



**NOTICE and AGENDA for**  
**Kalamazoo County Consolidated Dispatch Authority**  
**BOARD OF DIRECTORS**  
**March 9, 2023 – Regular Meeting**

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**PLEASE TAKE NOTICE** that a REGULAR Meeting of the Kalamazoo County Consolidated Dispatch Authority (KCCDA) Board of Directors will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, Michigan on **Thursday, March 9<sup>th</sup>, 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 – APPROVAL OF MEETING MINUTES**

- A. January 12<sup>th</sup> – Regular Meeting

**ITEM 4 – CITIZENS’ TIME**

The Board welcomes members of the public to express their ideas or concerns about issues affecting Kalamazoo County Consolidated Dispatch Authority. Members of the public wishing to speak are requested to stand 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 5 – FOR CONSIDERATION**

- A. Executive Director Report
  - 1. Administrative Monthly Report (A verbal report will be provided as the written version is not yet complete)
  - 2. January and February Reconciliation Reports
  - 3. Year-to-Date Budget Performance Report
    - a. Fiscal Year 2022
    - b. Fiscal Year 2023
  - 4. Correspondence
    - a. Kalamazoo County Board of Commissioners Appointments
    - b. City of Kalamazoo Appointments
    - c. City of Portage Ambulance Provider
    - d. Comstock Township Ambulance Provider
    - e. Texas Township Ambulance Provider
- B. Committee Reports
  - 1. Executive Committee – Jan Van Der Kley
  - 2. Personnel Committee – Pat McGinnis
    - a. 2023 Executive Director Performance Objectives
    - b. Administrative Assistant Job Description
  - 3. Technical Advisory Committee – Scott Merlo
    - a. Agreement with Integrated Services of Kalamazoo for Computer Aided Dispatch System Limited Records Access
  - 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 – May 11, 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](mailto:admin@kccda911.org)) or calling: Chris McComb, KCCDA, 7040 Stadium Drive, Kalamazoo, 49009, Telephone: (269) 488-8911.



MINUTES

REGULAR MEETING

January 12, 2023

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Chairperson Jan VanDerKley at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, January 12, 2023.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Matt Huber, Pat McGinnis, Rick Fuller, John Gisler, William Fales, Don Martin, Dexter Mitchell, Jan VanDerKley, Scott Merlo, Scott Ernestes, Greg McComb

Others Present: Bryan Ergang, Craig Dieringer, Jeff Troyer, Victoria Rose, Chris McComb

ITEM 3 – ORGANIZATIONAL ITEMS

Ms. VanDerKley reviewed the Board election process and opened the floor to nominations.

“Motion by Mr. Ernestes, second by Dr. Fales to nominate the current Board for re-election in 2023. Ms. VanDerKley as Chair, Mr. Ritsema as Vice Chair, Mr. Fuller as Secretary and Mr. Martin as Treasurer.”

On a roll call vote, YES – 11, NO – 0. MOTION CARRIED.

Mr. Gisler stated it was sensational how well the Dispatch Center has done, and Director Troyer deserves a lot of credit, as well as the Board.

ITEM 4 - APPROVAL OF MEETING MINUTES

A. November 10, 2022 – Regular Meeting

“Motion by Mr. Fuller, second by Mr. Mitchell to approve the meeting minutes for the November 10, 2022, Regular Meeting as presented.”

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

ITEM 5 - CITIZENS TIME

There was none.

ITEM 6 – FOR CONSIDERATION

A. Executive Director Report

1. Administrative Monthly Report

Mr. Troyer stated the monthly report was included in the packet. He provided an update on the MPSCS/Kalamazoo Subsystem Expansion, noting we were re-scheduled for a February 7 - 9 Go Live.

2. November and December Reconciliation Reports

Mr. Troyer stated the reconciliation reports and statements were in the packet. He noted the MI Class account was performing well.

3. Year-to-Date Budget Performance Report (2022)

Mr. Troyer stated the YTD budget performance report was included in packet.

4. Correspondence

a. PDPS Technical Advisory Committee Representative

“Motion by Mr. Huber, second by Mr. Merlo to approve Jeff VanderWiere as the alternate for Portage Public Safety on the Technical Advisory Committee.”

On a voice vote, MOTION CARRIED.

b. Mr. Troyer presented a review of the 9-1-1 network event that occurred on January 10, 2023.

B. Committee Reports

1. Executive Committee – Jan VanDerKley

a. Meeting minutes from November 14, 2022 and January 3, 2023 (Informational only)

b. Sims Civil Case #220000147MM

Ms. VanDerKley presented information on a civil case that was filed against KCCDA and fifty-one others. She explained that the case is built around allegations stemming from an incident in 2019. Many agencies are included in the lawsuit and the case just has to go through the legal process.

2. Personnel Committee – Pat McGinnis

a. Meeting Minutes from November 14, 2022 (Informational only)

b. Executive Director Performance Evaluation

Mr. McGinnis stated Mr. Troyer scored very well on all assets and the Committee recommends approval of the Executive Director’s Performance Evaluation.

Ms. VanDerKley recognized the Personnel Committee and the progress as an organization for how the Director is evaluated.

“Motion by Mr. Ritsema, second by Mr. Ernstes to approve the Executive Director’s Performance Evaluation with an overall rating of 4.2148 out of 5.”

On a voice vote, MOTION CARRIED

c. Executive Director Employment Agreement

Mr. McGinnis stated the Committee further discussed the Executive Director’s Employment Agreement, which is set to expire on February 14. The Committee recommends a three-year agreement with increases of 5% in 2023, 5% in 2024 and 3% in 2025.

“Motion by Mr. Martin, second by Mr. Fuller to approve the Executive Director’s Employment Agreement as presented.”

On a voice vote, MOTION CARRIED.

Ms. VanDerKley stated she appreciates the leadership and redundancy as well as the evolving technology. She noted the compensation increases are reasonable compared to others in the organization.

3. Technical Advisory Committee – Scott Merlo

a. Meeting Minutes from November 2, 2022 and January 3, 2023 (Informational only)

Mr. Merlo stated he was voted in as Chair with Mr. Ernstes as the Vice Chair for 2023.

4. Finance Committee – Don Martin

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

C. Old Business

There was none.

D. New Business

There was none.

ITEM 7 – OTHER ITEMS

A. Announcements and Member Comments

Mr. Ritsema thanked Mr. Troyer for his work. He commented it's nice to have a very competent Executive Director leading us.

Mr. Fuller stated Mr. Troyer has put together a stellar team.

B. Next regular scheduled meeting – March 9, 2023 (Chief Switalski Meeting Room)

ITEM 8 - ADJOURNMENT

The meeting was adjourned at 4:40 p.m.

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Chris McComb  
Deputy Clerk of KCCDA Board of Directors

Kalamazoo County Dispatch Authority

Mercantile General Busn. Checking, Period Ending 01/31/2023

RECONCILIATION REPORT

Reconciled on: 02/07/2023

Reconciled by: Jeff Troyer

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

Summary

USD

Statement beginning balance.....	1,579,840.02
Checks and payments cleared (54).....	-1,268,172.05
Deposits and other credits cleared (5).....	325,548.51
Statement ending balance.....	<u>637,216.48</u>
Uncleared transactions as of 01/31/2023.....	-282,182.00
Register balance as of 01/31/2023.....	355,034.48
Cleared transactions after 01/31/2023.....	0.00
Uncleared transactions after 01/31/2023.....	-40,777.46
Register balance as of 02/07/2023.....	314,257.02

Details

Checks and payments cleared (54)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/07/2022	Bill Payment	3198	Handley's Tree Service	-2,100.00
12/21/2022	Bill Payment	3206	Consumers Energy	-3,766.71
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	3212	D&D Printing	-1,084.92
12/21/2022	Bill Payment	3221	Nicole Face	-67.50
12/21/2022	Bill Payment	3213	MCDA	-700.00
12/21/2022	Bill Payment	3216	Michigan State Police - Cash...	-387.00
01/03/2023	Expense	HMO-Jan23	Blue Cross Blue Shield of Mic...	-2,753.49
01/05/2023	Transfer			-750,000.00
01/12/2023	Bill Payment	3244	Integrity Business Solutions	-1,257.38
01/12/2023	Bill Payment	3258	VISA - Mercantile Bank of Mic...	-738.62
01/12/2023	Bill Payment	3257	MACNLOW Associates	-699.00
01/12/2023	Bill Payment	3256	Williams Building Services LLC	-2,260.00
01/12/2023	Bill Payment	3255	TransUnion Risk and Alternati...	-300.00
01/12/2023	Bill Payment	3254	Roto-Rooter	-263.95
01/12/2023	Bill Payment	3253	Rave Mobile Safety	-43,850.00
01/12/2023	Bill Payment	3252	PowerDMS	-3,180.00
01/12/2023	Bill Payment	3251	Peninsula Fiber Network	-2,135.00
01/12/2023	Bill Payment	3250	NENA	-1,323.00
01/12/2023	Bill Payment	3248	HelpNet	-375.00
01/12/2023	Bill Payment	3247	Antenna Designs	-2,069.25
01/12/2023	Bill Payment	3246	Nicole Face	-92.00
01/12/2023	Bill Payment	3245	Metronet	-3,929.56
01/12/2023	Bill Payment	3243	Insight Public Sector, Inc.	-888.56
01/12/2023	Bill Payment	3242	DL Gallivan Office Solutions	-17.36
01/12/2023	Bill Payment	3241	Dixon Lawn Care	-2,135.00
01/12/2023	Bill Payment	3226	INDigital	-22,000.00
01/12/2023	Bill Payment	3227	AT&T Mobility	-541.25
01/12/2023	Bill Payment	3228	Clear Choice Headsets & Tec...	-104.40
01/12/2023	Bill Payment	3229	DirecTV	-122.99
01/12/2023	Bill Payment	3230	AT&T - Box 5011	-2,665.42
01/12/2023	Bill Payment	3231	Besco	-182.00
01/12/2023	Bill Payment	3232	Consumers Energy	-1,624.68
01/12/2023	Bill Payment	3233	Victoria Rose	-33.81
01/12/2023	Bill Payment	3234	Justice Fence Co.	-2,964.00
01/12/2023	Bill Payment	3235	Kalamazoo Oil Company	-300.14
01/12/2023	Bill Payment	3236	West Michigan Office Interiors	-490.00
01/12/2023	Bill Payment	3237	Motorola Solutions, Inc.	-6,824.43

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/12/2023	Bill Payment	3238	Sohn Linen Service	-85.96
01/12/2023	Bill Payment	3239	VISA - Mercantile Bank of Mic...	-3,755.54
01/12/2023	Bill Payment	3240	Cohl, Stoker & Toskey, P.C.	-374.00
01/13/2023	Expense	011323	PAYROLL	-218,217.24
01/14/2023	Expense	011323	MERS - Alerus Financial	-16,102.03
01/14/2023	Expense	011323	MERS - Alerus Financial	-4,070.93
01/14/2023	Expense	011323	MERS - Alerus Financial	-380.00
01/14/2023	Expense	011323	MERS - Alerus Financial	-472.18
01/15/2023	Expense		Mercantile Bank of Michigan	-50.00
01/27/2023	Expense	012723	PAYROLL	-139,845.20
01/27/2023	Expense		Consumers Life Insurance Co...	-851.44
01/28/2023	Expense	012723	MERS - Alerus Financial	-4,431.53
01/28/2023	Expense	012723	MERS - Alerus Financial	-472.18
01/28/2023	Expense	012723	MERS - Alerus Financial	-380.00
01/28/2023	Expense	012723	MERS - Alerus Financial	-13,875.09

**Total** -1,268,172.05

Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/04/2023	Deposit		Kalamazoo County - Surcharg...	324,152.88
01/13/2023	Deposit		Burnham & Flower Agency	183.65
01/19/2023	Deposit		Kalamazoo County - Millage ...	543.93
01/20/2023	Deposit		Ashley Kang	25.00
01/31/2023	Deposit		Mercantile Bank of Michigan	643.05

**Total** 325,548.51

**Additional Information**

Uncleared checks and payments as of 01/31/2023

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
01/31/2023	Bill Payment	3259	Republic Services	-256.55
01/31/2023	Bill Payment	3260	AT&T Mobility	-541.54
01/31/2023	Bill Payment	3261	Republic Services	-253.44
01/31/2023	Bill Payment	3262	Consumers Energy	-4,189.83
01/31/2023	Bill Payment	3263	Insight Direct USA	-260,578.35
01/31/2023	Bill Payment	3264	Travelers - RMD	-2,618.00
01/31/2023	Bill Payment	3265	Besco	-188.75
01/31/2023	Bill Payment	3266	Rose Pest Solutions	-92.00
01/31/2023	Bill Payment	3267	Michigan Critical Power	-110.20
01/31/2023	Bill Payment	3268	Cynamics Inc.	-5,000.00
01/31/2023	Bill Payment	3269	DirecTV	-129.24
01/31/2023	Bill Payment	3270	AT&T - Box 5011	-2,661.48
01/31/2023	Bill Payment	3271	Unum Insurance Company of ...	-2,621.43
01/31/2023	Bill Payment	3272	DL Gallivan Office Solutions	-112.61
01/31/2023	Bill Payment	3273	C-Comm of Kalamazoo, Inc.	-225.35
01/31/2023	Bill Payment	3274	Sohn Linen Service	-42.98
01/31/2023	Bill Payment	3275	The Rossow Group	-780.00
01/31/2023	Bill Payment	3279	DeWolf & Associates	-845.00
01/31/2023	Bill Payment	3278	Curtis Bonnema	-192.15
01/31/2023	Bill Payment	3280	Justin Schwartz	-535.21

**Total** -282,182.00

Uncleared deposits and other credits as of 01/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/12/2023	Bill Payment	3249	Insight Direct USA	0.00



DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/31/2023	Bill Payment	3276	Blue Cross Blue Shield of Mic...	0.00
01/31/2023	Bill Payment	3277	Consumers Life Insurance Co...	0.00
<b>Total</b>				<b>0.00</b>

Uncleared checks and payments after 01/31/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/01/2023	Expense	HSA Feb 23	Blue Cross Blue Shield of Mic...	-37,136.86
02/01/2023	Expense	Feb 2023	Consumers Life Insurance Co...	-887.11
02/01/2023	Expense	Feb 23	Blue Cross Blue Shield of Mic...	-2,753.49
<b>Total</b>				<b>-40,777.46</b>

Kalamazoo County Dispatch Authority

Mercantile General Busn. Checking, Period Ending 02/28/2023

RECONCILIATION REPORT

Reconciled on: 03/07/2023

Reconciled by: Jeff Troyer

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

Summary		USD
Statement beginning balance		637,216.48
Checks and payments cleared (58)		-702,427.33
Deposits and other credits cleared (5)		546,587.40
Statement ending balance		481,376.55
Uncleared transactions as of 02/28/2023		-269.52
Register balance as of 02/28/2023		481,107.03
Cleared transactions after 02/28/2023		0.00
Uncleared transactions after 02/28/2023		291,095.53
Register balance as of 03/07/2023		772,202.56

Details

Checks and payments cleared (58)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/31/2023	Bill Payment	3259	Republic Services	-256.55
01/31/2023	Bill Payment	3260	AT&T Mobility	-541.54
01/31/2023	Bill Payment	3280	Justin Schwartz	-535.21
01/31/2023	Bill Payment	3279	DeWolf & Associates	-845.00
01/31/2023	Bill Payment	3278	Curtis Bonnema	-192.15
01/31/2023	Bill Payment	3275	The Rossow Group	-780.00
01/31/2023	Bill Payment	3274	Sohn Linen Service	-42.98
01/31/2023	Bill Payment	3273	C-Comm of Kalamazoo, Inc.	-225.35
01/31/2023	Bill Payment	3272	DL Gullivan Office Solutions	-112.61
01/31/2023	Bill Payment	3271	Unum Insurance Company of America	-2,621.43
01/31/2023	Bill Payment	3261	Republic Services	-253.44
01/31/2023	Bill Payment	3262	Consumers Energy	-4,189.83
01/31/2023	Bill Payment	3263	Insight Direct USA	-260,578.35
01/31/2023	Bill Payment	3264	Travelers - RMD	-2,618.00
01/31/2023	Bill Payment	3265	Besco	-188.75
01/31/2023	Bill Payment	3266	Rose Pest Solutions	-92.00
01/31/2023	Bill Payment	3267	Michigan Critical Power	-110.20
01/31/2023	Bill Payment	3268	Cynamics Inc.	-5,000.00
01/31/2023	Bill Payment	3269	DirectTV	-129.24
01/31/2023	Bill Payment	3270	AT&T - Box 5011	-2,661.48
02/01/2023	Expense	HSA Feb 23	Blue Cross Blue Shield of Michigan	-37,136.86
02/01/2023	Expense	Feb 23	Blue Cross Blue Shield of Michigan	-2,753.49
02/01/2023	Expense	Feb 2023	Consumers Life Insurance Company	-887.11
02/10/2023	Expense	021023	PAYROLL	-129,104.92
02/11/2023	Expense	021023	MERS - Alerus Financial	-472.18
02/11/2023	Expense	021023	MERS - Alerus Financial	-380.00
02/11/2023	Expense	021023	MERS - Alerus Financial	-13,654.44
02/11/2023	Expense	021023	MERS - Alerus Financial	-3,919.39
02/15/2023	Expense		Mercantile Bank of Michigan	-50.00
02/16/2023	Bill Payment	3281	Justin Johnson	-700.00
02/16/2023	Bill Payment	3306	VISA - Mercantile Bank of Michigan	-1,016.72
02/16/2023	Bill Payment	3305	Integrity Business Solutions	-131.05
02/16/2023	Bill Payment	3304	Unum Insurance Company of America	-2,266.20
02/16/2023	Bill Payment	3303	Williams Building Services LLC	-2,260.00
02/16/2023	Bill Payment	3301	MEC	-242.03
02/16/2023	Bill Payment	3300	Sohn Linen Service	-42.98
02/16/2023	Bill Payment	3299	Cohl, Stoker & Toskey, P.C.	-814.00
02/16/2023	Bill Payment	3298	TransUnion Risk and Alternative Data Soluti...	-300.00
02/16/2023	Bill Payment	3297	Peninsula Fiber Network	-2,017.00
02/16/2023	Bill Payment	3282	Kalamazoo City Treasurer	-204.84
02/16/2023	Bill Payment	3283	VISA - Mercantile Bank of Michigan	-6,269.82
02/16/2023	Bill Payment	3284	Motorola Solutions, Inc.	-27,925.00
02/16/2023	Bill Payment	3286	Consumers Energy	-4,939.90
02/16/2023	Bill Payment	3287	Besco	-144.00
02/16/2023	Bill Payment	3288	Insight Direct USA	-29,375.55
02/16/2023	Bill Payment	3289	West Michigan Office Interiors	-981.12
02/16/2023	Bill Payment	3290	Insight Public Sector, Inc.	-888.56
02/16/2023	Bill Payment	3291	Kruggel, Lawton & Company, LLC	-1,500.00
02/16/2023	Bill Payment	3292	Language Line Services, Inc	-434.13
02/16/2023	Bill Payment	3293	Roto-Rooter	-339.95
02/16/2023	Bill Payment	3294	Carl Clatterbuck Agency	-600.00
02/16/2023	Bill Payment	3295	Dixon Lawn Care	-2,175.00
02/16/2023	Bill Payment	3296	Metronet	-3,930.30
02/24/2023	Expense	022423	PAYROLL	-124,092.89
02/25/2023	Expense	022423	MERS - Alerus Financial	-4,077.68
02/25/2023	Expense	022423	MERS - Alerus Financial	-13,580.32
02/25/2023	Expense	022423	MERS - Alerus Financial	-495.79
02/25/2023	Expense	022423	MERS - Alerus Financial	-350.00
<b>Total</b>				<b>-702,427.33</b>

Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/15/2023	Deposit		UNUM - STD Reimbursement	3,085.71
02/15/2023	Transfer			400,000.00
02/16/2023	Deposit		Burnham & Flower Agency	452.62

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/22/2023	Deposit		Kalamazoo County - Surcharge REV	142,772.00
02/28/2023	Deposit		Mercantile Bank of Michigan	277.07
<b>Total</b>				<b>546,587.40</b>

**Additional Information**

Uncleared checks and payments as of 02/28/2023

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
02/16/2023	Bill Payment	3302	DL Gullivan Office Solutions	-61.63
<b>Total</b>				<b>-269.52</b>

Uncleared deposits and other credits as of 02/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/12/2023	Bill Payment	3249	Insight Direct USA	0.00
01/31/2023	Bill Payment	3276	Blue Cross Blue Shield of Michigan	0.00
01/31/2023	Bill Payment	3277	Consumers Life Insurance Company	0.00
02/16/2023	Bill Payment	3285	Consumers Life Insurance Company	0.00
<b>Total</b>				<b>0.00</b>

Uncleared deposits and other credits after 02/28/2023

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/02/2023	Deposit		Kalamazoo County - Surcharge REV	291,095.53
<b>Total</b>				<b>291,095.53</b>

Kalamazoo County Dispatch Authority

Michigan CLASS, Period Ending 01/31/2023

RECONCILIATION REPORT

Reconciled on: 02/07/2023

Reconciled by: Jeff Troyer

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

Summary

USD

Statement beginning balance.....	1,335,946.54
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (2).....	757,801.67
Statement ending balance.....	<u>2,093,748.21</u>

Register balance as of 01/31/2023.....	2,093,748.21
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Details

Deposits and other credits cleared (2)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/05/2023	Transfer			750,000.00
01/31/2023	Deposit		Michigan CLASS	7,801.67
<b>Total</b>				<b>757,801.67</b>

Kalamazoo County Dispatch Authority  
Michigan CLASS, Period Ending 02/28/2023

RECONCILIATION REPORT

Reconciled on: 03/07/2023  
Reconciled by: Jeff Troyer

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

Summary	USD
Statement beginning balance.....	2,093,748.21
Checks and payments cleared (1).....	-400,000.00
Deposits and other credits cleared (1).....	6,827.21
Statement ending balance.....	<u>1,700,575.42</u>
Register balance as of 02/28/2023.....	1,700,575.42

Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/15/2023	Transfer			-400,000.00
<b>Total</b>				<b>-400,000.00</b>

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/28/2023	Deposit		Michigan CLASS	6,827.21
<b>Total</b>				<b>6,827.21</b>



# 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
<b>Income</b>									
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	6,138,365.51	6,137,822.00	(543.51)				\$6,138,365.51	\$6,137,822.00	\$ (543.51)
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	494,905.00	484,000.00	(10,905.00)	53,892.00	44,000.00	(9,892.00)	\$548,797.00	\$528,000.00	\$ (20,797.00)
615.020 Surcharge Revenue - Local 911	1,151,957.88	1,120,000.00	(31,957.88)				\$1,151,957.88	\$1,120,000.00	\$ (31,957.88)
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)
<b>Total Income</b>	<b>\$10,212,790.84</b>	<b>\$10,454,833.00</b>	<b>\$242,042.16</b>	<b>\$53,892.00</b>	<b>\$44,000.00</b>	<b>\$ (9,892.00)</b>	<b>\$10,266,682.84</b>	<b>\$10,498,833.00</b>	<b>\$232,150.16</b>
<b>GROSS PROFIT</b>	<b>\$10,212,790.84</b>	<b>\$10,454,833.00</b>	<b>\$242,042.16</b>	<b>\$53,892.00</b>	<b>\$44,000.00</b>	<b>\$ (9,892.00)</b>	<b>\$10,266,682.84</b>	<b>\$10,498,833.00</b>	<b>\$232,150.16</b>
<b>Expenses</b>									
700 thru 718 Personnel Services							\$0.00	\$0.00	\$0.00
702.010 Salaries - Administration	289,368.01	293,643.00	4,274.99				\$289,368.01	\$293,643.00	\$4,274.99
702.020 Wages - Regular					12,000.00	12,000.00	\$0.00	\$12,000.00	\$12,000.00
702.021 Administrative Support	154,696.07	160,604.00	5,907.93	370.50		(370.50)	\$155,066.57	\$160,604.00	\$5,537.43
702.022 Dispatch Supervisors	389,076.95	394,379.00	5,302.05	4,294.68		(4,294.68)	\$393,371.63	\$394,379.00	\$1,007.37
702.023 ECO II's	1,368,430.77	1,470,496.00	102,065.23	14,327.88		(14,327.88)	\$1,382,758.65	\$1,470,496.00	\$87,737.35
702.024 ECO I's	320,790.47	301,517.00	(19,273.47)	5,668.60		(5,668.60)	\$326,459.07	\$301,517.00	\$ (24,942.07)
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	7,392.96		(7,392.96)				\$7,392.96	\$0.00	\$ (7,392.96)
<b>Total 702.020 Wages - Regular</b>	<b>2,273,423.18</b>	<b>2,623,156.00</b>	<b>349,732.82</b>	<b>24,661.66</b>	<b>12,000.00</b>	<b>(12,661.66)</b>	<b>\$2,298,084.84</b>	<b>\$2,635,156.00</b>	<b>\$337,071.16</b>
702.030 Wages - Overtime		365,787.00	365,787.00				\$0.00	\$365,787.00	\$365,787.00
702.031 Administrative Support	435.99		(435.99)				\$435.99	\$0.00	\$ (435.99)
702.032 Dispatch Supervisors	91,633.58		(91,633.58)				\$91,633.58	\$0.00	\$ (91,633.58)
702.033 ECO II's	230,458.03		(230,458.03)				\$230,458.03	\$0.00	\$ (230,458.03)
702.034 ECO I's	25,861.64		(25,861.64)				\$25,861.64	\$0.00	\$ (25,861.64)
<b>Total 702.030 Wages - Overtime</b>	<b>348,389.24</b>	<b>365,787.00</b>	<b>17,397.76</b>				<b>\$348,389.24</b>	<b>\$365,787.00</b>	<b>\$17,397.76</b>
702.050 CTO Pay	14,182.25	23,000.00	8,817.75				\$14,182.25	\$23,000.00	\$8,817.75
706.000 Wages - Holiday Premium	127,314.53	126,869.00	(445.53)				\$127,314.53	\$126,869.00	\$ (445.53)
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
<b>Total 700 thru 718 Personnel Services</b>	<b>3,113,659.45</b>	<b>3,493,788.00</b>	<b>380,128.55</b>	<b>24,661.66</b>	<b>12,000.00</b>	<b>(12,661.66)</b>	<b>\$3,138,321.11</b>	<b>\$3,505,788.00</b>	<b>\$367,466.89</b>
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)



# 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
720.020 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
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	73,850.00	71,400.00	(2,450.00)				\$73,850.00	\$71,400.00	\$ (2,450.00)
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	190,036.32	215,198.00	25,161.68				\$190,036.32	\$215,198.00	\$25,161.68
722.000 Medicare	44,443.95	50,329.00	5,885.05				\$44,443.95	\$50,329.00	\$5,885.05
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
<b>Total 719 thru 725 Benefits and Taxes</b>	<b>1,008,664.11</b>	<b>1,059,399.00</b>	<b>50,734.89</b>				<b>\$1,008,664.11</b>	<b>\$1,059,399.00</b>	<b>\$50,734.89</b>
726 thru 799 Supplies							\$0.00	\$0.00	\$0.00
727.000 Office Supplies	13,970.85	15,000.00	1,029.15				\$13,970.85	\$15,000.00	\$1,029.15
730.000 Maintenance Supplies	1,971.24	6,000.00	4,028.76				\$1,971.24	\$6,000.00	\$4,028.76
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	237.80	1,750.00	1,512.20				\$237.80	\$1,750.00	\$1,512.20
764.000 Food Supplies	153.63	1,750.00	1,596.37				\$153.63	\$1,750.00	\$1,596.37
<b>Total 726 thru 799 Supplies</b>	<b>20,791.77</b>	<b>32,500.00</b>	<b>11,708.23</b>				<b>\$20,791.77</b>	<b>\$32,500.00</b>	<b>\$11,708.23</b>
800 thru 969 Services & Other Charges							\$0.00	\$0.00	\$0.00
801.010 Contractual Services	596,054.32	639,956.00	43,901.68				\$596,054.32	\$639,956.00	\$43,901.68
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	4,862.00	15,000.00	10,138.00				\$4,862.00	\$15,000.00	\$10,138.00
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	14,199.15	14,750.00	550.85				\$14,199.15	\$14,750.00	\$550.85
850.020 Internet Service	98,621.81	96,190.00	(2,431.81)				\$98,621.81	\$96,190.00	\$ (2,431.81)
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	4,176.97	6,000.00	1,823.03	14,862.00	24,000.00	9,138.00	\$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	3,615.02	6,000.00	2,384.98	226.73	2,500.00	2,273.27	\$3,841.75	\$8,500.00	\$4,658.25
870.040 Travel - Mileage	2,793.97	5,000.00	2,206.03	353.35	2,500.00	2,146.65	\$3,147.32	\$7,500.00	\$4,352.68
870.050 Travel - Other	5,722.08	8,500.00	2,777.92	60.00	500.00	440.00	\$5,782.08	\$9,000.00	\$3,217.92
871.010 Education Expense	1,084.92	2,000.00	915.08				\$1,084.92	\$2,000.00	\$915.08
900.000 Printing	94.01	2,000.00	1,905.99				\$94.01	\$2,000.00	\$1,905.99



# 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
905.000 Advertising	3,010.04	5,500.00	2,489.96				\$3,010.04	\$5,500.00	\$2,489.96
915.000 Dues & Subscriptions	4,291.96	9,000.00	4,708.04				\$4,291.96	\$9,000.00	\$4,708.04
920.010 Utilities - Gas	4,221.83	8,000.00	3,778.17				\$4,221.83	\$8,000.00	\$3,778.17
920.020 Utilities - Electricity	46,059.54	55,000.00	8,940.46				\$46,059.54	\$55,000.00	\$8,940.46
920.030 Utilities - Water & Sewer	4,287.88	4,000.00	(287.88)				\$4,287.88	\$4,000.00	\$(287.88)
934.010 Repair & Maintenance - Equipment	20,398.38	25,000.00	4,601.62				\$20,398.38	\$25,000.00	\$4,601.62
955.000 Miscellaneous Operating	10,336.60	20,000.00	9,663.40				\$10,336.60	\$20,000.00	\$9,663.40
958.010 Insurance Premium	52,307.00	52,307.00	0.00				\$52,307.00	\$52,307.00	\$0.00
<b>Total 800 thru 969 Services &amp; Other Charges</b>	<b>903,816.42</b>	<b>1,010,703.00</b>	<b>106,886.58</b>	<b>16,626.48</b>	<b>32,000.00</b>	<b>15,373.52</b>	<b>\$920,442.90</b>	<b>\$1,042,703.00</b>	<b>\$122,260.10</b>
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	37,692.75	40,000.00	2,307.25				\$37,692.75	\$40,000.00	\$2,307.25
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
<b>Total 970 thru 989 Equipment &amp; Capital Outlay</b>	<b>2,496,370.18</b>	<b>2,731,783.00</b>	<b>235,412.82</b>				<b>\$2,496,370.18</b>	<b>\$2,731,783.00</b>	<b>\$235,412.82</b>
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
<b>Total 990 thru 994 Debt Service</b>	<b>1,333,546.00</b>	<b>1,333,547.00</b>	<b>1.00</b>				<b>\$1,333,546.00</b>	<b>\$1,333,547.00</b>	<b>\$1.00</b>
<b>Total Expenses</b>	<b>\$8,876,847.93</b>	<b>\$9,661,720.00</b>	<b>\$784,872.07</b>	<b>\$41,288.14</b>	<b>\$44,000.00</b>	<b>\$2,711.86</b>	<b>\$8,918,136.07</b>	<b>\$9,705,720.00</b>	<b>\$787,583.93</b>
<b>NET OPERATING INCOME</b>	<b>\$1,335,942.91</b>	<b>\$793,113.00</b>	<b>\$(542,829.91)</b>	<b>\$12,603.86</b>	<b>\$0.00</b>	<b>\$(12,603.86)</b>	<b>\$1,348,546.77</b>	<b>\$793,113.00</b>	<b>\$(555,433.77)</b>
<b>NET INCOME</b>	<b>\$1,335,942.91</b>	<b>\$793,113.00</b>	<b>\$(542,829.91)</b>	<b>\$12,603.86</b>	<b>\$0.00</b>	<b>\$(12,603.86)</b>	<b>\$1,348,546.77</b>	<b>\$793,113.00</b>	<b>\$(555,433.77)</b>





# Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2023 Budget - ORIGINAL

January - December 2023

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
<b>Income</b>									
400.000 Use of Fund Balance		162,019.00	162,019.00				\$0.00	\$162,019.00	\$162,019.00
402.000 Property Taxes		6,249,500.00	6,249,500.00				\$0.00	\$6,249,500.00	\$6,249,500.00
573.000 Local Community Stabilization Share		596,400.00	596,400.00				\$0.00	\$596,400.00	\$596,400.00
615.010 Surcharge Revenue - State 911		484,000.00	484,000.00		45,000.00	45,000.00	\$0.00	\$529,000.00	\$529,000.00
615.020 Surcharge Revenue - Local 911		1,120,000.00	1,120,000.00				\$0.00	\$1,120,000.00	\$1,120,000.00
651.000 Charges for Services - User Fees		15,960.00	15,960.00				\$0.00	\$15,960.00	\$15,960.00
665.000 Interest Earned	15,549.00	15,000.00	(549.00)				\$15,549.00	\$15,000.00	\$ (549.00)
667.000 Rent/Lease Revenue		7,200.00	7,200.00				\$0.00	\$7,200.00	\$7,200.00
671.000 Miscellaneous Revenue		50.00	50.00				\$0.00	\$50.00	\$50.00
<b>Total Income</b>	<b>\$15,549.00</b>	<b>\$8,650,129.00</b>	<b>\$8,634,580.00</b>	<b>\$0.00</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>	<b>\$15,549.00</b>	<b>\$8,695,129.00</b>	<b>\$8,679,580.00</b>
<b>GROSS PROFIT</b>	<b>\$15,549.00</b>	<b>\$8,650,129.00</b>	<b>\$8,634,580.00</b>	<b>\$0.00</b>	<b>\$45,000.00</b>	<b>\$45,000.00</b>	<b>\$15,549.00</b>	<b>\$8,695,129.00</b>	<b>\$8,679,580.00</b>
<b>Expenses</b>									
700 thru 718 Personnel Services							\$0.00	\$0.00	\$0.00
702.010 Salaries - Administration	41,520.58	313,087.00	271,566.42				\$41,520.58	\$313,087.00	\$271,566.42
702.020 Wages - Regular					13,000.00	13,000.00	\$0.00	\$13,000.00	\$13,000.00
702.021 Administrative Support	24,384.49	215,529.00	191,144.51				\$24,384.49	\$215,529.00	\$191,144.51
702.022 Dispatch Supervisors	57,402.89	424,789.00	367,386.11				\$57,402.89	\$424,789.00	\$367,386.11
702.023 ECO II's	200,749.36	1,859,125.00	1,658,375.64				\$200,749.36	\$1,859,125.00	\$1,658,375.64
702.024 ECO I's	55,963.11	532,355.00	476,391.89				\$55,963.11	\$532,355.00	\$476,391.89
702.040 Wages - Short Term Disability	(1,860.40)		1,860.40				\$ (1,860.40)	\$0.00	\$1,860.40
<b>Total 702.020 Wages - Regular</b>	<b>336,639.45</b>	<b>3,031,798.00</b>	<b>2,695,158.55</b>		<b>13,000.00</b>	<b>13,000.00</b>	<b>\$336,639.45</b>	<b>\$3,044,798.00</b>	<b>\$2,708,158.55</b>
702.030 Wages - Overtime		368,935.00	368,935.00				\$0.00	\$368,935.00	\$368,935.00
702.031 Administrative Support	215.85		(215.85)				\$215.85	\$0.00	\$ (215.85)
702.032 Dispatch Supervisors	13,136.78		(13,136.78)				\$13,136.78	\$0.00	\$ (13,136.78)
702.033 ECO II's	28,675.51		(28,675.51)				\$28,675.51	\$0.00	\$ (28,675.51)
702.034 ECO I's	5,219.47		(5,219.47)				\$5,219.47	\$0.00	\$ (5,219.47)
<b>Total 702.030 Wages - Overtime</b>	<b>47,247.61</b>	<b>368,935.00</b>	<b>321,687.39</b>				<b>\$47,247.61</b>	<b>\$368,935.00</b>	<b>\$321,687.39</b>
702.050 CTO Pay	3,162.00	23,000.00	19,838.00				\$3,162.00	\$23,000.00	\$19,838.00
706.000 Wages - Holiday Premium	21,515.22	165,454.00	143,938.78				\$21,515.22	\$165,454.00	\$143,938.78
712.000 Payment in Lieu of Benefits	8,275.00	52,650.00	44,375.00				\$8,275.00	\$52,650.00	\$44,375.00
715.010 Auto Allowance	1,447.52	8,683.00	7,235.48				\$1,447.52	\$8,683.00	\$7,235.48
<b>Total 700 thru 718 Personnel Services</b>	<b>459,807.38</b>	<b>3,963,607.00</b>	<b>3,503,799.62</b>		<b>13,000.00</b>	<b>13,000.00</b>	<b>\$459,807.38</b>	<b>\$3,976,607.00</b>	<b>\$3,516,799.62</b>
719 thru 725 Benefits and Taxes							\$0.00	\$0.00	\$0.00
719.000 Workers Comp Insurance	2,618.00	13,690.00	11,072.00				\$2,618.00	\$13,690.00	\$11,072.00
720.010 Medical/Health Insurance	53,440.08	437,048.00	383,607.92				\$53,440.08	\$437,048.00	\$383,607.92
720.020 Dental Insurance	4,377.60	33,195.00	28,817.40				\$4,377.60	\$33,195.00	\$28,817.40
720.030 Vision Insurance	823.54	6,315.00	5,491.46				\$823.54	\$6,315.00	\$5,491.46
720.040 Life Insurance	1,135.36	9,934.00	8,798.64				\$1,135.36	\$9,934.00	\$8,798.64
720.050 Unemployment		9,000.00	9,000.00				\$0.00	\$9,000.00	\$9,000.00
720.060 HSA Contributions	67,900.00	86,100.00	18,200.00				\$67,900.00	\$86,100.00	\$18,200.00
720.070 Short-Term Disability Insurance	7,027.11	39,255.00	32,227.89				\$7,027.11	\$39,255.00	\$32,227.89
721.000 Social Security	28,266.08	244,317.00	216,050.92				\$28,266.08	\$244,317.00	\$216,050.92



# Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2023 Budget - ORIGINAL

January - December 2023

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
722.000 Medicare	6,610.64	57,139.00	50,528.36				\$6,610.64	\$57,139.00	\$50,528.36
725.010 Retirement - MERS DC	41,387.39	316,533.00	275,145.61				\$41,387.39	\$316,533.00	\$275,145.61
725.020 Retirement - MERS 457	2,634.54	22,175.00	19,540.46				\$2,634.54	\$22,175.00	\$19,540.46
725.030 Retirement - MERS HCSP		63,663.00	63,663.00				\$0.00	\$63,663.00	\$63,663.00
<b>Total 719 thru 725 Benefits and Taxes</b>	<b>216,220.34</b>	<b>1,338,364.00</b>	<b>1,122,143.66</b>				<b>\$216,220.34</b>	<b>\$1,338,364.00</b>	<b>\$1,122,143.66</b>
726 thru 799 Supplies							\$0.00	\$0.00	\$0.00
727.000 Office Supplies	584.60	15,000.00	14,415.40				\$584.60	\$15,000.00	\$14,415.40
730.000 Maintenance Supplies	42.38	6,000.00	5,957.62				\$42.38	\$6,000.00	\$5,957.62
740.000 Uniform Supplies		8,000.00	8,000.00				\$0.00	\$8,000.00	\$8,000.00
760.000 Kitchen Supplies	55.37	1,750.00	1,694.63				\$55.37	\$1,750.00	\$1,694.63
764.000 Food Supplies	124.92	1,750.00	1,625.08				\$124.92	\$1,750.00	\$1,625.08
<b>Total 726 thru 799 Supplies</b>	<b>807.27</b>	<b>32,500.00</b>	<b>31,692.73</b>				<b>\$807.27</b>	<b>\$32,500.00</b>	<b>\$31,692.73</b>
800 thru 969 Services & Other Charges							\$0.00	\$0.00	\$0.00
801.010 Contractual Services	229,643.07	712,886.00	483,242.93				\$229,643.07	\$712,886.00	\$483,242.93
805.010 Professional Services - Audit	1,500.00	6,500.00	5,000.00				\$1,500.00	\$6,500.00	\$5,000.00
810.000 Administrative Fees		3,600.00	3,600.00				\$0.00	\$3,600.00	\$3,600.00
813.000 Legal Fees	814.00	20,000.00	19,186.00				\$814.00	\$20,000.00	\$19,186.00
820.010 Interpreter Fees	659.11	5,000.00	4,340.89				\$659.11	\$5,000.00	\$4,340.89
835.010 Medical Services - Physical Exams		2,500.00	2,500.00				\$0.00	\$2,500.00	\$2,500.00
835.020 Medical Services - Drug Testing		1,500.00	1,500.00				\$0.00	\$1,500.00	\$1,500.00
850.010 Telephone Service	961.01	14,500.00	13,538.99				\$961.01	\$14,500.00	\$13,538.99
850.020 Internet Service	15,120.79	98,920.00	83,799.21				\$15,120.79	\$98,920.00	\$83,799.21
850.030 Copying		2,500.00	2,500.00				\$0.00	\$2,500.00	\$2,500.00
850.040 Mailing		3,000.00	3,000.00				\$0.00	\$3,000.00	\$3,000.00
870.010 Travel - Training/Registration		8,000.00	8,000.00	3,587.00	24,000.00	20,413.00	\$3,587.00	\$32,000.00	\$28,413.00
870.020 Travel - Lodging	2,122.36	11,500.00	9,377.64		2,500.00	2,500.00	\$2,122.36	\$14,000.00	\$11,877.64
870.030 Travel- Meals/Food	423.12	5,000.00	4,576.88	44.12	2,500.00	2,455.88	\$467.24	\$7,500.00	\$7,032.76
870.040 Travel - Mileage		5,000.00	5,000.00	148.03	2,500.00	2,351.97	\$148.03	\$7,500.00	\$7,351.97
870.050 Travel - Other	224.44	8,500.00	8,275.56		500.00	500.00	\$224.44	\$9,000.00	\$8,775.56
871.010 Education Expense		2,000.00	2,000.00				\$0.00	\$2,000.00	\$2,000.00
900.000 Printing		2,000.00	2,000.00				\$0.00	\$2,000.00	\$2,000.00
905.000 Advertising	384.00	5,500.00	5,116.00				\$384.00	\$5,500.00	\$5,116.00
915.000 Dues & Subscriptions	1,353.00	9,000.00	7,647.00				\$1,353.00	\$9,000.00	\$7,647.00
920.010 Utilities - Gas	567.21	8,000.00	7,432.79				\$567.21	\$8,000.00	\$7,432.79
920.020 Utilities - Electricity	5,011.15	55,000.00	49,988.85				\$5,011.15	\$55,000.00	\$49,988.85
920.030 Utilities - Water & Sewer	471.00	4,000.00	3,529.00				\$471.00	\$4,000.00	\$3,529.00
934.010 Repair & Maintenance - Equipment	675.50	25,000.00	24,324.50				\$675.50	\$25,000.00	\$24,324.50
955.000 Miscellaneous Operating	2,581.31	20,000.00	17,418.69				\$2,581.31	\$20,000.00	\$17,418.69
958.010 Insurance Premium		60,000.00	60,000.00				\$0.00	\$60,000.00	\$60,000.00
<b>Total 800 thru 969 Services &amp; Other Charges</b>	<b>262,511.07</b>	<b>1,099,406.00</b>	<b>836,894.93</b>	<b>3,779.15</b>	<b>32,000.00</b>	<b>28,220.85</b>	<b>\$266,290.22</b>	<b>\$1,131,406.00</b>	<b>\$865,115.78</b>
970 thru 989 Equipment & Capital Outlay							\$0.00	\$0.00	\$0.00
976.000 Project Costs	1,750.00	45,000.00	43,250.00				\$1,750.00	\$45,000.00	\$43,250.00
980.000 Equipment/Software - Capital	270,719.50	425,633.00	154,913.50				\$270,719.50	\$425,633.00	\$154,913.50



# Kalamazoo County Consolidated Dispatch Authority

Budget vs. Actuals: 2023 Budget - ORIGINAL

January - December 2023

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
980.010 Equipment/Software - Small	1,803.33	25,000.00	23,196.67				\$1,803.33	\$25,000.00	\$23,196.67
980.020 Facility - Capital		315,000.00	315,000.00				\$0.00	\$315,000.00	\$315,000.00
<b>Total 970 thru 989 Equipment &amp; Capital Outlay</b>	<b>274,272.83</b>	<b>810,633.00</b>	<b>536,360.17</b>				<b>\$274,272.83</b>	<b>\$810,633.00</b>	<b>\$536,360.17</b>
990 thru 994 Debt Service							\$0.00	\$0.00	\$0.00
991.010 Loan/Lease - Principal		1,238,692.00	1,238,692.00				\$0.00	\$1,238,692.00	\$1,238,692.00
991.020 Loan/Lease - Interest		94,854.00	94,854.00				\$0.00	\$94,854.00	\$94,854.00
<b>Total 990 thru 994 Debt Service</b>		<b>1,333,546.00</b>	<b>1,333,546.00</b>				<b>\$0.00</b>	<b>\$1,333,546.00</b>	<b>\$1,333,546.00</b>
<b>Total Expenses</b>	<b>\$1,213,618.89</b>	<b>\$8,578,056.00</b>	<b>\$7,364,437.11</b>	<b>\$3,779.15</b>	<b>\$45,000.00</b>	<b>\$41,220.85</b>	<b>\$1,217,398.04</b>	<b>\$8,623,056.00</b>	<b>\$7,405,657.96</b>
NET OPERATING INCOME	<b>\$ (1,198,069.89)</b>	<b>\$72,073.00</b>	<b>\$1,270,142.89</b>	<b>\$ (3,779.15)</b>	<b>\$0.00</b>	<b>\$3,779.15</b>	<b>\$ (1,201,849.04)</b>	<b>\$72,073.00</b>	<b>\$1,273,922.04</b>
NET INCOME	<b>\$ (1,198,069.89)</b>	<b>\$72,073.00</b>	<b>\$1,270,142.89</b>	<b>\$ (3,779.15)</b>	<b>\$0.00</b>	<b>\$3,779.15</b>	<b>\$ (1,201,849.04)</b>	<b>\$72,073.00</b>	<b>\$1,273,922.04</b>



KALAMAZOO COUNTY GOVERNMENT

# 2023 BOARD CHAIR APPOINTMENTS

## Advisory Boards & Authorities

There are a total of 26 Boards, Councils & Authorities with Required or Voting Member Commissioner Placement: (a) alternate

Board	Type	Appointments Made By	Commissioner Requirement	Voting/Non-Voting Member	Appointed Commissioners	Meeting Time, Day and Location
Animal Services & Enforcement Advisory Board	Advisory	Kalamazoo County Board of Commissioners	Bylaws require 1 Commissioner	Voting Member	Deleeuw	2 <sup>nd</sup> Tuesday of February
Board Appointment Interview Committee	Advisory	Kalamazoo County Board of Commissioners Chair	Committee consists of only commissioners	Voting Member	Deleeuw Gisler Strebs Rey	Meets 1 <sup>st</sup> & 3 <sup>rd</sup> Thursday of each month at 12 p.m. in Board Chambers
Board of Public Works	Advisory	Kalamazoo County Board of Commissioners	Bylaws allow 1 Commissioner	Voting Member	Heppler	1st Friday after the 1st Tuesday of each month at 1:30 p.m. in Room 207A
Brownfield Redevelopment Authority/Economic Development Corporation	Authority	Kalamazoo County Board of Commissioners	State law allows 1-3 Commissioners	Voting Member	Morales	4 <sup>th</sup> Thursday at 4 p.m. in Room 207A
City of Kalamazoo Local Development Dept. (LDFA)				Voting Member	Strebs	

KALAMAZOO COUNTY GOVERNMENT

# 2023 BOARD CHAIR APPOINTMENTS

## Advisory Boards & Authorities

Board	Type	Appointments Made By	Commissioner Requirement	Voting/Non-Voting Member	Appointed Commissioners	Meeting Time, Day and Location
Community Action Agency of South-Central Michigan D/B/A Community Action Agency	Advisory	CCA	Bylaws Require	Voting Member	Rey	4 <sup>th</sup> Monday of the month 4:00 PM in Battle Creek
Community Corrections Advisory Board	Advisory	Kalamazoo County Board of Commissioners	State law requires 1 Commissioner	Voting Member	Deleeuw Heppler (a)	3rd Friday of every other month at 7:45 a.m., at Community Corrections
Community Mental Health & Substance Abuse Board (ISK)	Advisory	Kalamazoo County Board of Commissioners	State law requires to 1-4 Commissioners	Voting Member	Morales Rey (a)	4th Monday of each month at 418 W. Kalamazoo Ave @ 4:00 p.m.
Comstock Downtown Development Authority (DDA)	Authority		Required		Gisler	
Consolidated Dispatch Authority – Finance	Authority		Bylaws allows for 1 Commissioner	Voting Member	Catlin Taylor (a)	2 <sup>nd</sup> Thursday of month at 3:30 p.m.
Consolidated Dispatch Board of Directors	Authority			Voting Member	Deleeuw Heppler (alt)	
Consolidated Dispatch Board of Directors- Personnel	Authority			Voting Member	Heppler Deleeuw (alt)	
Davis-Olmstead Drain Board			State law requires Board Chair	Voting Member	Taylor	Meets as needed
Discover Kalamazoo Board of Directors & Advisory Council	Advisory	Kalamazoo County Board of Commissioners Chair	Request appointment of 1 individual (prefers	Voting Member	Wheeler Morales (a)	Board - 4 <sup>th</sup> Wednesday of the month (3 <sup>rd</sup> Wednesday in December) at 11:30 am

KALAMAZOO COUNTY GOVERNMENT

# 2023 BOARD CHAIR APPOINTMENTS

## Advisory Boards & Authorities

Board	Type	Appointments Made By	Commissioner Requirement	Voting/Non-Voting Member	Appointed Commissioners	Meeting Time, Day and Location
			appointment to be a Commissioner)			Advisory - 2 <sup>nd</sup> Wednesday of select months (February, May, August and November) at 7:30 am
Environmental Health Advisory Council	Advisory	Kalamazoo County Board of Commissioners	Bylaws prefer 1 Commissioner and no more than 2 Commissioners.	Voting Member	Strebs Heppler (alt)	2nd Wednesday of even months at 9:00 a.m. at 311 Alcott Street
Gourdneck Lake Governmental Lake Board			By-law's forthcoming	Voting Member	Mazer	TBA
Kalamazoo Area Transportation Study Policy Committee			Bylaws allow 1 or more Commissioners	Voting Member	Gisler Heppler (alt)	Last Monday of Month at 9 a.m. at KCRC
Long Lake Board			State law requires 1 Commissioner	Voting Member	Gisler	Meets as needed
Older Adult Services Advisory Council	Advisory	Kalamazoo County Board of Commissioners	Bylaws permit 1 Commissioner	Voting Member	Mazer Gisler (a)	2nd Wednesday of each month at 3:30 p.m. at 311 Alcott Street
Oshtemo SoDA				Voting Member	Deleeuw	
Parks & Recreation Commission	Advisory	Kalamazoo County Board of Commissioners	State law requires 1 or more Commissioner	Voting Member	Mazer Wheeler (a)	1st Thursday of each month at 3:00 p.m. at the County Expo Center

KALAMAZOO COUNTY GOVERNMENT

# 2023 BOARD CHAIR APPOINTMENTS

## Advisory Boards & Authorities

Board	Type	Appointments Made By	Commissioner Requirement	Voting/Non-Voting Member	Appointed Commissioners	Meeting Time, Day and Location
Planning Commission	Advisory	Kalamazoo County Board of Commissioners	Bylaws permit for 1 or more Commissioner	Voting Member	Mazer Gisler (a)	1st Thursday of every month at 7:00 p.m. in Room 207A
Portage LDFA			State law requires 1 Commissioner	Voting Member	Taylor Wheeler (a)	Meets as needed
Public Arts Committee			Bylaws allow County to appoint 1 individual; Commissioner not required	Voting Member	Wheeler	
Sanitary Code Hearing Board			Code requires 1 Commissioner	Voting Member	Gisler	Meets as needed
SW MI Substance Abuse Advisory Council – part of SW Michigan Behavioral Health (SWMBH)		CMH Director recommends appointees	1 elected official may be appointed	Voting Member	Wheeler Morales (a)	3 <sup>rd</sup> Monday of every other month starting in January from 4:00 to 5:30 p.m.
Vicksburg LDFA			State law requires 1 Commissioner	Voting Member	Mazer Gisler (a)	Meets as needed
WMU Business Tech & Research Park LDFA			State law requires 1 Commissioner	Voting Member	Morales	Meets quarterly

# 2023 BOARD CHAIR APPOINTMENTS

## Advisory Boards & Authorities

There are a total of 12 Boards, Councils & Authorities that Allows for or has Non-Voting Member Commissioner Placement:

Board	Type	Appointments Made By	Commissioner Requirement	Voting/Non-Voting Member	Appointed Commissioners	Meeting Time, Day and Location
Building Committee - Internal	Advisory	Membership consists of Commissioners & Staff	Commissioner requirement determined by Board Chair	N/A	Heppler Taylor Rey	Meets as needed
Council Of Governments			Bylaws permit representative and alternate		Taylor Deleeuw (a)	Meets as needed
County ID Program Advisory Board	Advisory	Kalamazoo County Board of Commissioners	Bylaws require 2 Commissioners	Non-Voting Member	Strebs Morales (a)	second Thursday of each month at 5:15 p.m.
Department of Health & Human Services Department Board	Advisory			Non-Voting Member	Strebs	2nd Wednesday of each month at 9:30 a.m. at the Dept. of Social Services Offices
Land Bank Authority	Authority	Kalamazoo County Board of Commissioners	State law allows 1 or more as liaison only	Non-Voting Member	Rey Morales (a)	2 <sup>nd</sup> Thursday February, April, June, August, October, December at 8:30 a.m.
Public Housing Commission	Advisory	Kalamazoo County Board of Commissioners	State law allows 1 or more Commissioners as liaison only	Non-Voting Member	Rey Morales (a)	1st Thursday of each month at 4:30 p.m. at the County Administration Building



KALAMAZOO COUNTY GOVERNMENT

# 2023 BOARD CHAIR APPOINTMENTS

## Advisory Boards & Authorities

Board	Type	Appointments Made By	Commissioner Requirement	Voting/Non-Voting Member	Appointed Commissioners	Meeting Time, Day and Location
Road Commission	Authority	Kalamazoo County Board of Commissioners	State law allows 1 or more Commissioner liaison only	Non-Voting Member	Gisler Mazer (a)	Alternating Tuesdays at 3:00 p.m. at the Road Commission's office
Solid Waste Management Planning Committee			State law permits 1 Commissioner (not required)		Mazer Gisler	
Southcentral Michigan Planning Council	Advisory	Kalamazoo County Board of Commissioners	Bylaws allow 4 appointments, but no Commissioner required		Mazer Gisler(a)	1 <sup>st</sup> Tuesday of each month at 11:30 a.m.
Veterans Affairs Committee	Advisory	Kalamazoo County Board of Commissioners	Bylaws may permit 1 Commissioner	Non-Voting Member	Deleeuw Gisler (a)	2 <sup>nd</sup> Tuesday of the month, at 1:00 p.m. at Alcott Street
Transportation Authorities	Advisory	Kalamazoo County Board of Commissioners	State law allows 1 or more Commissioners as liaison	Non-Voting Member	Strebs Gisler (a)	Joint meeting 2 <sup>nd</sup> Monday of each month at 11:30 a.m.

# 2023 BOARD CHAIR APPOINTMENTS

## Advisory Boards & Authorities

There are a total of **13** Boards, Councils & Authorities with **no Requirements or Non-Voting Member** Commissioner Placement:

Board	Type	Appointments Made By	Commissioner Requirement	Voting/Non-Voting Member	Appointed Commissioners	Meeting Time, Day and Location
Aeronautics Board of Trustees	Authority	Kalamazoo County Board of Commissioners	No requirement	Non-Voting Member	Gisler Mazer (a)	10:30 a.m. on the 2nd Thursday of every other month; except the months of July, August, September at the Airport
Cradle Kalamazoo	Advisory	Kalamazoo County Board of Commissioners			Strebs	Cradle Steering Meeting is 4 <sup>th</sup> Tuesday (11:30am – 1pm)
Diversity and Inclusion Committee	Advisory	Kalamazoo County Board of Commissioners	No requirement	Participation	Rey Strebs Taylor	4 <sup>th</sup> Thursday of each month at 5:30 p.m.
Disaster Committee			No requirement	Participation	Heppler Taylor/Gisler (a)	1 <sup>st</sup> Wednesday of month at 2 p.m. at the Jail
Fair Council	Advisory	Kalamazoo County Board of Commissioners		Optional	Heppler	4 <sup>th</sup> Wednesday @ 6:30 p.m. at 2900 Lake Street
MSU Extension Advisory Council	Advisory			Participation	Wheeler	

# 2023 BOARD CHAIR APPOINTMENTS

## Advisory Boards & Authorities

Board	Type	Appointments Made By	Commissioner Requirement	Voting/Non-Voting Member	Appointed Commissioners	Meeting Time, Day and Location
NACo				Participation		
Open Data Citizen Oversight and Advisory Committee	Advisory	Kalamazoo County Board of Commissioners	TBD Committee being formed in 2023	TBD Committee being formed in 2023	Wheeler	TBD Committee being formed in 2023
Plan Design Health Insurance – Internal	Advisory	Membership consists of Commissioner(s) & Staff	Commissioner requirement determined by Board Chair	N/A	Taylor	Meets as needed.
Potawatomi R&D Council				Participation	Strebs	
Revenue Committee – Internal	Advisory	Kalamazoo County Board of Commissioners		Participation	Taylor Gisler Wheeler Rey	
Smart Counties			Membership allows Commissioners	Participation	Taylor Rey (a)	Meets as needed
Workforce Development Board (Michigan Works!)			If Commissioner fulfills business sector than can be a voting member. If no appointment of a Commissioner, then BOC has to appoint someone	Voting member (if fulfilling business sector)  Participation (if not fulling business sector)	Heppler	3 <sup>rd</sup> Thursday of the month from 9-10:30 am

# 2023 BOARD CHAIR APPOINTMENTS

## Advisory Boards & Authorities

Board	Type	Appointments Made By	Commissioner Requirement	Voting/Non-Voting Member	Appointed Commissioners	Meeting Time, Day and Location



**City Clerk's Office**  
241 West South Street  
Kalamazoo, MI 49007-4796  
Phone: 269.337.8000  
Fax: 269.337.8494  
[www.kalamazoocity.org](http://www.kalamazoocity.org)

February 21, 2023

Jeff Troyer, Executive Director  
Kalamazoo County Consolidated Dispatch Authority  
7040 Stadium Drive  
Kalamazoo, MI 49009

***Sent via email to: [jtroyer@kccda911.org](mailto:jtroyer@kccda911.org)***

Dear Mr. Troyer:

On Monday, February 20, 2023 the Kalamazoo City Commission voted to appoint the following City representatives to the Kalamazoo County Consolidated Dispatch Authority Board of Directors:

- Deputy Public Safety Chief Matt Huber as a regular member of the board to replace Vernon Coakley.
- Public Safety Chief David Boysen as an alternate board member.

If you have any questions, please let me know.

Best Regards,

Scott A. Borling  
City Clerk

**CITY OF PORTAGE**

**COMMUNICATION**

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**TO:** Torie Rose, KCCDA Deputy Director

**DATE:** March 1, 2023

**FROM:** Nicholas J. Arnold, Director of Public Safety



**SUBJECT:** EMS Services Dispatching

Please accept this communication as the Portage Department of Public Safety's official request to have the Kalamazoo County Consolidated Dispatch Authority (KCCDA) transition its 9-1-1 Emergency Medical Services (EMS) dispatching from Pride Care Ambulance to Life EMS Ambulance effective at 11:59PM on March 1, 2023.

# CHARTER TOWNSHIP OF COMSTOCK

## Department of Fire & Rescue

Matt Beauchamp  
*Fire Chief*

8700 E. Michigan Avenue • P.O. Box 8  
Comstock, Michigan 49041

Mike Dyer  
*Deputy Chief*

Kevin Thompson  
*Assistant Chief*

Phone: (269) 345-9244 • Fax: (269) 345-8356

Michael Kessler  
*Fire Marshal*

Date: March 1, 2023

Re: Comstock Township EMS Calls

To: Kalamazoo County Consolidated Dispatch Authority

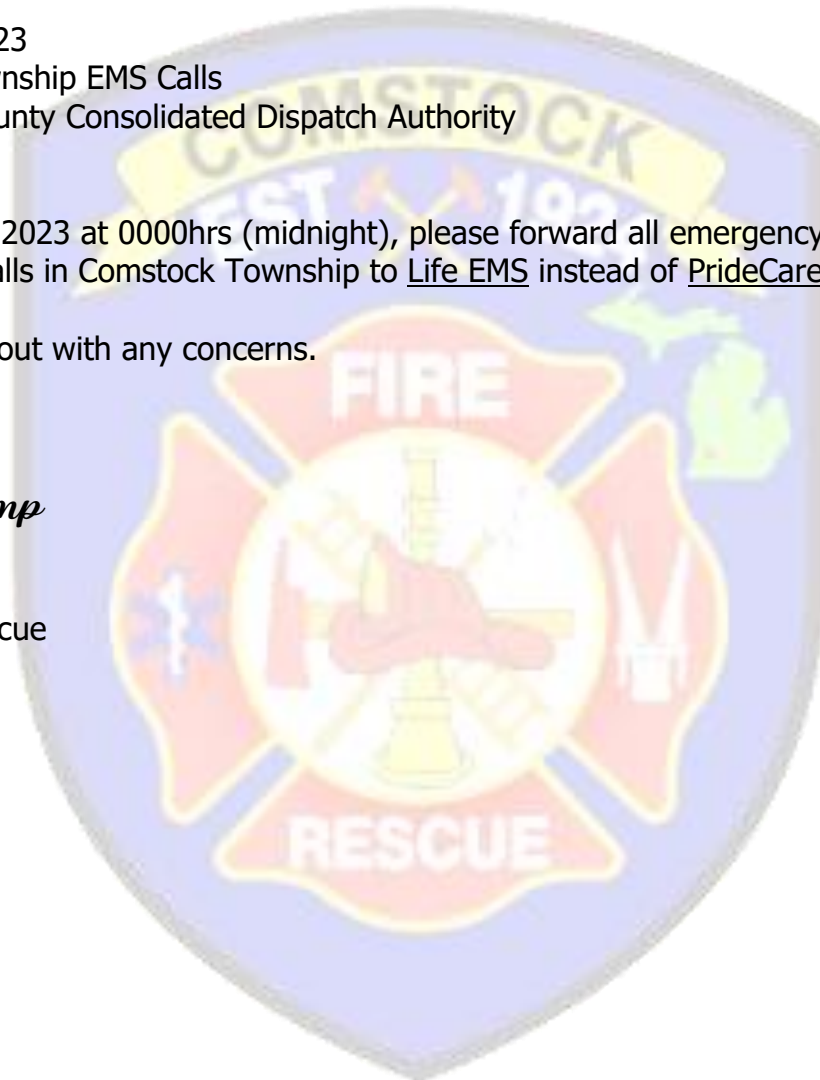
Effective March 2, 2023 at 0000hrs (midnight), please forward all emergency and non-emergency EMS calls in Comstock Township to Life EMS instead of PrideCare Ambulance.

Feel free to reach out with any concerns.

Thank you.

***Matt Beauchamp***

Fire Chief  
Comstock Fire Rescue





# TEXAS TOWNSHIP FIRE DEPARTMENT

Chad Tackett, Fire Chief

7110 West 'Q' Avenue  
Kalamazoo, Michigan, 49009  
info@texasfire.org

Phone: (269) 375-4610  
Fax: (269) 375-0791  
www.texas township.org/fire

Torie Rose, Deputy Director  
Kalamazoo County Consolidated Dispatch Authority  
7040 Stadium Drive  
Kalamazoo, MI 49009

RE: Transition to Life EMS

1 March 2023

Deputy Director Rose,

I wanted to inform you that Texas Township Fire Department will terminate its Service Agreement and MOU with PrideCare Ambulance, effective 1 March 2023 at 11:59 PM. PrideCare has been notified of this transition and a press release will be sent out today for public notification. The City of Portage, Township of Comstock, PrideCare Ambulance, Life EMS, and the Kalamazoo County Medical Control Authority (KCMCA) are all aware of this transition.

This letter is a formal request to have KCCDA utilize Life EMS for all CFS that will need EMD processing to determine a priority response. This letter is also requesting the services of Life EMS being dispatched by KCCDA for all calls processed using EMD for the Township of Texas. Additionally, this request would incorporate all seven zones in the jurisdiction of Texas Township and would still utilize established protocols from KCMCA.

Thank you for your consideration and if you have any questions or concerns please do not hesitate to contact me directly.

Respectfully,

Chad Tackett, Fire Chief





# 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:

Part of the Executive Director’s Performance Appraisal is based on three mutually agreed upon goals/objectives. The Executive Director presented the attached recommended performance objectives to the Personnel Committee at the meeting on March 7<sup>th</sup>.

The Personnel Committee unanimously approved the attached performance objectives for the 2023 year and recommends them to the Board of Directors for consideration.

### Proposed Motion:

Motion to approve the 2023 Executive Director Performance Objectives 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](mailto:admin@kccda911.org). If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.



# Kalamazoo County Consolidated Dispatch Authority



**TO: Personnel Committee Members**

**FROM: Jeff Troyer, Executive Director**

**DATE: February 17, 2023**

**SUBJECT: 2023 Executive Director Performance Goals/Objectives**

Please accept the following as recommended goals/performance objectives for February 2023 thru January 2024. These performance objectives, if approved, will correspond to the Executive Director's performance appraisal form that will be completed in February of 2024.

**GOAL/PERFORMANCE OBJECTIVE #1**

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

**GOAL/PERFORMANCE OBJECTIVE #2**

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

**GOAL/PERFORMANCE OBJECTIVE #3**

*Draft and release a Computer Aided Dispatch System Request for Proposal that includes a thorough vendor evaluation process with involvement from key stakeholders (dispatch staff, end-user agencies, Technical Advisory Committee, etc.). This process is expected to take 12 to 14 months with a target recommendation for the Board of Directors in the Spring of 2024.*

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



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:  Agency:

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

Topic:

### Brief Description:

A new position was recommended and approved during the 2023 budget process – Administrative Assistant. The attached job description is new and was presented to the Personnel Committee at the March 7<sup>th</sup> meeting. The Administrative Assistant job description has been reviewed and approved to form by legal counsel and was recommended by administration.

The Personnel Committee unanimously approved Administrative Assistant Job Description and recommends the Board do the same.

### Proposed Motion:

Motion to approve the Administrative Assistant Job Description 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](mailto:admin@kccda911.org). If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.



# Kalamazoo County Consolidated Dispatch Authority



## JOB DESCRIPTION

### **POSITION: Administrative Assistant**

(FLSA Non-Exempt)

#### **SUPERVISED BY:**

Deputy Director and Executive Director

#### **SUPERVISES:**

None

#### **POSITION SUMMARY:**

Under the general supervision of the Deputy Director and Executive Director, performs a wide range of secretarial and administrative tasks as assigned to support the operations of the Dispatch Authority.

#### **ESSENTIAL JOB FUNCTIONS:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Greets visitors in person and by telephone, in a courteous, professional, and friendly manner.
2. Promptly and appropriately answers inquires or directs complex inquires to appropriate staff.
3. Schedules appointments, coordinates schedules, arranges and confirms meetings and maintains the appointment schedules for the Executive Director and Deputy Director as needed.
4. Performs non-emergency/administrative Law Enforcement Information Network (LEIN) System entries and cancellations.
5. Assists administrative staff in organizing and maintaining LEIN filing system; ensures accuracy and completeness of these records.
6. Attends, takes notes, and prepares minutes for Board of Directors and its subcommittees.

7. Handles correspondence including typing, copying and proofreading. Prepares memos and routine notices independently. Prepares and administers large mailings. Receives and routes incoming mail.
8. Maintains office and clerical supplies for administrative offices and the dispatch center. Tracks supply needs, orders and restocks as necessary. Maintains office equipment, including copy and fax machines.
9. Prepares responses to F.O.I.A. requests for recordings and /or documentation of police, fire, EMS, and Dispatch Authority activity.
10. Performs special projects as needed. Assists the Executive Director, Deputy Director, IT/Systems Administrator, Dispatch Supervisors, and Human Resource Specialist with additional services, as requested.
11. Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
12. Maintains security of confidential or proprietary information as required by law or policy, including but not limited to confidential information of central dispatch and its employees, as well as confidential information of third-parties and responder employees and agencies to which the employee may have access in the position.
13. Files, makes copies, makes room reservations and other general clerical tasks.
14. Performs all other duties, as assigned by the Deputy or Executive Director.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A minimum of one (1) year of secretarial, or business office experience. Experience should demonstrate writing skills, reporting skills, organization skills, time management skills, professional interpersonal skills, good judgment, and prudence in maintaining security and confidentiality of network systems and information.
- A minimum of one (1) year Law Enforcement Information Network (LEIN) System experience is preferred.

- Associates Degree in business management or public administration, or related field is preferred.
- Michigan Vehicle Operator's License.
- Knowledge of modern office procedure and practices.
- Knowledge of municipal governmental functions, operations, administration, and administrative support.
- Skill in the operation of a computer, copier, and other standard office equipment.
- Skill in the operation of word processing, databases and spreadsheet applications.
- Ability to understand and follow complex oral and written instructions, and carry them out independently.
- Ability to compile data and prepare accurate records and reports.
- Ability to type and enter data rapidly and accurately.
- Ability to take notes and prepare minutes accurately.
- Ability to effectively communicate and present ideas and concepts orally, and in writing.
- Ability to critically assess situations, problem solve, and work effectively under stress, within deadlines, and changes in work priorities.
- Ability to effectively communicate and present ideas verbally and in writing.
- Ability to establish courteous and professional working relationships using good judgment, initiative and resourcefulness when dealing with representatives of other governmental agencies, professional contacts, elected officials, and the public.
- Being available for and reporting to scheduled, non-scheduled and emergency mandatory overtime.
- Ability to behave and communicate in a manner that promotes a positive and professional work environment.
- Must pass criminal, credit and other background checks as required by Employer

policy.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee must be able to hear and communicate with others in person and by telephone, read regular and small print, view and produce written and electronic documents, and utilize and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop, kneel, use hands to finger, handle or feel and reach with hands and arms. The employee must occasionally lift or push/pull objects of up to 15 lbs. without assistance. Available to work scheduled, non-scheduled and/or emergency mandatory overtime including being available to work on scheduled days off days and in the event of an emergency.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above.)*



# 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:

Integrated Services of Kalamazoo, in partnership with local law enforcement agencies and KCCDA, was awarded a Bureau of Justice Assistance grant for development and implementation of a public safety mental health crisis response program. Late last fall, KCCDA implemented systematic process changes county-wide to better identify calls for service that may originate because of a direct or indirect behavioral health crisis situation.

The attached agreement will allow up to three personnel from ISK read only access to specifically coded behavioral health related computer aided dispatch records. Allowing ISK timely access to identified Coded Behavioral Health CAD Records is a key component the successful implementation of a public safety mental health crisis response program.

The attached Agreement has been reviewed and is approved to form by legal counsel and is recommended by administration and the Technical Advisory Committee for approval.

### Proposed Motion:

Motion to approve the Agreement with Integrated Services of Kalamazoo for Computer Aided Dispatch System Limited Records Access.

Agenda Request Approved:  Meeting Date:  Time:

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



## Computer Aided Dispatch System Limited Records Access Agreement

This Computer Aided Dispatch System Limited Records Access Agreement is made this \_\_\_\_ day of March 2023, between Integrated Services of Kalamazoo, of 418 W. Kalamazoo Ave., Kalamazoo, Michigan 49007 (“ISK”) and the Kalamazoo County Consolidated Dispatch Authority, of 7040 Stadium Dr., Kalamazoo, Michigan, 49009 (“KCCDA”).

### Recitals

**WHEREAS**, Kalamazoo County Community Mental Health Authority is doing business as Integrated Services of Kalamazoo (“ISK”); and

**WHEREAS**, ISK in partnership with local law enforcement agencies and Kalamazoo County Consolidated Dispatch Authority (“KCCDA”), was awarded a Bureau of Justice Assistance grant for development and implementation of a public safety mental health crisis response program; and

**WHEREAS**, the KCCDA has implemented systematic processes to better identify calls for service that may originate because of a direct or indirect behavioral health crisis situation; and

**WHEREAS**, ISK -- in furtherance of the development and implementation of a public safety mental health crisis response program – has requested KCCDA provide or facilitate read only access limited to specifically coded behavioral health related computer aided dispatch records (the “Coded Behavioral Health CAD Records”);

**WHEREAS**, allowing ISK timely access to identified Coded Behavioral Health CAD Records is a key component the successful implementation of a public safety mental health crisis response program.

**NOW, THEREFORE**, for and in consideration of the mutual covenants hereinafter contained, **IT IS HEREBY AGREED** as follows:

1. **Agreement Term.** This Agreement shall go into effect, and performance thereon shall commence, on the \_\_\_\_ day of March 2023 and shall continue until terminated by either party. Either party may terminate this Agreement, with or without cause, upon ten (10) calendar days prior written notice to the other party.

2. **Responsibilities of the KCCDA.** The KCCDA shall be responsible for providing read-only access to the Coded Behavioral Health CAD Records for up to three (3) ISK personnel consistent with Criminal Justice Information System (CJIS) Security Policies, the law, and this Agreement. The KCCDA maintains full control and ownership of the CAD System and all CAD System records under this Agreement. KCCDA does, by this Agreement, grant a limited, revocable, non-exclusive, non-transferrable license to ISK authorizing limited and read-only

access to the identified Coded Behavioral Health CAD Records. The CAD System is a computer system used in emergency services to dispatch public safety resources in response to calls or requests for service from the public and to track public safety resources activities. Coded Behavioral Health CAD Records are records which are specifically designated coded by responders or KCCDA in an effort to identify calls for service which might originate because of or may implicate a direct or indirect behavioral health crisis situation.

**3. Responsibilities of ISK.** ISK shall be responsible for treating all data which is accessed by ISK from the CAD System, including but not limited to Coded Behavioral Health CAD Records, as confidential, business-sensitive, and potentially harmful to the public health, safety, and security if inappropriately disseminated. Data from the CAD System shall not be accessed, used, or disclosed to unauthorized employees or agents of ISK, nor to any third-party, without prior notice to, and written authorization of KCCDA.

ISK shall use the CAD System solely for the limited permitted purpose of read-only access to Coded Behavioral CAD Records. ISK shall be solely responsible to establish, implement and utilize appropriate administrative, technical, and physical safeguards to protect information accessed by or through the CAD System from being accessed, used, disclosed, or stored in a manner other than as provided for herein or as provided by law. ISK's access to CAD System records for the limited purposes of this Agreement must adhere to the following guidelines:

- a. CAD System records shall not be printed, copied, photographed, or in any way duplicated or replicated.
- b. The CJIS Security Addendum shall be executed by ISK and all agents, employees, contractors, or subcontractors performing services, supervision, work, labor, or other related activities pursuant to this Agreement before obtaining access or potential access directly to the CAD System records.
- c. Information contained in the CAD System records specific to behavioral health characteristics or traits relevant to the diagnosis and/or treatment of an individual, may be summarized and shared with ISK behavioral health professionals for the purpose of intervention and/or ongoing treatment. *This summary shall not include information covered by CJIS Security Policy that is not relevant to behavioral health diagnosis and/or treatment. This includes but is not limited to information related to witnesses, victims, public safety personnel, and data obtained from the Law Enforcement Information Network.*
- d. The summary created in conjunction with this agreement and specific to behavioral health characteristics or traits relevant to the diagnosis and/or treatment of an

individual, shall be considered an ISK medical record subject to confidentiality requirements and policies established by ISK for all agents, employees, contractors, or subcontractors.

ISK is responsible for providing personnel with CAD System access a computer or device with a supported operating system that does not present a security risk; solely as determined by KCCDA. ISK agrees to pay for costs related to remote access to the CAD System. This may include but is not limited to virtual private network or secure tunnel applications and two factor authentication.

If ISK becomes aware that any employee or agent has violated any provision of this Agreement ISK shall immediately notify the KCCDA Executive Director, and within seven days provide KCCDA with a written investigation report and, if requested by KCCDA, a proposed remedial action plan.

4. **Liability.** All liability, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities of ISK will be the sole responsibility of ISK and not the responsibility of the KCCDA. All liability, loss, or damage as a result of claims, demands, costs, or judgements arising out of activities of the KCCDA will be the sole responsibility of the KCCDA and not the responsibility of ISK. Nothing herein will be construed as a waiver of any governmental immunity, as provided by statute or modified by court decisions, by either the KCCDA, its agencies, elected or appointed officers, and employees or ISK, and its agencies, elected or appointed officers and employees.

5. **Nondiscrimination.** The parties hereto, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment because of race, color, religion, national origin, age, sex, , sexual orientation,, disability that is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs,. Breach of this covenant shall be regarded as a material breach of this Agreement.

6. **Compliance with the Law.** The parties hereto mutually agree to comply with all applicable Federal, State and local laws, ordinances, rules and regulations in performing their obligations pursuant to this Agreement.

7. **Venue.** This Agreement is governed by Michigan Law. Any and all suits for any breach of this Agreement may be instituted and maintained in any court of competent jurisdiction in the State of Michigan pursuant to applicable statutes and court rules.

8. **Warranty.** NEITHER THE KCCDA, NOR ITS OFFICERS OR EMPLOYEES MAKE ANY WARRANTY, EXPRESS OR IMPLIED, INCLUDING THE WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, OR ASSUMES ANY LEGAL LIABILITY OR RESPONSIBILITY FOR THE ACCURACY, FUNCTIONING,

COMPLETENESS, OR USEFULNESS OF THE KCCDA CAD SYSTEM AND/OR THE CODED BEHAVIORAL CAD RECORDS.

9. **Waivers.** No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereinunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege.

10. **Modification of Agreement.** Modifications, amendments, or waivers of any provision of this Agreement may be made only by written mutual consent of the parties hereto.

11. **Assignment or Subcontracting.** The parties to the Agreement may not assign, subcontract or otherwise transfer their duties and/or obligations under this Agreement.

12. **Disregarding Titles.** The titles of the sections set for this Agreement are inserted for the convenience of reference only and shall not be disregarded when construing or interpreting any of the provisions of this Agreement.

13. **Completeness of this Agreement.** This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof, shall have any validity or binding any of the parties hereto.

14. **Invalid Provisions.** If any provision of this Agreement is held to be invalid, it shall be considered to be deleted and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of the Agreement, this Agreement shall be considered to have terminated as of the date on which the provision was declared invalid.

15. **Non-Beneficiary Agreement.** This Agreement is not intended to be a third party beneficiary contract and confers no rights on anyone other than the parties to this Agreement.

16. **Survival Clause.** All rights, duties and responsibilities of any party that either expressly or by their nature, extend into the future, including but not limited to the confidentiality provision and indemnification and hold harmless provisions, shall extend beyond and survive the end of the term or termination of this Subcontract.

17. **Certification of Authority to Sign Agreement.** The person signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that said parties have authorized this Agreement.

**IN WITNESS THEREOF**, the authorized representatives of the parties hereto have fully signed this Agreement on the day and year first above written.

Integrated Services of Kalamazoo (“ISK”)

By: \_\_\_\_\_ Dated: \_\_\_\_\_

Jeff Patton

Its: Chief Executive Officer

Kalamazoo County Consolidated Dispatch Authority (“KCCDA”)

By: \_\_\_\_\_ Dated: \_\_\_\_\_

Jeff Troyer

Its: Executive Director