was almost ran off the road. The officers dealt with the initial incident and then followed up with the citizen after.	None. While the call was in progress, the call was prioritized and placed on hold for other emergencies. DD Rose attempted to contact the complainant a couple times via phone and email to follow-up with no success.
12/17/2021	KDPS/Citizen	Captain Franks	CFS 4149	12/12/2021	Officer wrote in his DAR that during this incident they were frustrated with communicating with dispatch especially across jurisdictions. The officer stated requests are often met with confusion or a long delay.	Upon investigating this incident, I found no delay in the radio traffic. The dispatcher quickly and effectively gave back all requested information.	None. Radio audio was sent back to Captain Franks.
12/17/2021	PFD	BC Everett/Chief Vanderwiere	CFS 1503	12/9/2021	Request to look into incident for several reasons: Delay in classifying PI Accident, Missed Radio Traffic, No ambulance enroute.	Call was originally classified as a PD accident based on a report form OnStar that no one was injured. OnStar had direct contact with occupants in one of the vehicles. After additional phone calls, re-classified as PI Accident as a report of a disoriented female that was complaining of rib pain refusing an ambulance. MFR/EMS sent anyway due to person's uncertainty. The County Dispatcher was covering for the Metro Dispatcher while the Metro Dispatcher attempted to get logged in as it was during shift change. The County Dispatcher forgot to switch back to the County channel therefore missing radio traffic on the County frequency. In addition, an ambulance was not called once the call was switched over to a PI Accident. This may have been due to the call taker immediately answering another 911 call.	Corrective action will be administered to the County Dispatcher for the missed radio traffic.
12/16/2021	PFD	Jed Wild	CFS 8004	12/16/2021	Request to look into delay in toning the incident	QA Supervisor Clark researched this and discovered the Fire Dispatcher was covering both Metro and County Fire channels at the time. He had 6 incidents going at one time. He did not see the call on his board right away.	QA Supervisor Clark will be speaking to the ECO working Fire that day to discuss ways to make sure when he is that busy that he doesn't miss calls on his pending board.
12/22/2021	SPD	Chief Boling	CFS 3463	12/22/2021	Chief Boling called to thank staff for all their help regarding the incident with Officer Guthrie. He stated dispatch was very helpful in locating family members.		Accolades passed on to staff working.
12/22/2021	KCSO	Captain Christensen	BOL	12/22/2021	Request as to why a BOL reference a driver shooting at officers WB on I-94 that ended with a shoot out in BC was put out through the chat room and not over the radio.	The message that was put out was that Calhoun Co tried to make a stop and the driver showed a gun and started WB on I94. The driver got off at Beadle Lake Rd in Emmett Township (Exit 100). Calhoun will call back if driver gets back on I94. A description of the driver and vehicle were also given. Given the vehicle was not headed toward our County or actually in our County the BOL was put out over the chat. Had Calhoun called back and stated it was headed toward or into our County, it would have been aired.	None.





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%

2020 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>
<i>Primary Dispatch:</i>													
LAW 1	104,874	100,507	102,374	88,668	113,885	110,454	101,083	101,099	94,057	96,662	92,754	93,853	1,200,270
LAW 2	54,639	54,112	50,923	48,121	56,177	58,193	64,103	59,761	60,426	59,213	54,028	56,423	676,119
LAW 3	83,677	74,428	62,508	40,576	50,566	58,685	62,315	62,325	60,885	64,669	59,383	62,341	742,358
METRO FIRE	24,384	23,610	20,636	20,788	24,090	29,177	32,304	28,079	28,492	26,008	23,378	24,078	305,024
COUNTY FIRE	22,590	23,193	19,254	19,143	21,639	26,422	25,171	25,404	22,367	23,509	24,058	24,636	277,386
LEIN	25,274	22,676	20,283	14,387	23,133	19,519	22,005	21,329	22,611	24,528	22,380	20,999	259,124
<i>Tactical Channels:</i>													
800-TAC 1	3,291	5838	5,551	3,056	7,907	8,009	4,691	7,140	6,872	6,103	8,813	5,725	72,996
800-TAC 2	188	1,213	1,588	1101	1007	1380	1157	502	1021	1656	1173	1121	13,107
800-TAC 3	1,107	320	450	95	304	243	171	238	12	1386	749	284	5,359
800-TAC 4	203	54	16	7	95	121	4	99	135	17	36	355	1,142
800-TAC 5	6,336	5,761	6,502	5,213	5,951	3,555	1,431	2,542	1,607	3,094	3,358	2,708	48,058
800-TAC 6	3,641	2,038	1,428	682	3,361	782	182	472	272	562	427	124	13,971
800-TAC 7	407	4	21	4	25	64	239	215	1	482	1802	7	3,271
800-TAC 8	10	10	413	88	46	24	6	66	62	3	4	0	732
TOTAL:	330,621	313,764	291,947	241,929	308,186	316,628	314,862	309,271	298,820	307,892	292,343	292,654	3,618,917

2020 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	12,379	12,017	11,580	10,785	13,319	15,153	16,086	15,357	13,570	13,752	12,930	12,075	159,003
NON-EMERGENCY	23,095	21,972	21,609	18,706	22,143	25,983	26,112	26,189	24,548	24,392	22,140	21,891	278,780
TOTAL:	35,474	33,989	33,189	29,491	35,462	41,136	42,198	41,546	38,118	38,144	35,070	33,966	437,783

2020 CAD CALLS FOR SERVICE

(Does not include canceled calls)

<i>DISPATCH POSITION:</i>	<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	9,217	9,034	9,460	8,906	12,624	10,959	10,810	10,540	10,945	10,267	9,221	9,649	121,632
LAW 2	5,412	5,076	4,778	4,483	5,013	5,159	5,527	5,165	5,427	5,513	5,308	5,527	62,388
LAW 3	6,801	6,125	5,105	3,061	4,100	5,161	5,512	5,390	5,570	5,705	5,153	5,209	62,892
METRO FIRE	1,135	988	1,012	1,005	1,050	1,105	1,222	1,137	1,066	1,062	1,009	999	12,790
COUNTY FIRE	1,107	1,106	875	904	1,061	1,247	1,182	1,223	1,080	1,152	1,173	1,161	13,271
TOTAL:	23,672	22,329	21,230	18,359	23,848	23,631	24,253	23,455	24,088	23,699	21,864	22,545	272,973



Monthly Emergency Call Count by Wait Time Range



For (Call Category)

Creation Date: 01/06/2022 01:46:54 PM

Grouping: Call Category

Date Range: 12/01/2021 12:00:00 AM - 12/31/2021 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Call Category	None	0 - 10	11 - 20	21 - 30	31 - 40	41 - 50	51 - 60	>= 61	Total
Total									
Call Count	133	12,225	1,085	301	11	0	0	0	13,755
Cumulative Percentage		90 %	98 %	100 %	100 %	100 %	100 %	100 %	



Monthly Emergency Call Count by Wait Time Range



For (Call Category)

Creation Date: 01/06/2022 01:46:54 PM

Grouping: Call Category

Date Range: 12/01/2021 12:00:00 AM - 12/31/2021 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Call Category		None	0 - 10	11 - 20	21 - 30	31 - 40	41 - 50	51 - 60	>= 61	Total
Emergency	Call Count	133	12,225	1,085	301	11	0	0	0	13,755
	Cumulative Percentage		90 %	98 %	100 %	100 %	100 %	100 %	100 %	
Total	Call Count	133	12,225	1,085	301	11	0	0	0	13,755
	Cumulative Percentage		90 %	98 %	100 %	100 %	100 %	100 %	100 %	

Monthly Emergency Call Count by Wait Time Range

For (Call Category)

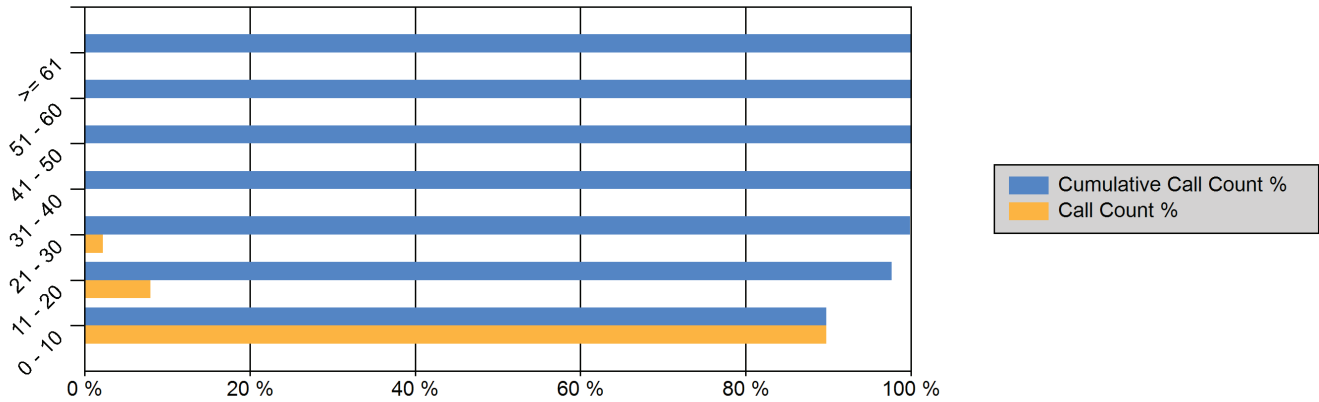
Creation Date: 01/06/2022 01:46:54 PM

Grouping: Call Category

Date Range: 12/01/2021 12:00:00 AM - 12/31/2021 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Call Count % by Wait Time Range



Monthly Emergency Call Count by Wait Time Range

For (Call Category)

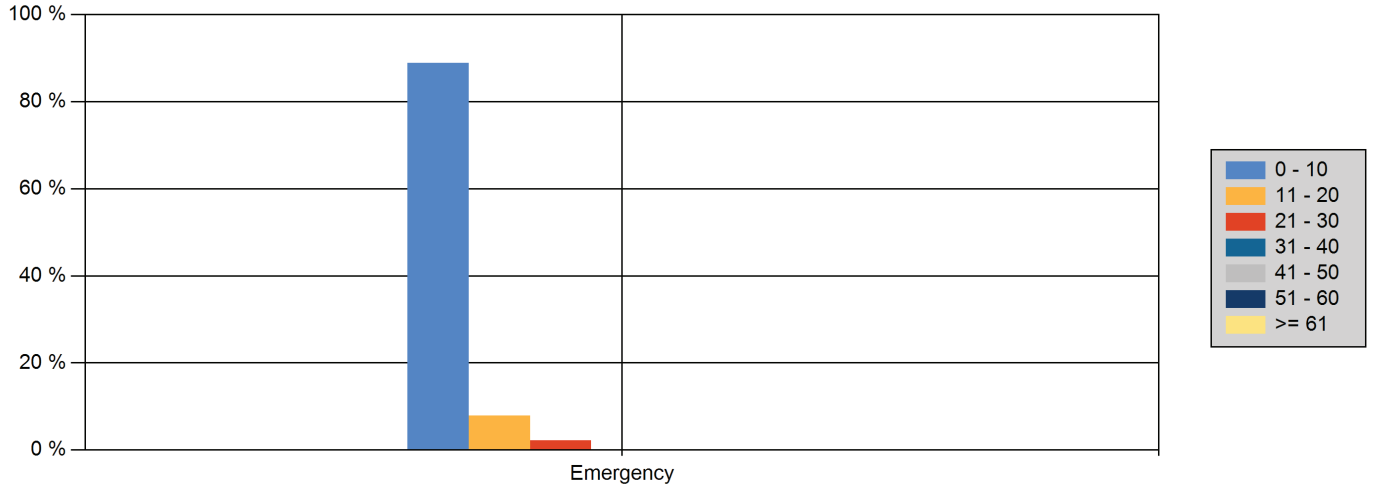
Creation Date: 01/06/2022 01:46:54 PM

Grouping: Call Category

Date Range: 12/01/2021 12:00:00 AM - 12/31/2021 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Call Count % by Wait Time (Call Category)





KCCDA All Transfer Conference Count and Duration



For (Xfer/Conf Target Name)

Creation Date: 01/06/2022 01:47:54 PM

Grouping: Xfer/Conf Target Name

Date Range: 12/01/2021 12:00:00 AM - 12/31/2021 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Xfer/Conf Target Name	Xfer/Conf Triage Duration Avg.	Transfer Count	Conference Count	Xfer/Conf Wait Duration Avg.	Xfer/Conf Target Talk Duration Avg.
16912697314400 LifeCare	00:00:57	0	1	00:00:08	00:00:00
16916165745004 Life	00:01:03	0	13	00:00:06	00:02:09
1692693432222 Pride Care	00:01:33	0	8	00:00:10	00:01:59
Life EMS	00:01:05	4	237	00:00:08	00:02:21
LifeCare	00:00:56	0	7	00:00:08	00:01:53
Pride Care	00:01:08	1	130	00:00:09	00:02:19

KCCDA All Transfer Conference Count and Duration

For (Xfer/Conf Target Name)

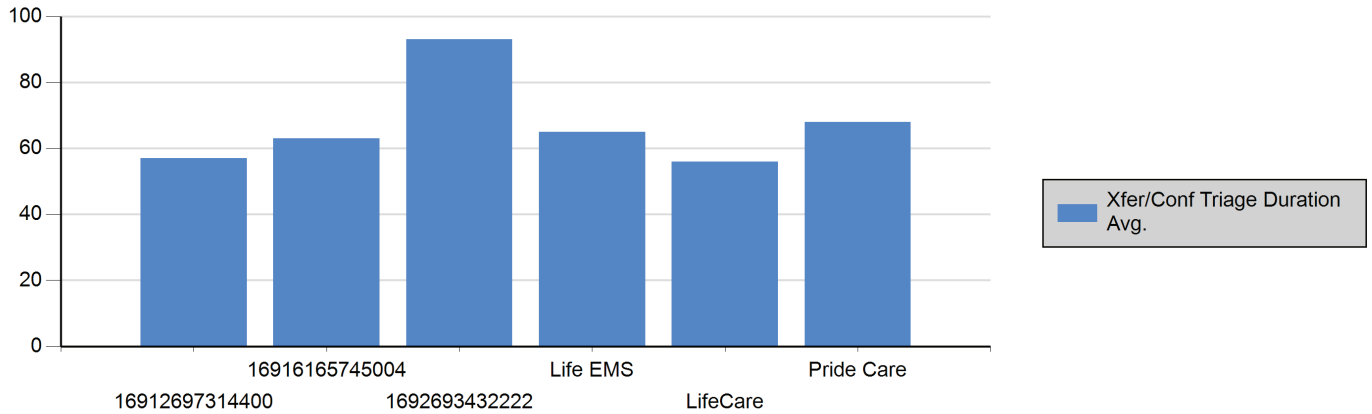
Creation Date: 01/06/2022 01:47:54 PM

Grouping: Xfer/Conf Target Name

Date Range: 12/01/2021 12:00:00 AM - 12/31/2021 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Xfer/Conf Triage Duration Avg. (Xfer/Conf Target Name)



KCCDA All Transfer Conference Count and Duration

For (Xfer/Conf Target Name)

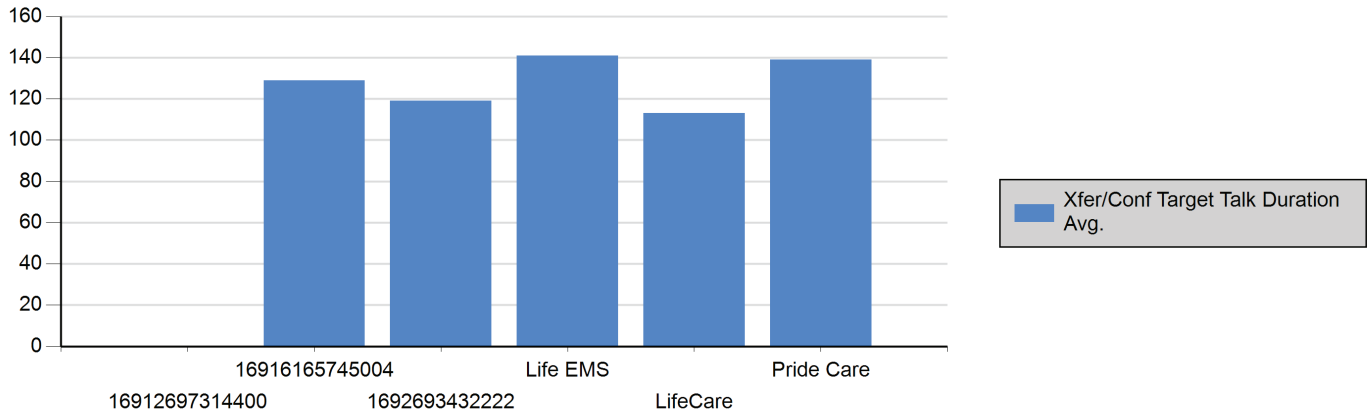
Creation Date: 01/06/2022 01:47:54 PM

Grouping: Xfer/Conf Target Name

Date Range: 12/01/2021 12:00:00 AM - 12/31/2021 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Xfer/Conf Target Talk Duration Avg. (Xfer/Conf Target Name)



Kalamazoo County Dispatch Authority

Mercantile General Busn. Checking, Period Ending 12/31/2021

RECONCILIATION REPORT

Reconciled on: 01/06/2022

Reconciled by: Jeff Troyer

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

Summary

USD

Statement beginning balance.....	489,612.80
Checks and payments cleared (52).....	-482,430.05
Deposits and other credits cleared (6).....	1,845,664.77
Statement ending balance.....	<u>1,852,847.52</u>
Uncleared transactions as of 12/31/2021.....	-1,294.58
Register balance as of 12/31/2021.....	1,851,552.94
Cleared transactions after 12/31/2021.....	0.00
Uncleared transactions after 12/31/2021.....	-53,069.66
Register balance as of 01/06/2022.....	1,798,483.28

Details

Checks and payments cleared (52)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/17/2021	Bill Payment	2693	Stephanie Nystrom	-99.00
11/17/2021	Bill Payment	2678	Marie Gleesing	-40.00
11/30/2021	Bill Payment	2698	Besco	-68.50
11/30/2021	Bill Payment	2699	DirecTV	-129.24
11/30/2021	Bill Payment	2700	AT&T - Box 5011	-2,661.48
11/30/2021	Bill Payment	2701	Precision Printer Services, Inc.	-767.95
11/30/2021	Bill Payment	2702	DL Gallivan Office Solutions	-57.82
11/30/2021	Bill Payment	2703	Christine McComb	-328.67
11/30/2021	Bill Payment	2697	Consumers Energy	-15.84
11/30/2021	Bill Payment	2696	AT&T Mobility	-494.24
11/30/2021	Bill Payment	2704	Victoria Rose	-251.32
11/30/2021	Bill Payment	2708	CTS Telecom, Inc.	-3,400.91
11/30/2021	Bill Payment	2707	Sohn Linen Service	-41.46
11/30/2021	Bill Payment	2706	Republic Services	-154.34
11/30/2021	Bill Payment	2705	Marie Gleesing	-99.00
12/03/2021	Expense	12.03.21	PAYROLL	-131,314.85
12/04/2021	Expense	120321	MERS - Alerus Financial	-460.66
12/04/2021	Expense	120321	MERS - Alerus Financial	-3,941.20
12/04/2021	Expense	120321	MERS - Alerus Financial	-6,401.77
12/04/2021	Expense	120321	MERS - Alerus Financial	-390.00
12/07/2021	Expense		Consumers Life Insurance Co...	-748.59
12/07/2021	Expense	HSA	Blue Cross Blue Shield of Mic...	-32,597.56
12/09/2021	Bill Payment	2711	Hi-Tech Electric Company	-660.00
12/09/2021	Bill Payment	2721	VISA - Mercantile Bank of Mic...	-1,207.33
12/09/2021	Bill Payment	2720	Consumers Energy	-168.79
12/09/2021	Bill Payment	2718	Tyler Technologies, Inc.	-299.01
12/09/2021	Bill Payment	2717	TransUnion Risk and Alternati...	-295.00
12/09/2021	Bill Payment	2716	Top Shelf Catering	-495.00
12/09/2021	Bill Payment	2715	Peninsula Fiber Network	-2,135.00
12/09/2021	Bill Payment	2714	Dixon Lawn Care	-615.00
12/09/2021	Bill Payment	2713	State of Michigan - DTMB	-28,456.56
12/09/2021	Bill Payment	2712	Insight Public Sector, Inc.	-813.48
12/09/2021	Bill Payment	2710	Rose Pest Solutions	-85.00
12/09/2021	Bill Payment	2709	Besco	-57.50
12/15/2021	Bill Payment	2733	Sohn Linen Service	-41.46
12/15/2021	Bill Payment	2734	Unum Insurance Company of ...	-2,387.34
12/15/2021	Bill Payment	2732	Aaron Wiedbrauk	-99.00
12/15/2021	Bill Payment	2731	Williams Building Services LLC	-2,260.00
12/15/2021	Bill Payment	2730	Michigan State Police - Cashi...	-387.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/15/2021	Expense	Dec21	Mercantile Bank of Michigan	-50.00
12/15/2021	Bill Payment	2723	Besco	-46.50
12/15/2021	Bill Payment	2725	Consumers Energy	-3,092.92
12/15/2021	Bill Payment	2726	Jon Moored	-67.20
12/15/2021	Bill Payment	2727	NENA	-1,678.00
12/15/2021	Bill Payment	2729	Cohl, Stoker & Toskey, P.C.	-110.00
12/18/2021	Expense	121721	MERS - Alerus Financial	-390.00
12/18/2021	Expense	121721	MERS - Alerus Financial	-11,613.02
12/18/2021	Expense	121721	MERS - Alerus Financial	-460.66
12/18/2021	Expense	121721	MERS - Alerus Financial	-3,437.72
12/29/2021	Expense	121721	PAYROLL	-109,087.44
12/31/2021	Expense	123121	PAYROLL	-127,452.32
12/31/2021	Expense	21Adjustment	PAYROLL	-17.40
Total				-482,430.05

Deposits and other credits cleared (6)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/02/2021	Deposit			645.25
12/02/2021	Deposit		Kalamazoo County - Surcharg...	305,040.05
12/08/2021	Deposit		Kalamazoo County - Surcharg...	63,311.00
12/08/2021	Deposit		Kalamazoo County - Millage ...	1,475,275.00
12/22/2021	Deposit		UNUM - STD Reimbursement	1,200.00
12/31/2021	Deposit		Mercantile Bank of Michigan	193.47
Total				1,845,664.77

Additional Information

Uncleared checks and payments as of 12/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/28/2018	Expense	PAYROLL	PAYROLL	-66.07
05/14/2020	Bill Payment	1984	Bel Aire Heating and Air Cond...	-311.31
08/28/2020	Expense	Sept 20	Consumers Life Insurance Co...	-518.21
03/11/2021	Bill Payment	2360	Total Fire Protection, Inc.	-2,090.00
04/28/2021	Bill Payment	2421	DirectTV	-122.99
12/09/2021	Bill Payment	2719	Chelsea Snow	-99.00
12/15/2021	Bill Payment	2728	Michigan Critical Power	-655.00
12/15/2021	Bill Payment	2724	Southwest Promotional Soluti...	-1,032.00
Total				-4,894.58

Uncleared deposits and other credits as of 12/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2021	Sales Receipt	ck 58047524	UNUM - STD Reimbursement	600.00
12/09/2021	Bill Payment	2722	Michigan Critical Power	0.00
12/09/2021	Sales Receipt	Ck 58057122	UNUM - STD Reimbursement	600.00
12/14/2021	Sales Receipt	Ck 58057122	UNUM - STD Reimbursement	600.00
12/28/2021	Sales Receipt	ck 58077472	UNUM - STD Reimbursement	600.00
12/28/2021	Sales Receipt	ck 580677359	UNUM - STD Reimbursement	600.00
12/28/2021	Sales Receipt	ck 58076309	UNUM - STD Reimbursement	600.00
Total				3,600.00

Uncleared checks and payments after 12/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/01/2022	Expense		MERS - Alerus Financial	-460.66
01/01/2022	Expense		MERS - Alerus Financial	-3,426.09
01/01/2022	Expense		MERS - Alerus Financial	-390.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/01/2022	Expense		MERS - Alerus Financial	-12,305.83
01/01/2022	Expense	Jan 22	Consumers Life Insurance Co...	-814.95
01/01/2022	Expense	HSA Jan 22	Blue Cross Blue Shield of Mic...	-35,647.10
01/01/2022	Expense		Blue Cross Blue Shield of Mic...	-196.46
Total				-53,241.09

Uncleared deposits and other credits after 12/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/03/2022	Sales Receipt	ck 58096552	UNUM - STD Reimbursement	171.43
Total				171.43

Kalamazoo County Dispatch Authority

Michigan CLASS, Period Ending 12/31/2021

RECONCILIATION REPORT

Reconciled on: 01/04/2022

Reconciled by: Jeff Troyer

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

Summary

USD

Statement beginning balance.....	14,473.38
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	0.47
Statement ending balance.....	<u>14,473.85</u>

Register balance as of 12/31/2021.....14,473.85

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/31/2021	Deposit		Michigan CLASS	0.47
Total				0.47



Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2022

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		2,480,385	2,480,385				\$0	\$2,480,385	\$2,480,385
402.000 Property Taxes		6,099,900	6,099,900				\$0	\$6,099,900	\$6,099,900
615.010 Surcharge Revenue - State 911		484,000	484,000		44,000	44,000	\$0	\$528,000	\$528,000
615.020 Surcharge Revenue - Local 911		1,080,000	1,080,000				\$0	\$1,080,000	\$1,080,000
665.000 Interest Earned		3,000	3,000				\$0	\$3,000	\$3,000
667.000 Rent/Lease Revenue		7,200	7,200				\$0	\$7,200	\$7,200
671.000 Miscellaneous Revenue		250	250				\$0	\$250	\$250
Total Income	\$0	\$10,154,735	\$10,154,735	\$0	\$44,000	\$44,000	\$0	\$10,198,735	\$10,198,735
GROSS PROFIT	\$0	\$10,154,735	\$10,154,735	\$0	\$44,000	\$44,000	\$0	\$10,198,735	\$10,198,735
Expenses									
700 thru 718 Personnel Services							\$0	\$0	\$0
702.010 Salaries - Administration		401,411	401,411				\$0	\$401,411	\$401,411
702.020 Wages - Regular					12,000	12,000	\$0	\$12,000	\$12,000
702.021 Administrative Support		57,924	57,924				\$0	\$57,924	\$57,924
702.022 Dispatch Supervisors		394,379	394,379				\$0	\$394,379	\$394,379
702.023 ECO II's		1,727,726	1,727,726				\$0	\$1,727,726	\$1,727,726
702.024 ECO I's		458,281	458,281				\$0	\$458,281	\$458,281
Total 702.020 Wages - Regular		2,638,310	2,638,310		12,000	12,000	\$0	\$2,650,310	\$2,650,310
702.030 Wages - Overtime		315,787	315,787				\$0	\$315,787	\$315,787
702.050 CTO Pay		23,000	23,000				\$0	\$23,000	\$23,000
706.000 Wages - Holiday Premium		143,966	143,966				\$0	\$143,966	\$143,966
712.000 Payment in Lieu of Benefits		54,600	54,600				\$0	\$54,600	\$54,600
715.010 Auto Allowance		8,683	8,683				\$0	\$8,683	\$8,683
Total 700 thru 718 Personnel Services		3,585,757	3,585,757		12,000	12,000	\$0	\$3,597,757	\$3,597,757
719 thru 725 Benefits and Taxes							\$0	\$0	\$0
719.000 Workers Comp Insurance		12,416	12,416				\$0	\$12,416	\$12,416
720.010 Medical/Health Insurance		435,626	435,626				\$0	\$435,626	\$435,626
720.020 Dental Insurance		35,164	35,164				\$0	\$35,164	\$35,164
720.030 Vision Insurance		7,937	7,937				\$0	\$7,937	\$7,937
720.040 Life Insurance		9,809	9,809				\$0	\$9,809	\$9,809



Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2022

January - December 2022

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
720.050 Unemployment		9,000	9,000				\$0	\$9,000	\$9,000
720.060 HSA Contributions		93,100	93,100				\$0	\$93,100	\$93,100
720.070 Short-Term Disability Insurance	2,387	34,398	32,011				\$2,387	\$34,398	\$32,011
721.000 Social Security		220,891	220,891				\$0	\$220,891	\$220,891
722.000 Medicare		51,660	51,660				\$0	\$51,660	\$51,660
725.010 Retirement - MERS DC		286,410	286,410				\$0	\$286,410	\$286,410
725.020 Retirement - MERS 457		8,673	8,673				\$0	\$8,673	\$8,673
725.030 Retirement - MERS HCSP		59,027	59,027				\$0	\$59,027	\$59,027
Total 719 thru 725 Benefits and Taxes	2,387	1,264,111	1,261,724				\$2,387	\$1,264,111	\$1,261,724
726 thru 799 Supplies							\$0	\$0	\$0
727.000 Office Supplies		15,000	15,000				\$0	\$15,000	\$15,000
730.000 Maintenance Supplies		6,000	6,000				\$0	\$6,000	\$6,000
740.000 Uniform Supplies		8,000	8,000				\$0	\$8,000	\$8,000
760.000 Kitchen Supplies		1,750	1,750				\$0	\$1,750	\$1,750
764.000 Food Supplies		1,750	1,750				\$0	\$1,750	\$1,750
Total 726 thru 799 Supplies		32,500	32,500				\$0	\$32,500	\$32,500
800 thru 969 Services & Other Charges							\$0	\$0	\$0
801.010 Contractual Services	137,640	623,956	486,316				\$137,640	\$623,956	\$486,316
805.010 Professional Services - Audit		7,100	7,100				\$0	\$7,100	\$7,100
810.000 Administrative Fees		3,600	3,600				\$0	\$3,600	\$3,600
813.000 Legal Fees		22,000	22,000				\$0	\$22,000	\$22,000
820.010 Interpreter Fees		4,800	4,800				\$0	\$4,800	\$4,800
835.010 Medical Services - Physical Exams		2,500	2,500				\$0	\$2,500	\$2,500
835.020 Medical Services - Drug Testing		1,500	1,500				\$0	\$1,500	\$1,500
850.010 Telephone Service	767	14,750	13,983				\$767	\$14,750	\$13,983
850.020 Internet Service	4,799	96,190	91,391				\$4,799	\$96,190	\$91,391
850.030 Copying		2,500	2,500				\$0	\$2,500	\$2,500
850.040 Mailing		3,000	3,000				\$0	\$3,000	\$3,000
870.010 Travel - Training/Registration		10,000	10,000		24,000	24,000	\$0	\$34,000	\$34,000
870.020 Travel - Lodging		8,000	8,000		2,500	2,500	\$0	\$10,500	\$10,500
870.030 Travel- Meals/Food		5,000	5,000		2,500	2,500	\$0	\$7,500	\$7,500



Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2022

January - December 2022

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
870.040 Travel - Mileage		4,000	4,000		2,500	2,500	\$0	\$6,500	\$6,500
870.050 Travel - Other		4,000	4,000		500	500	\$0	\$4,500	\$4,500
871.010 Education Expense		2,000	2,000				\$0	\$2,000	\$2,000
900.000 Printing		2,000	2,000				\$0	\$2,000	\$2,000
905.000 Advertising		3,000	3,000				\$0	\$3,000	\$3,000
915.000 Dues & Subscriptions		9,000	9,000				\$0	\$9,000	\$9,000
920.010 Utilities - Gas	900	8,000	7,100				\$900	\$8,000	\$7,100
920.020 Utilities - Electricity	3,300	55,000	51,700				\$3,300	\$55,000	\$51,700
920.030 Utilities - Water & Sewer		4,000	4,000				\$0	\$4,000	\$4,000
934.010 Repair & Maintenance - Equipment		25,000	25,000				\$0	\$25,000	\$25,000
955.000 Miscellaneous Operating		20,000	20,000				\$0	\$20,000	\$20,000
958.010 Insurance Premium		65,000	65,000				\$0	\$65,000	\$65,000
Total 800 thru 969 Services & Other Charges	147,406	1,005,896	858,490		32,000	32,000	\$147,406	\$1,037,896	\$890,490
970 thru 989 Equipment & Capital Outlay							\$0	\$0	\$0
976.000 Project Costs		150,000	150,000				\$0	\$150,000	\$150,000
980.000 Equipment/Software - Capital		2,580,385	2,580,385				\$0	\$2,580,385	\$2,580,385
980.010 Equipment/Software - Small		30,000	30,000				\$0	\$30,000	\$30,000
980.020 Facility - Capital		10,745	10,745				\$0	\$10,745	\$10,745
Total 970 thru 989 Equipment & Capital Outlay		2,771,130	2,771,130				\$0	\$2,771,130	\$2,771,130
990 thru 994 Debt Service							\$0	\$0	\$0
991.010 Loan/Lease - Principal		1,208,598	1,208,598				\$0	\$1,208,598	\$1,208,598
991.020 Loan/Lease - Interest		124,949	124,949				\$0	\$124,949	\$124,949
Total 990 thru 994 Debt Service		1,333,547	1,333,547				\$0	\$1,333,547	\$1,333,547
Total Expenses	\$149,794	\$9,992,941	\$9,843,147	\$0	\$44,000	\$44,000	\$149,794	\$10,036,941	\$9,887,147
NET OPERATING INCOME	\$ (149,794)	\$161,794	\$311,588	\$0	\$0	\$0	\$ (149,794)	\$161,794	\$311,588
NET INCOME	\$ (149,794)	\$161,794	\$311,588	\$0	\$0	\$0	\$ (149,794)	\$161,794	\$311,588



Kalamazoo County Consolidated Dispatch Authority

2021 Budget - REVISION II - Budget Performance Report

January - December 2021

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
Income									
400.000 Use of Fund Balance	3,394,819	3,394,819	0	20,889	20,889	0	\$3,415,708	\$3,415,708	\$0
402.000 Property Taxes	5,901,100	5,901,100	0				\$5,901,100	\$5,901,100	\$0
569.000 State Grants - Other	79,146	79,146	(0)				\$79,146	\$79,146	\$(0)
615.010 Surcharge Revenue - State 911	344,099	484,000	139,901	19,051	44,000	24,949	\$363,150	\$528,000	\$164,850
615.020 Surcharge Revenue - Local 911	857,652	1,080,000	222,348				\$857,652	\$1,080,000	\$222,348
665.000 Interest Earned	2,184	2,500	316				\$2,184	\$2,500	\$316
667.000 Rent/Lease Revenue	7,200	7,200	0				\$7,200	\$7,200	\$0
671.000 Miscellaneous Revenue	295	300	5				\$295	\$300	\$5
676.000 Other Revenue - Reimbursements							\$0	\$0	\$0
676.010 Insurance Claims	4,971	4,971	(0)				\$4,971	\$4,971	\$(0)
Total 676.000 Other Revenue - Reimbursements	4,971	4,971	(0)				\$4,971	\$4,971	\$(0)
Total Income	\$10,591,466	\$10,954,036	\$362,570	\$39,940	\$64,889	\$24,949	\$10,631,406	\$11,018,925	\$387,519
GROSS PROFIT	\$10,591,466	\$10,954,036	\$362,570	\$39,940	\$64,889	\$24,949	\$10,631,406	\$11,018,925	\$387,519
Expenses									
700 thru 718 Personnel Services							\$0	\$0	\$0
702.010 Salaries - Administration	272,166	277,605	5,439	1,947	1,947	0	\$274,113	\$279,552	\$5,439
702.020 Wages - Regular							\$0	\$0	\$0
702.021 Administrative Support	103,677	108,008	4,331	329	329	0	\$104,006	\$108,337	\$4,331
702.022 Dispatch Supervisors	307,631	320,448	12,817	5,205	5,205	0	\$312,836	\$325,653	\$12,817
702.023 ECO II's	1,220,828	1,273,678	52,850	14,134	14,134	0	\$1,234,962	\$1,287,812	\$52,850
702.024 ECO I's	436,911	455,222	18,311	9,054	9,054	0	\$445,965	\$464,276	\$18,311
702.026 Bereavement	4,288		(4,288)				\$4,288	\$0	\$(4,288)
702.028 Paid Administrative Leave	2,593		(2,593)				\$2,593	\$0	\$(2,593)
702.029 Healthy Wrkplc Leave	10,634		(10,634)				\$10,634	\$0	\$(10,634)
702.040 Wages - Short Term Disability	2,579		(2,579)				\$2,579	\$0	\$(2,579)
Total 702.020 Wages - Regular	2,089,141	2,157,356	68,215	28,722	28,722	0	\$2,117,863	\$2,186,078	\$68,215
702.030 Wages - Overtime		399,107	399,107				\$0	\$399,107	\$399,107
702.031 Administrative Support	2,044		(2,044)				\$2,044	\$0	\$(2,044)
702.032 Dispatch Supervisors	70,601		(70,601)				\$70,601	\$0	\$(70,601)
702.033 ECO II's	235,356		(235,356)				\$235,356	\$0	\$(235,356)



Kalamazoo County Consolidated Dispatch Authority

2021 Budget - REVISION II - Budget Performance Report

January - December 2021

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
702.034 ECO I's	66,518		(66,518)				\$66,518	\$0	\$ (66,518)
Total 702.030 Wages - Overtime	374,519	399,107	24,588				\$374,519	\$399,107	\$24,588
702.050 CTO Pay	17,312	20,000	2,688				\$17,312	\$20,000	\$2,688
706.000 Wages - Holiday Premium	116,525	132,183	15,658				\$116,525	\$132,183	\$15,658
712.000 Payment in Lieu of Benefits	53,150	53,275	125				\$53,150	\$53,275	\$125
715.010 Auto Allowance	8,682	8,683	1				\$8,682	\$8,683	\$1
Total 700 thru 718 Personnel Services	2,931,496	3,048,209	116,713	30,669	30,669	0	\$2,962,165	\$3,078,878	\$116,713
719 thru 725 Benefits and Taxes							\$0	\$0	\$0
719.000 Workers Comp Insurance	3,785	5,936	2,151				\$3,785	\$5,936	\$2,151
720.010 Medical/Health Insurance	333,066	337,730	4,664				\$333,066	\$337,730	\$4,664
720.020 Dental Insurance	29,605	29,670	65				\$29,605	\$29,670	\$65
720.030 Vision Insurance	3,029	2,286	(743)				\$3,029	\$2,286	\$ (743)
720.040 Life Insurance	5,588	4,890	(698)				\$5,588	\$4,890	\$ (698)
720.050 Unemployment		4,000	4,000				\$0	\$4,000	\$4,000
720.060 HSA Contributions	74,900	74,900	0				\$74,900	\$74,900	\$0
720.070 Short-Term Disability Insurance	30,713	30,776	63				\$30,713	\$30,776	\$63
721.000 Social Security	180,289	187,925	7,636				\$180,289	\$187,925	\$7,636
722.000 Medicare	42,164	42,872	708				\$42,164	\$42,872	\$708
725.010 Retirement - MERS DC	203,614	219,750	16,136				\$203,614	\$219,750	\$16,136
725.020 Retirement - MERS 457	7,902	8,299	397				\$7,902	\$8,299	\$397
725.030 Retirement - MERS HCSP	42,406	42,406	(0)				\$42,406	\$42,406	\$ (0)
Total 719 thru 725 Benefits and Taxes	957,061	991,440	34,379				\$957,061	\$991,440	\$34,379
726 thru 799 Supplies							\$0	\$0	\$0
727.000 Office Supplies	11,311	15,000	3,689				\$11,311	\$15,000	\$3,689
730.000 Maintenance Supplies	1,074	5,000	3,926				\$1,074	\$5,000	\$3,926
740.000 Uniform Supplies	5,336	8,000	2,664				\$5,336	\$8,000	\$2,664
760.000 Kitchen Supplies	59	2,000	1,941				\$59	\$2,000	\$1,941
764.000 Food Supplies		2,000	2,000				\$0	\$2,000	\$2,000
Total 726 thru 799 Supplies	17,781	32,000	14,220				\$17,781	\$32,000	\$14,220
800 thru 969 Services & Other Charges							\$0	\$0	\$0
801.010 Contractual Services	546,152	603,195	57,043				\$546,152	\$603,195	\$57,043



Kalamazoo County Consolidated Dispatch Authority

2021 Budget - REVISION II - Budget Performance Report

January - December 2021

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
805.010 Professional Services - Audit	6,900	6,900	0				\$6,900	\$6,900	\$0
810.000 Administrative Fees	3,408	3,600	192				\$3,408	\$3,600	\$192
813.000 Legal Fees	10,992	18,000	7,008				\$10,992	\$18,000	\$7,008
820.010 Interpreter Fees	3,523	4,600	1,077				\$3,523	\$4,600	\$1,077
835.010 Medical Services - Physical Exams	1,801	2,500	699				\$1,801	\$2,500	\$699
835.020 Medical Services - Drug Testing	530	1,000	470				\$530	\$1,000	\$470
850.010 Telephone Service	11,058	15,000	3,942				\$11,058	\$15,000	\$3,942
850.020 Internet Service	87,347	91,900	4,553				\$87,347	\$91,900	\$4,553
850.030 Copying	215	600	385				\$215	\$600	\$385
850.040 Mailing	498	700	202				\$498	\$700	\$202
870.010 Travel - Training/Registration	6,583	8,000	1,417	25,820	25,820	0	\$32,403	\$33,820	\$1,417
870.020 Travel - Lodging	5,502	7,000	1,498	5,211	5,500	289	\$10,713	\$12,500	\$1,787
870.030 Travel- Meals/Food	2,016	4,500	2,484	976	1,200	224	\$2,992	\$5,700	\$2,708
870.040 Travel - Mileage	1,475	3,000	1,525	902	1,200	298	\$2,377	\$4,200	\$1,823
870.050 Travel - Other	3,497	3,500	3	195	500	305	\$3,692	\$4,000	\$308
871.010 Education Expense		1,000	1,000				\$0	\$1,000	\$1,000
900.000 Printing	268	1,000	732				\$268	\$1,000	\$732
905.000 Advertising	108	1,000	892				\$108	\$1,000	\$892
915.000 Dues & Subscriptions	5,240	8,000	2,760				\$5,240	\$8,000	\$2,760
920.010 Utilities - Gas	3,183	3,500	317				\$3,183	\$3,500	\$317
920.020 Utilities - Electricity	39,861	42,000	2,139				\$39,861	\$42,000	\$2,139
920.030 Utilities - Water & Sewer	3,194	3,500	306				\$3,194	\$3,500	\$306
934.010 Repair & Maintenance - Equipment	11,550	20,000	8,450				\$11,550	\$20,000	\$8,450
955.000 Miscellaneous Operating	3,941	12,000	8,059				\$3,941	\$12,000	\$8,059
958.010 Insurance Premium	58,005	58,005	0				\$58,005	\$58,005	\$0
964.010 Refunds and Rebates Expense	2,645,396	2,645,396	0				\$2,645,396	\$2,645,396	\$0
Total 800 thru 969 Services & Other Charges	3,462,243	3,569,396	107,153	33,103	34,220	1,117	\$3,495,346	\$3,603,616	\$108,270
970 thru 989 Equipment & Capital Outlay							\$0	\$0	\$0
976.000 Project Costs	6,146	17,000	10,854				\$6,146	\$17,000	\$10,854
980.000 Equipment/Software - Capital	1,860,295	1,860,295	0				\$1,860,295	\$1,860,295	\$0
980.010 Equipment/Software - Small	13,031	25,000	11,969				\$13,031	\$25,000	\$11,969
980.020 Facility - Capital	41,050	41,150	100				\$41,050	\$41,150	\$100



Kalamazoo County Consolidated Dispatch Authority

2021 Budget - REVISION II - Budget Performance Report

January - December 2021

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
980.030 Land - Capital	2,000	36,000	34,000				\$2,000	\$36,000	\$34,000
Total 970 thru 989 Equipment & Capital Outlay	1,922,522	1,979,445	56,923				\$1,922,522	\$1,979,445	\$56,923
990 thru 994 Debt Service							\$0	\$0	\$0
991.010 Loan/Lease - Principal	1,183,001	1,183,001	0				\$1,183,001	\$1,183,001	\$0
991.020 Loan/Lease - Interest	150,545	150,545	0				\$150,545	\$150,545	\$0
Total 990 thru 994 Debt Service	1,333,546	1,333,546	0				\$1,333,546	\$1,333,546	\$0
Total Expenses	\$10,624,649	\$10,954,036	\$329,387	\$63,772	\$64,889	\$1,117	\$10,688,421	\$11,018,925	\$330,504
NET OPERATING INCOME	\$ (33,183)	\$0	\$33,183	\$ (23,832)	\$0	\$23,832	\$ (57,016)	\$0	\$57,016
NET INCOME	\$ (33,183)	\$0	\$33,183	\$ (23,832)	\$0	\$23,832	\$ (57,016)	\$0	\$57,016



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:

Executive Director Troyer will review the proposed bylaw revisions with the board. No action is necessary at this meeting. The REVISIONS will be on the agenda for consideration at the March board meeting.

Proposed Motion:

No action until the March meeting.

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.

Adopted March 10, 2022

**BYLAWS
OF
THE KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY**

**ARTICLE I
PURPOSE**

The purpose of the Kalamazoo County Consolidated Dispatch Authority is to create, operate, maintain, and equip, a single and separate entity which is an efficient and non-duplicative way of providing cost effective and efficient dispatch and integrated communication of emergency police, fire, and medical services within Kalamazoo County.

**ARTICLE II
INTERPRETATION**

If any provision of these Bylaws conflicts with provision of the Interlocal Agreement Creating the Kalamazoo County Consolidated Dispatch Authority (Interlocal Agreement) the provisions of the Interlocal Agreement shall control.

**ARTICLE III
BOARD OF DIRECTORS**

Section 1. General Powers. The affairs of the Consolidated Dispatch Authority shall be managed by its Board of Directors. The Consolidated Dispatch Authority shall have such powers that are authorized in these Bylaws, and the "Interlocal Agreement Creating the Kalamazoo County Consolidated Dispatch Authority" (Interlocal Agreement) signed by the City of Kalamazoo, the Charter Township of Kalamazoo, the City of Portage, Western Michigan University, and the County of Kalamazoo, effective on November 19, 2014.

Section 2. Number, Tenure and Qualifications. The Consolidated Dispatch Authority shall consist of thirteen (13) Directors (Members). The Members shall be appointed and serve in accordance with the provisions of the Interlocal Agreement. In addition, each governmental entity that appoints a Member to the Board shall also appoint an alternate for each Member and the alternate appointee shall act on behalf of the Member if he/she is unavailable or absent.

Section 3. Expiration of Term - Continuation in Office – Filling of Vacancy. Members whose term of office has expired shall continue to hold office until his/her successor has been appointed by the appointing agency responsible for making the appointment. A Member may be reappointed. If a vacancy is created by the death, resignation or removal of a Member, a successor shall be appointed by the appointing agency responsible for making the appointment to hold office for the remainder of the term so vacated.

Adopted March 10, 2022

Section 4. Removal from Office. An appointing agency responsible for appointing a Member, and the Member's Alternate, may remove the Member, and the Member's Alternate.

Section 5. Compensation. A Member shall serve without compensation.

Section 6. Annual Meeting. An Annual Meeting of the Board of Directors shall be held at the first meeting in the month of January of each year for the purpose of electing officers and for the transaction of such other business as may come before the meeting.

Section 7. Regular Meetings. Regular meetings of the Board shall be held at such time and place as the Board shall from time to time determine. Public notice of the time, date, and place of the meeting shall be given in the manner required by the Open Meetings Act (1976 PA 267, as amended).

Section 8. Special Meetings. Special meetings of the Board may be called by or at the request of the Chairperson or any three (3) Members.

Section 9. Notice of Special Meetings. Notice of a special meeting shall be given to each Member at least 48 hours before the holding thereof. Such notice may be given by telephone to a number indicated by each Member as the one to be used for such purposes, or by any other means of communication. The Clerk shall keep a written record of the method of notification and confirmation for each Member.

Section 10. Quorum and Voting. A majority of the members of the Board constitutes a quorum for the transaction of the ordinary business of the Authority. The votes of 2/3rds of the members present, or a majority of the members appointed and serving, whichever is greater, are required on final passage or adoption of an item that does not appear on the printed Agenda prepared and available before the Board's meeting.

Section 11. Public Meetings. The Authority is a public body as defined in the Michigan Open Meetings Act, as amended, Act 267 of the Public Acts of 1977, being MCL 15.261 et seq., and shall comply with the Provisions of the Open Meetings Act.

Section 12. Order of Business. Board of Director meetings shall normally be conducted in the following order of business:

- ITEM 1 Call to Order ~~and~~
- ~~ITEM 2~~ Roll Call
- ITEM ~~23~~ Meeting Minutes
- ~~ITEM 3~~ ~~Addition of Items to the Agenda~~
- ITEM 4 Citizen's Time/Limited Public Comment
- ITEM 5 For Consideration
 - A. Executive Director Report
 - 1. Administrative Report

Adopted March 10, 2022

- 2. Reconciliation Report(s)
- 3. Budget Performance Report(s)
- 4. Correspondence
- B. Committee Reports
 - 1. Executive Committee
 - 2. Personnel Committee
 - 3. Technical Advisory Committee
 - 4. Finance Committee
- C. Old Business
- D. New Business
- ITEM 76 Other Items
 - A. Announcements and Member Comments
 - B. Next Regular Scheduled Meeting
- ITEM 87 Adjournment

Formatted: List Paragraph, Numbered + Level: 1 +
Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left +
Aligned at: 1.5" + Indent at: 1.75"

Section 13. FOIA. The Authority is a public body as defined in the Michigan Freedom of Information Act, as amended, Act 442 of the Public Acts of 1976, being MCL 15.231 et seq., and shall comply with the Provisions of the Freedom of Information Act.

Section 14. Public Comment and Communications. The Board will provide an opportunity for public comment at the beginning ~~and end~~ of each meeting. Each person will be permitted to speak, either at the beginning or the end of the meeting, for four (4) minutes, except that if it appears a large number of people wish to speak at a meeting the chairperson may ask those wishing to speak to identify themselves and if there are more than 20 may announce that the allotted time per person will be two (2) minutes, except where extended privileges are granted by the chairperson.

Immediately after the conclusion of public comment, the presiding Chairperson may respond to issues raised by a speaker, to correct a factual misunderstanding or provide helpful information regarding the Authority's consideration of the matter. Any such response should be limited to factual matters and not exceed one minute. The response should not be used to criticize the previous speaker, explain political positions, or engage in debate.

Section 15. Form of Reports and Communications. All written reports and communications to the Board and its committees and members from any office, agency, member of the public or employee of KCCDA, should be submitted ~~on 8-1/2 by 11 inch~~ paper in writing and, to the extent possible, will be included in the agenda packet for the Board's next meeting.

Section 16. Referral to Committees. It shall be the duty of the Chairperson to refer all petitions, communications, resolutions, motions and other business that may come before the Board to the proper committee unless objection be made by some member, in which event a motion made and adopted with reference to the subject shall preclude the Chairperson's action.

Adopted March 10, 2022

Section 17. Discharge of Committee. The Board may, by a majority vote of all its members, discharge any committee from further consideration of any matter referred to the committee for general referral if the motion to discharge was properly placed upon the meeting agenda at which action is desired. Any motion to discharge that does not appear on the agenda of the meeting at which action is desired, shall require a two-thirds (2/3) vote of all members elected and serving for passage.

Section 18. Rules of Order. Robert's Rules of Order, Newly Revised, shall govern the Board and its committees on all of their deliberations except as modified by statute or rule.

Section 19. Rights and Duties of Members:

A. **SPEAKING PRIORITIES.** The sponsor of any properly moved and seconded motion, resolution, or report, shall have the right to speak for up to five minutes after the formal introduction, but prior to any discussion of the matter on the floor. In any case, where there may be more than one sponsor to a particular motion, resolution, or report, it shall be in the discretion of the chairperson which person shall exercise the right given by this rule to first speak on the pending matter. Each member shall be limited to speak for a 5-minute time limit per recognition by the chairperson. Before speaking, each member shall address himself/herself to the chairperson. If two or more members desire to speak at the same time, the chairperson shall designate the order in which they shall speak. No member shall speak more than twice on the same question, except upon special permission by the chairperson; provided, however, that the chairperson of a committee shall not be restricted in his/her right to discuss matters upon which he/she is reporting his/her committee's activities and recommendations. No member, while addressing the Board, shall be interrupted, except to be called to order; and thereupon, he/she shall immediately cease talking.

Before speaking to an audience member or employee at a meeting, each member of the Board shall request permission to address said individual from the Chairperson and shall not proceed with the question unless authorized by the Chairperson or by majority vote of the Board

B. **LEAVING SEAT, INTERRUPTIONS.** While the chairperson is putting any question or while the roll is being called by the clerk, no member shall leave his/her seat or entertain private discourse. When a member is speaking, he/she shall not be unduly interrupted.

C. **LEAVING THE MEETING.** No member shall leave a meeting prior to adjournment, unless first excused by the chairperson. The clerk shall record in the official journal the time and point in the proceedings at which a member enters and leaves the meeting while the Board is in session.

Adopted March 10, 2022

D. PHYSICAL PRESENCE. A member may participate in a Board meeting without being physically present if they meet a physical presence exception requirement as outlined in the Open Meetings Act, 1976 PA 267 ~~are: (i) in the active military service and he/she has been ordered to serve out of the State of Michigan; or (ii) unable to attend due to a scheduling conflict and all of the following terms and conditions are met:~~

- ~~1) A quorum of the Board of Members is physically present at a duly constituted Board meeting.~~
- 2) Any Member who meets this requirement must participate by speaker phone or by video conference so that he/she can be heard at the meeting.

E. ORDER AND DECORUM. The Chairperson shall at all times preserve order and decorum pursuant to these rules.

F. APPEAL FROM DECISION OF CHAIR. When an appeal is taken from the decision of the chair, the member taking the appeal shall be allowed to state his/her reason for doing so. The question shall be then immediately put in the following form: "Shall the ruling of the chair be sustained?" The question shall be determined by a majority vote of the members present, except the chairperson shall not preside over such a vote.

Section 20. Motions, Resolutions and Committee Reports. No motion shall be debated or voted upon unless seconded. Any motion may, with the permission of the person who moved and seconded it, be withdrawn at any time before the same has been adopted. Every motion shall be put in writing at the request of any member of the Board. All motions, resolutions, committee reports and amendments or substitutes thereto shall be entered at large upon the minutes unless withdrawn.

A. VOTING. The vote on any question may be taken by a yea and nay roll call when requested by any member of the Board. Closed sessions may be held, provided the Open Meetings Act, 1976 PA 267, is adhered to.

B. ORDER OF PRECEDENCE OF MOTIONS. When a motion is seconded and before the Board, no other motion shall be received except the following:

- 1) To adjourn -- not debatable.
- 2) To rise to a question or privilege -- not debatable.
- 3) To lay on the table -- not debatable.
- 4) To call for the previous question -- not debatable.
- 5) To limit or extend limits of debate.
- 6) To postpone to a certain day.
- 7) To commit or refer or re-commit to a committee.
- 8) To amend.
- 9) To postpone indefinitely.
- 10) To reconsider (may be debated if original motion was debatable).

Formatted: Indent: Left: 0", Hanging: 0.5"

Adopted March 10, 2022

These motions shall have precedence in the order named above.

C. MOTIONS TO ADJOURN. A motion to adjourn shall always be in order except while a vote is being taken on any other motion already before the Board, or when a member has the floor.

D. MOTIONS TO RECONSIDER. A motion for the reconsideration of any question shall be in order if made on the same day or at the Board meeting next succeeding that on which the decision proposed to be reconsidered was made; providing, however, that a second reconsideration of any question or a reconsideration at a later date may be had with the consent of two-thirds (2/3) of the members elected and serving, but in such event, the moving member shall file written notice of his/her intention to move for a reconsideration in the office of the clerk of the Board at least one day before making such a motion.

E. AMENDMENTS. No motion or proposition not germane to a subject under consideration shall be admitted under color of an amendment. Members shall give all amendments in writing or orally to the clerk. If oral, the clerk shall write it out and read it back prior to a vote being taken on the matter.

F. DIVISION OF QUESTION. Upon request by any member, any question before the Board may be divided and separated into more than one question; provided, however, that such may be done only when the original is of such a nature that, upon division, each of the resulting questions is a complete question, permitting independent consideration and action.

G. REPORTS AND MOTIONS REQUIRING SIGNATURES. All reports of Committees shall be in writing or presented verbally and the names of the members of such Committees concurring in such reports shall be noted thereon. Every written resolution or motion shall have noted the name of the member or members introducing the same.

H. MOTION TO CLEAR THE FLOOR. If, in the judgment of the chairperson, there is a confusion of parliamentary procedure existing, the chair shall have the right to request a "motion to clear the floor", which motion, if made and seconded, shall be undebatable, shall take precedence over all other motions, shall be put by the chair, and, if carried, shall clear the floor completely and with the same effect as if all matters on the floor were withdrawn. The motion to clear the floor shall not be reconsidered; but its passage shall not limit the right of any member to move the reconsideration of any other matter in the same manner as, but for the passage of the motion to clear the floor, would be in accordance with these rules.

ARTICLE IV
OFFICERS

Adopted March 10, 2022

Section 1. Officers. The officers of the Consolidated Dispatch Authority shall be a Chairperson, a Vice-Chairperson, Clerk and Treasurer and such other officers as may be elected in accordance with the provisions of this Article. The Board may elect or appoint such other officers, including an Assistant Clerk and Assistant Treasurer as it shall deem desirable, such officers to have the authority and perform the duties prescribed by the Board. The officers, ~~with the exception of~~except for the Assistant Clerk and Assistant Treasurer, shall be members of the Board.

Section 2. Election and Term of Office. The officers of the Consolidated Dispatch Authority shall be elected annually by the Board at the regular Annual Organizational Meeting of the Board. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently possible. New offices may be created and filled at any meeting of the Board. Except in the event of resignation or death each officer shall hold office until her/his successors shall have been duly elected and shall have qualified. A Member serving as an Officer may resign his/her position as an Officer but remain as a Member.

Section 3. Vacancies. If there is a vacancy in the Office of Chairperson, Vice-Chairperson, Clerk or Treasurer of Consolidated Dispatch Authority Board of Directors because of death, resignation, removal, disqualification or otherwise, the Consolidated Dispatch Authority Board of Directors may elect a member of the Consolidated Dispatch Authority Board of Directors to complete the unexpired portion of the term.

Section 4. Chairperson. The Chairperson shall be the principal executive officer of the Consolidated Dispatch Authority Board and shall, in general, supervise and control all of the business and affairs of the Consolidated Dispatch Authority, but he/she may from time to time delegate all or any part of his/her duties to the Vice-Chairperson, Treasurer or the Clerk. He/she shall preside at all meetings of the members and of the Board. He/she may sign and execute, with the Treasurer or Clerk or any other officer of the Consolidated Dispatch Authority authorized by the Board, any and all authorized deeds, mortgages, bonds, contracts, checks or other instruments and obligations and execute bonds and/or interest coupons with his/her facsimile signature in the name of the Consolidated Dispatch Authority (to be attested in the same manner by the Clerk) when so authorized by the Board; provided, however, that any bonds executed by facsimile shall be authenticated by an original signature of a duly appointed Member appointed to act on behalf of the bondholders; and, in general, he/she shall perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the Board. He/she shall be an ex officio member of all standing committees and shall have the general power and duties of supervision and management of the Consolidated Dispatch Authority. In the Chairperson's absence, the Vice-Chairperson shall perform the above functions.

Section 5. Vice-Chairperson. In the absence of the Chairperson, or in the event of his/her inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson and, when so acting, shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned to him/her by the Chairperson or by the Board.

Adopted March 10, 2022

Section 6. Clerk. The Clerk shall keep the minutes of the meetings of the members and of the Board in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; sign with the Chairperson or Treasurer in the name of the Consolidated Dispatch Authority all bonds, contracts and other obligations and execute interest coupons and/or attest bonds with his/her facsimile signature in the name of the Consolidated Dispatch Authority (to be executed in the same manner by the Chairperson) when so authorized by the Board; and when so ordered, he/she shall affix thereto or cause to be imprinted thereon the seal of the Consolidated Dispatch Authority; be custodian of the Consolidated Dispatch Authority records and of the seal of the Consolidated Dispatch Authority; and, in general, perform all duties incident to the office of Clerk and such other duties as may be assigned to him/her by the Chairperson or by the Board. In the Clerk's absence, the Assistant Clerk shall perform the above functions.

Section 7. Treasurer. The Treasurer is assigned the primary responsibility of overseeing the management and reporting of the Authority's finances. The Treasurer has many important duties specific to its role, including:

- A. Bank account maintenance - Selecting a bank, signing checks, and investing excess funds in accordance with state statute and Authority policies.
- B. Financial transaction oversight - Being knowledgeable about who has access to the Authority's funds, and any outstanding bills or debts owed, as well as developing systems for keeping cash flow manageable.
- C. Budgets - Developing the annual budget with the assistance of the Executive Committee and the Executive Director.
- D. Financial Policies - Overseeing the development and observation of the Authority's financial policies with the assistance of the Executive Committee and the Executive Director.
- E. Reports - Keeping the board regularly informed of key financial events, trends, concerns, and assessment of fiscal health in addition to completing required financial reporting forms in a timely fashion and making these forms available to the board.
- F. Finance Committee (if applicable) - ~~Serving~~ Serves as Chair of the Finance Committee.

The Treasurer shall perform such other duties as may be assigned to him/her by the Chairperson or by the Board.

Section 8. Assistant Clerk. The Assistant Clerk, in general, shall perform such duties as shall be assigned to him/her by the Clerk or by the Chairperson of the Board.

Adopted March 10, 2022

Section 9. Assistant Treasurer. The Assistant Treasurer, in general, shall perform such duties as shall be assigned to him/her by the Treasurer or by the Chairperson of the Board.

ARTICLE V **COMMITTEES**

Section 1. Committees. The Board, by resolution adopted by majority of the Members present at any meeting, may designate and appoint one or more committees, each of which shall consist of five or more members and shall have and exercise such authority as shall be granted to them by such resolution; provided, however, such committee shall not have the power or authority to amend the Articles of Incorporation, adopt an agreement of merger or consolidation or any agreement for the sale, lease or exchange of all or substantially all of the Consolidated Dispatch Authority's property and assets, dissolve the Consolidated Dispatch Authority; or amend the Bylaws of the Consolidated Dispatch Authority. Except as otherwise provided in said resolution, the majority of members of such committees shall be Members of the Board of Directors and the chairperson shall appoint the members thereof. Any committee member may be removed by the person or persons authorized to appoint such member whenever, in their judgment, the best interests of the Consolidated Dispatch Authority shall be served by such removal.

Section 2. Term of Office. Each member of a committee shall continue as such until the next Annual Meeting of the Board and until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof. Committees whose work carries over from one year to the next may retain some or all of their members subject to reappointment by the Chairperson or other appointing authority identified in the Resolution establishing the committee initially.

Section 3. Chairperson. The Chairperson of the Consolidated Dispatch Authority Board of Directors, in consultation with the Members, shall appoint one member on the committee to serve as the Chairperson except for the Technical Advisory Standing Committee (TAC): The Members of the TAC shall elect a chairperson and vice-chairperson annually at the first regular meeting of the Committee each calendar year.

Section 4. Quorum. Unless otherwise provided in the Resolution of the Board designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 5. Personnel Standing Committee. It shall be the duty of this committee to work closely with the Executive Director to analyze and advise the Board with respect to personnel policies, benefits and contracts that may directly or indirectly impact Consolidated Dispatch Authority employees.

Adopted March 10, 2022

Section 6. Technical Advisory Standing Committee. In addition to any committee formed under the authority provided to the Board in Section 1 of this Article, the Board shall also appoint a Technical Advisory Committee in accordance with the provisions of the Interlocal Agreement.

Section 7. Executive Standing Committee. The Chairperson, Vice-Chairperson, Treasurer, Clerk and the Personnel Committee Chairperson of the Consolidated Dispatch Authority Board of Directors shall constitute the Executive Committee which shall initially be responsible for preparing the Agendas for the meetings of the Authority Board and scheduling presentations to the Authority Board. The membership of the Executive Committee may be expanded in accordance with a Resolution properly adopted by the Board of Directors. The duties and responsibilities of the Executive Committee may also be changed accordance with a Resolution properly adopted by the Board of Directors.

Section 8. Finance Standing Committee. It shall be the duty of this committee to study and advise the Board with respect to all appropriations, review and recommend to the Board a budget for the Consolidated Dispatch Authority's operating expenses by a date specified by the Board for the ensuing year; study and advise the Board with respect to all matters pertaining to purchases; recommend action on claims submitted to the Consolidated Dispatch Authority for payment; and study and advise the Board with respect to all grants submitted for approval by the Board.

Section 9. Standing Committee Membership. Only Consolidated Dispatch Authority Board members may be appointed as chairperson to standing committees except for the TAC elected chairperson. The Consolidated Dispatch Authority may request that staff and non-Consolidated Dispatch Authority members attend standing committee meetings to provide assistance or information.

Section 10. Committee Meetings. Meetings of a standing or special committee may be convened by its chairperson or by a majority of its members at any time upon reasonable notice to its members and to the Chairperson of the Board, provided the notice complies with the requirements of the Open Meetings Act, 1976 PA 267. A quorum is required to conduct business. In order for a committee to move a matter to the Board for consideration, a majority of those voting is required.

All committee meetings shall be open, except that a committee may vote to go into closed session as provided by the Open Meetings Act, 1976 PA 267. Each committee shall have a prepared agenda at least one day prior to the committee meetings, which shall include, as far as is practicable, all items to be considered by the committee; the agenda shall be posted and made available to the public on request as provided by the Open Meetings Act, 1976 PA 267. The chairperson of each committee shall either prepare an agenda in cooperation with the Executive Director or shall delegate that authority. All committees shall keep minutes of their meetings as required by the Open Meetings Act, 1976 PA 267, and said minutes shall be kept on file.

Adopted March 10, 2022

Every committee or subcommittee will provide an opportunity for public comment at the beginning ~~and end~~ of each agenda. Each person will be permitted to speak, ~~either at the beginning or the end of the meeting,~~ for four (4) minutes, except that if it appears a large number of people wish to speak at a meeting the chairperson may ask those wishing to speak to identify themselves and if there are more than 20 may announce that the allotted time per person will be two (2) minutes, except where extended privileges are granted by the chairperson.

ARTICLE VI CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 1. Contracts. The Board may authorize any officer or officers, agent or agents of the Consolidated Dispatch Authority, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Consolidated Dispatch Authority.

Section 2. Checks, Drafts, etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Consolidated Dispatch Authority, shall be signed by such officer or offices, agent or agents of the Consolidated Dispatch Authority and in such manner as shall be determined by resolution of the Board. In the absence of such determination by the Board, such instruments shall be signed by the chairperson or Vice-Chairperson and countersigned by the Treasurer or Clerk of the Consolidated Dispatch Authority.

Section 3. Deposits. All funds of the Consolidated Dispatch Authority shall be deposited to the credit of the Consolidated Dispatch Authority in such banks, trust companies or other depositories as the Board may select.

Section 4. Gifts. The Board may accept on behalf of the Consolidated Dispatch Authority any contribution, gift, bequest or devise for a general purpose or for any special purpose of the Consolidated Dispatch Authority.

Section 5. Loans. No loan shall be contracted on behalf of the Consolidated Dispatch Authority and no evidence of indebtedness shall be issued in its name unless authorized by a Resolution of the Board.

ARTICLE VII BOOKS AND RECORDS

The Consolidated Dispatch Authority shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, the Board and committees having any of the authority of the Board, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Consolidated Dispatch Authority may be inspected by any Member, or his/her agent, or attorney, for any proper purpose at any reasonable time.

**ARTICLE VIII
FISCAL YEAR**

The fiscal year of the Consolidated Dispatch Authority shall begin on the first day of January and end on the last day of December in each year.

**ARTICLE IX
DISCHARGE OF DUTIES AND CONFLICTS OF INTEREST**

Conflict of Interest. No Member, or any of its officers or employees, shall have any interest directly or indirectly in any contract for property, materials or services to be acquired by the Consolidated Dispatch Authority, except as permitted by law. Members should make all reasonable efforts to avoid any appearance of impropriety, or any appearance of a conflict of interest. Reasonable efforts to avoid an appearance of impropriety or the appearance of a conflict of interest include, but are not limited to, voluntarily disclosing business and non-business interests in matters coming before the Consolidated Dispatch Authority.

A Member of the Board shall discharge the duties of the position in a nonpartisan manner, in good faith, in the best interests of the State of Michigan and the citizens, and with the degree of diligence, care, and skill that an ordinarily prudent person would exercise under similar circumstances in a like position. A Member of the Board shall not make or participate in making a decision, or in any way attempt to use his or her position as a Member of the Board to influence a decision, on a matter before the Authority in which the Member is directly or indirectly interested. A Member of the Board shall not be interested directly or indirectly in any contract with the Authority or that would cause a substantial conflict of interest. A Member of the Board shall comply with all of the following:

- (a) The Lobbyists, Lobbying Agents, and Lobbying Activities Act, Act 472, Public Acts of Michigan, 1978, as the same may be amended from time to time, as if the Board member were subject to that act and that Board member's receipt of a gift or compensation would be in violation of that act if given by a lobbyist, a lobbyist agent, or a representative of a lobbyist under that act.
- (b) The Incompatible Offices Act, Act 566, Public Acts of Michigan, 1978, as the same may be amended from time to time.

Adopted March 10, 2022

- (c) The Conflict of Interest Act, Act 318, Public Acts of Michigan, 1968, as the same may be amended from time to time, as if the Board member were a state officer.
- (d) The Contracts of Public Servants with Public Entities Act, Act 317, Public Acts of Michigan, 1968, as the same may be amended from time to time, as if the Board member were a public servant.

ARTICLE X
IMMUNITY, INDEMNIFICATION AND INSURANCE

Section 1. No Personal Liability. A member, officer, appointee or employee of the Authority shall not be subject to personal liability when acting in good faith within the scope of his or her authority or on account of the liability of the Authority.

Section 2. Insurance and Indemnification. The Authority shall indemnify and procure insurance indemnifying board members against liability arising out of the discharge of his or her official duties, or for liability asserted by a person with regard to his or her acting as a director or within the scope of his or her authority, from any personal liability or accountability by reason of his or her acting as a director or within the scope of his or her authority or by reason of any other action taken or the failure to act by the Authority. A Board member is presumed to act in good faith absent clear and convincing evidence to the contrary, and the Authority shall indemnify and hold harmless any Board member from the outset of any claim to the extent provided by law. The Board shall use competitive procurement methods to obtain insurance pursuant to this Section.

A. The Authority shall, in addition to the insurance referred to above, purchase, using competitive procurement methods, and maintain insurance on behalf of each member of the Board and each officer and appointee of the Authority against any liability arising out of the status of that person or asserted against that person and incurred by that person in any capacity. Pursuant to the Act, the Authority may procure or become a self-funded insurer against loss in connection with the property, assets, or activities of the Authority.

B. Indemnification or other payment under this Article may be for expenses, including attorneys' fees, actually and reasonably incurred, and for judgments, penalties, fines and amounts paid in settlement actually and reasonably incurred.

ARTICLE XI
AMENDMENTS TO BYLAWS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of all Members appointed and serving at any regular meeting or at any

Adopted March 10, 2022

special meeting, if at least Sixty (60) days written notice is given of intention to alter, amend or repeal or to adopt new Bylaws at such meeting.

The foregoing Bylaws were adopted by the Kalamazoo County Consolidated Dispatch Authority Board of Directors at a meeting duly held on the ~~9th day of January 2020~~. 10th day of March 2022

Formatted: Superscript

Revised effective ~~9 January 2020~~ 10 March 2022.