



NOTICE and AGENDA for
Kalamazoo County Consolidated Dispatch Authority
BOARD OF DIRECTORS
March 10, 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, March 10th, 2022** 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 13, 2022 – 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
 - 2. January and February Reconciliation Reports
 - 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
 - a. County ARPA Funds Grant Application
 - b. National Interoperability Workshop – Salt Lake City, 7/26-7/28
 - 2. Personnel Committee – Adam Herringa
 - a. Meeting Minutes from January 25th and February 16th, 2022
 - b. Executive Director Performance Evaluation
 - c. Letter of Understanding with UAW for Contract/Temporary PT Pool
 - 3. Technical Advisory Committee – Bryan Ergang
 - a. Meeting Minutes from January 5th, 2022
 - 4. Finance Committee – Don Martin
- C. Old Business
 - 1. Bylaw Revisions
- D. New Business
 - 1. Salary Adjustment Request

ITEM 6 – OTHER ITEMS

- A. Announcements and Member Comments
- B. Next regular scheduled meeting – May 12, 2022 (Chief Switalski Meeting Room)

ITEM 7 – ADJOURNMENT

Kalamazoo County Consolidated Dispatch Authority (KCCDA) meetings are open to all without regard to race, color, national origin, sex or handicap. The KCCDA will provide special aid or assistance to attend a KCCDA meeting and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities, upon four (4) business days' notice to the KCCDA. Individuals with disabilities requiring auxiliary aids or services should contact the KCCDA by writing (email: admin@kccda911.org) or calling: Chris McComb, KCCDA, 7040 Stadium Drive, Kalamazoo, 49009, Telephone: (269) 488-8911.



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

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

Topic:

Brief Description:

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

ORGANIZATIONAL MEETING

January 13, 2022

ITEM 1 – CALL TO ORDER

The Organizational Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Vice Chair Jim Ritsema at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, January 13, 2022.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema; Matt Huber; Adam Herringa; Rick Fuller; John Gisler; Craig Dieringer; Don Martin; Dexter Mitchell; Scott Merlo; Chad Tackett

Others Present: Jeff Troyer; Sarah Clark; Marie Gleesing; Chris McComb

ITEM 3 – ORGANIZATIONAL ITEMS

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

“Motion by Mr. Fuller, second by Mr. Mitchell to nominate the existing Officers for re-election to the same positions for 2022.”

On a roll call vote, Yes – 10, No – 0. **MOTION CARRIED.**

ITEM 4 - APPROVAL OF MEETING MINUTES

- A. December 9, 2021 – Regular Meeting

“Motion by Mr. Herringa, second by Mr. Martin to approve the meeting minutes for the December 9, 2021, 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. Administration's Monthly Report

Mr. Troyer gave an overview of the monthly administrative report included in the packet. He stated the shelters were to be delivered to the new tower sites this week and the tower delivery will begin next week. He stated it would take three days to set towers at Oshtemo, Portage and Augusta. WMU is meeting with the Economic Development Administration this week, so we should close on the property soon and get moving on the site. Troyer stated it's his goal to put together an annual report starting this year to send to partner agencies. He hopes to have that done by the end of April.

2. December Reconciliation Reports

Mr. Troyer reviewed the December bank statement reconciliation reports and there were no questions.

3. Year-to-Date Budget Performance Report

- a. FY-2022
- b. FY-2021

Mr. Troyer stated the 2021 audit is scheduled for February 28, March 1 and 2.

4. Correspondence

There was none.

B. Committee Reports

1. Executive Committee – Jim Ritsema

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

2. Personnel Committee – Adam Herringa

Mr. Herringa stated the Personnel Committee is scheduled to meet on January 25th to start working on the Executive Director's performance evaluation.

3. Technical Advisory Committee – Scott Merlo

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

4. Finance Committee – Jeff Troyer

Mr. Martin stated the Finance Committee has not met and has nothing to report.

C. Old Business

There was none.

D. New Business

1. Bylaw Revisions

Mr. Troyer advised that everyone should've received notification of proposed Bylaw amendments/revisions. The Bylaws need to be revised to adhere to Michigan's Open Meetings Act. Mr. Troyer stated any revisions require written notification to members and he summarized the changes. No action is necessary today but rather the Board will consider the amendments to the Bylaws at the March meeting.

E. Other Items

1. Member Comments

Mr. Fuller stated the Sheriff's Office just had their twentieth employee test positive for COVID in the last ten days. Many are showing very few symptoms and have to be tested to know they are sick. There has only been two inmates test positive because they are still quarantined.

2. Next regular scheduled meeting – March 10, 2022

3. Adjournment

The meeting was adjourned at 3:46 p.m.

Chris McComb
Deputy Clerk of KCCDA Board of Directors

KCCDA Administrative Report

February 2022

(Completed 3/4/22)

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:

- 52 – 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 transitioned to COVID-19 Continuity of Operations Plan of Action Level from a three to level four on February 12, 2022 after no positive employee cases were reported for three weeks. On March 1st, mask requirements for all non-employees were also lifted except for non-employees entering the dispatch center workspace. If a non-employee is going into the dispatch center, they must complete a Non-Employee Health Assessment and wear a mask the entire time they are in the dispatch center workspace.

Since the onset of the pandemic, KCCDA has had 26 different occurrences of an employee testing positive for COVID-19; ten of these cases occurred during the month of January with seven coming in an eight-day span (between 1/18 and 1/23). After the January surge, there were no reported cases for the month of February.

- **FEMA PUBLIC ASSISTANCE PROGRAM: COVID-19 RESPONSE**

In August (2021), the Executive Director submitted three projects/requests for funding thru FEMA's Public Assistance Program for COVID-19 Response:

- ✓ **Supplies and Equipment for Mitigation and Back-Up Dispatch Operations - \$25,945**
Supplies and equipment costs for the following COVID-19 actions: mitigation strategies for safe workplace, screening employees, continuity of essential facility operations (throughout COVID), remote administrative work and public meetings, create and operate a fully functional secondary dispatch center on another level in our existing facility so the primary PSAP could continuously be cleaned and disinfected.
FUNDING: DENIED – back-up dispatch center operations is not a necessity for COVID-19.

- ✓ Rave Alert Notification System - \$43,850
Emergency mass notification system – January thru December 2021 (fire year of three-year contract).
FUNDING: *PENDING Final Review*

- ✓ PSAP Cleaning and Disinfectant Costs – \$34,385
Cleaning and disinfectant costs for KCCDA’s facility for April 2020 thru August 2021.
FUNDING: *PENDING Final Review*

- 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
- ✓ DSS analysis reports are not calculating correct values

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

The scope of work and contract for the on-site controller installation approved in the 2022 budget is complete (reviewed and approved by legal counsel) and executed. Due to delays in hardware availability, the on-site controller will not be installed until early fall. .

- PUBLIC SAFETY RADIO COMMUNICATIONS EXPANSION PROJECT

Remediation work has been authorized at Lamont (5108) and Teki/Battle Creek (5706). At 5108, we had to conduct Foundation Mapping, Geo-Technical Survey and Foundation Rebar Investigation because none of the original tower documentation was on file with the state or locally. The investigative costs totaled \$13,842. The reports determined a new foundation needed to be designed and installed which totaled \$43,798. At 5706, tower modifications required total \$60,341. As a reminder, there was \$250k designated in the Motorola Contract for tower remediation costs.

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

****WMU BTR2 Site #5112****

We closed on the purchase of the property on February 17th. Information was forwarded to Oshtemo Township and after several informational exchanges over the last few weeks, Oshtemo has requested some additional changes to the drawings before an address can

be assigned. Once an address is assigned, we can start ordering electric and gas service, the PFN fiber can be ordered and much of the post-frost law construction can be scheduled. Everything will be planned and ready to go once the frost laws lift.

****Augusta Site #5114****

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

- Shelter and Generator are set
- Tower is fully erected and antennas are being installed
- Waiting on Electric and Gas Service at the site (requested 60 days ago)

****Oshtemo (Kzoo West) Site #5111****

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

- Shelter and Generator are set
- Tower is fully erected and antennas are being installed
- Waiting on Electric and Gas Service at the site (requested 60 days ago)

****Portage Site #5113****

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

- Shelter and Generator are set
- Tower is fully erected and antennas are being installed
- Waiting on Electric and Gas Service at the site (requested 60 days ago)

- **FINANCIAL AUDIT**

Siegfried Crandall was on-site February 28th and March 1st conducting the fiscal year 2021 audit. I anticipate having the DRAFT financials and report by the end of March.

- **KCCDA STAFFING**

The following is a snapshot of KCCDA staffing levels as of February 3rd, 2022:

POSITION/TITLE	Staffing from former PSAPs	POSITIONS Budgeted	POSITIONS Filled	NOTES
ECO – I	0	12	6	
ECO – II	28	36	27	
PT ECO’s	0	4	6	
Dispatch Supervisor	6	6	6	
TOTAL:	34	58	44	

ECO-I Bastian began his employment with KCCDA on February 22nd. Our ECO I & II posting closed on February 25th. We had a total of 36 applicants which is much better than we’ve had in the last 12 months. Of the 36 applicants, only 18 participated in the pre-employment testing and 16 candidates passed (70% or better). First round interviews with the 16 candidates are scheduled for March 8th.

- MONTH END FINANCIALS

The January bank statements were reconciled with the general ledgers on March 3, 2022.

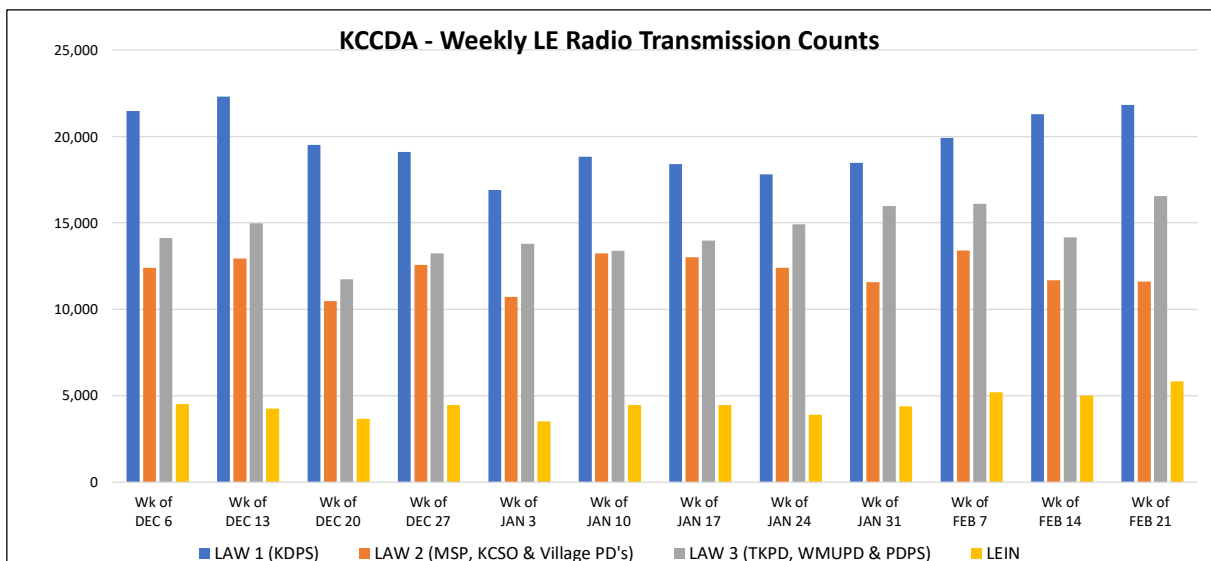
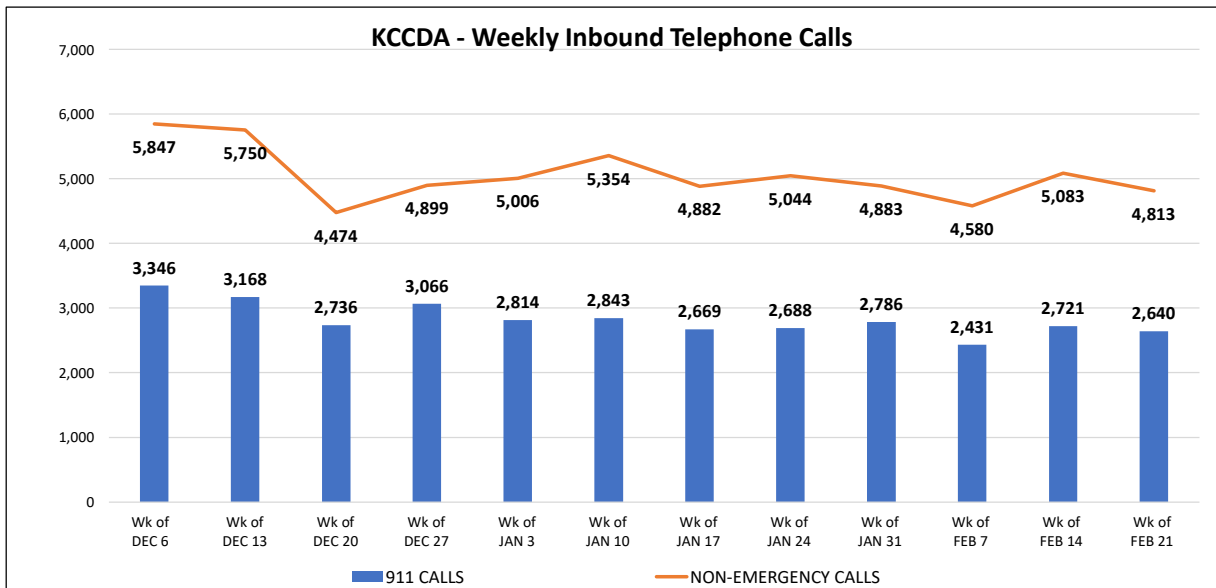
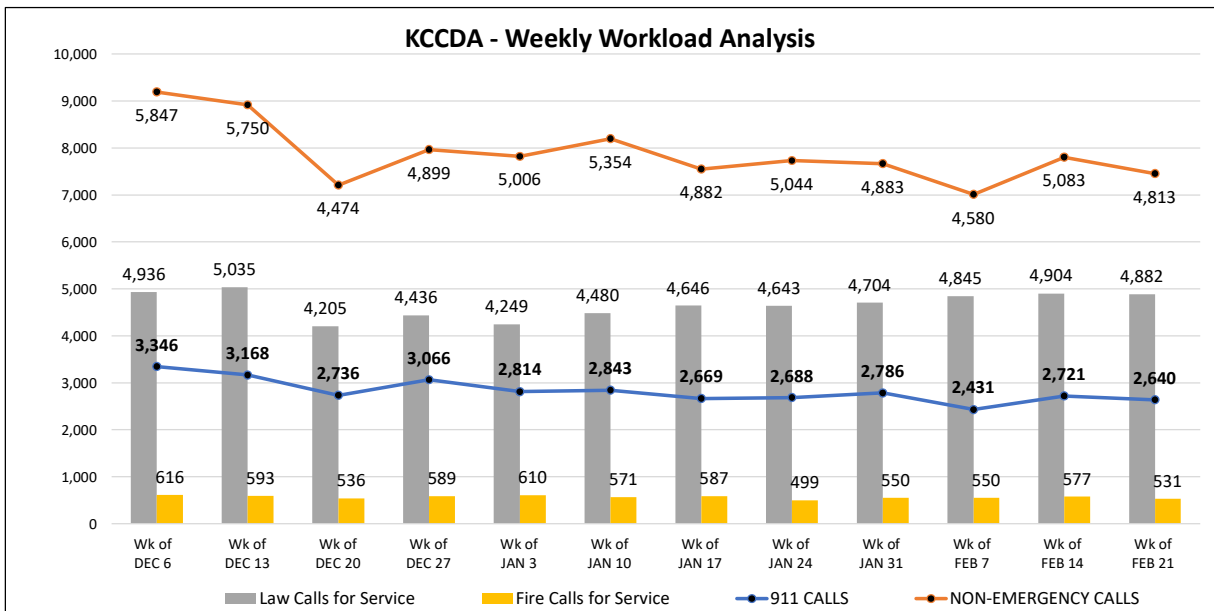
- STATISTICS & METRICS

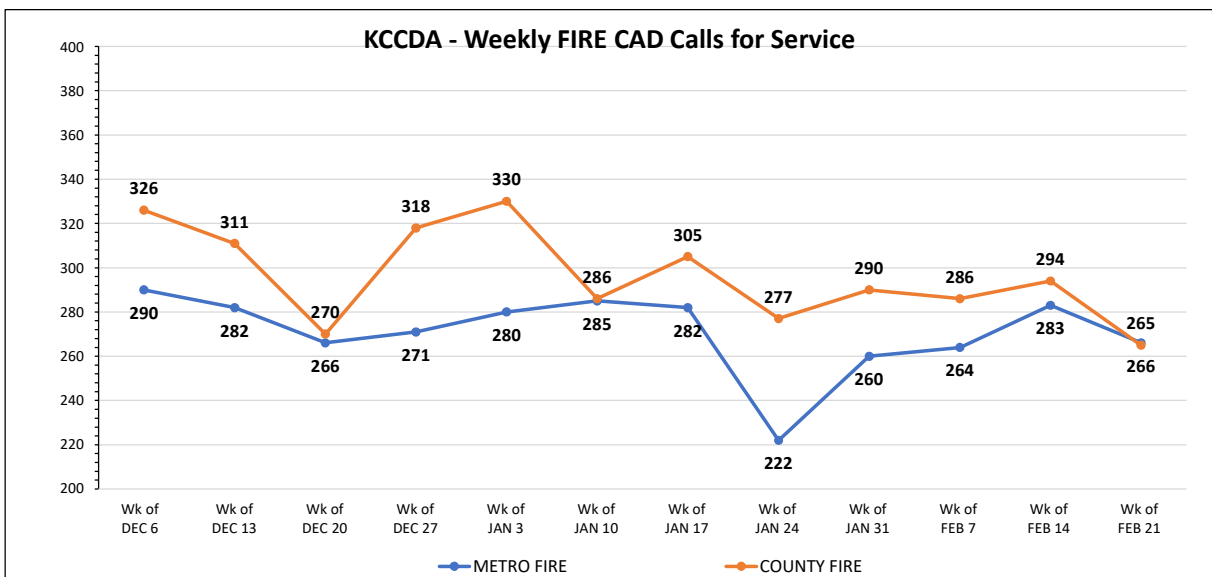
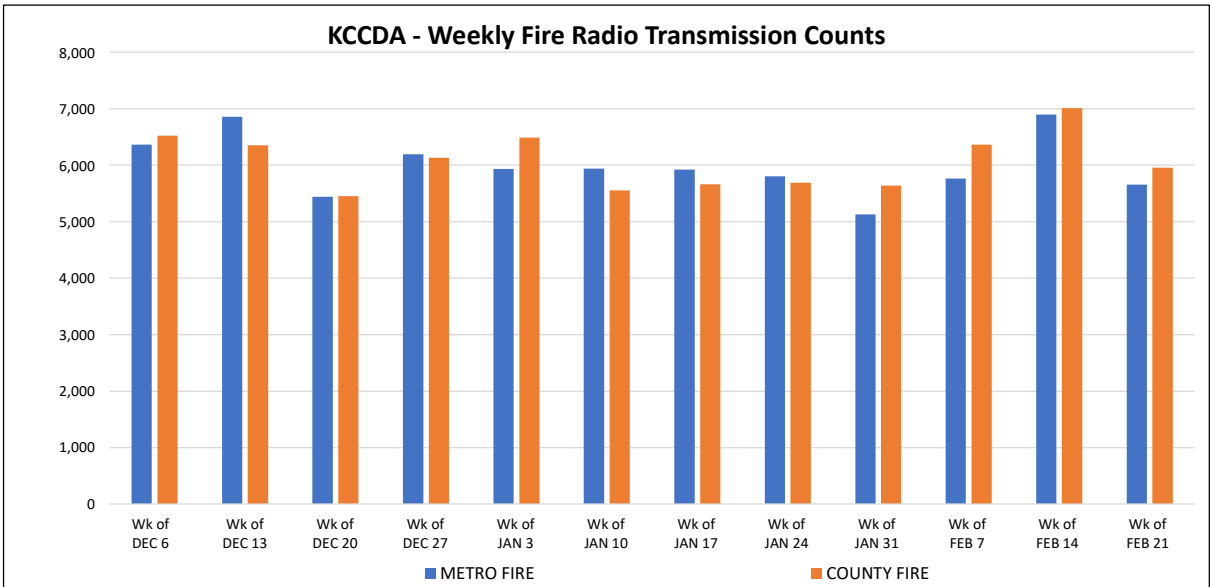
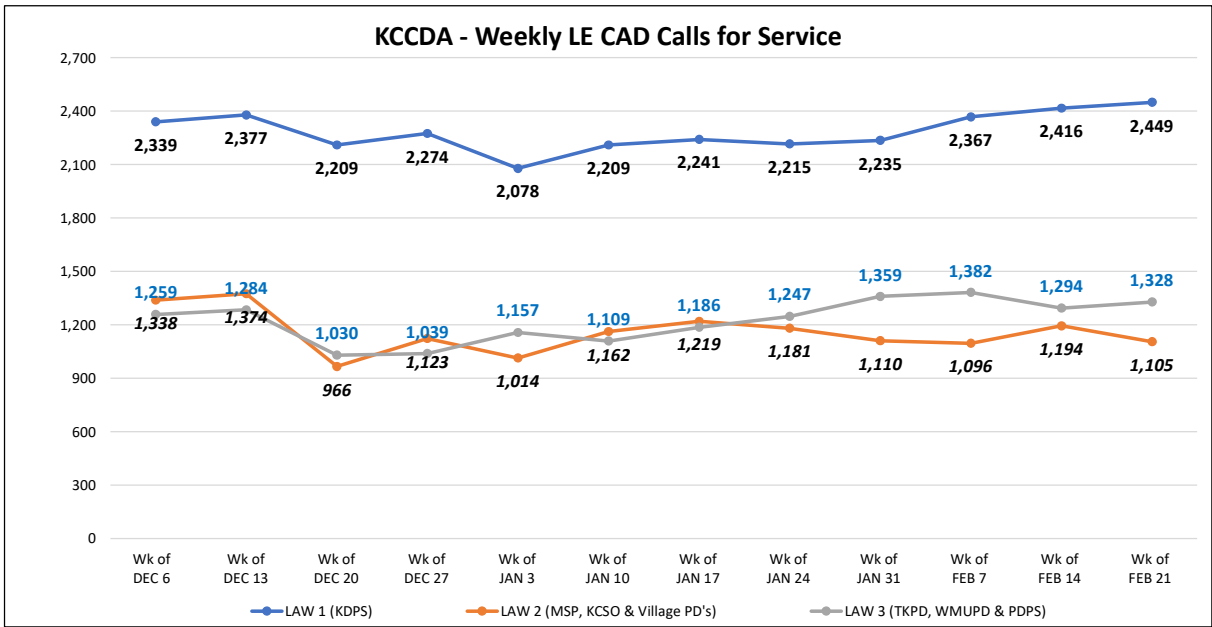
Attached are several different statistical and performance metrics reports:

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

February 2022 - Accolades, Complaints and Suggestions

Date Recvd	Related Dept	Received From	Incident Number	Date of Incident	Chief Accolade, Complaint or Suggestion	Investigative Results	KCCDA Actions (if any)
2/1/2022	MSP	F/Lt. Scott Ernestes	CFS 747	2/1/2022	Please pass along to the dispatchers working this one today that they did a PHENOMINAL job! I was super impressed with them as I listened to it unfold.		Accolade passed on to ECO's involved.
2/10/2022	Mutiple Agencies from Kalamazoo & St. Jospeh	Sgt. Goodrich	CFS 1219	2/10/2022	Sgt Goodrich called in a commendation to the dispatch staff. He advised Dispatch rocked it and could not have done a better job with this incident! Everything officers were going to request was already being done and the tools we used made their job very easy including the "on point" radio traffic by ECO Misner. He commended the great teamwork during this incident.		Accolades passed on to ECO's
2/22/2022	Citizen	Alison Credit	CFS 8892	2/19/2022	Thank you for helping our family. Our daughter was in crisis on Saturday night and I was making the 911 call from another state. She is a freshman at WMU. When I was eventually connected with Kalamazoo County Dispatch, the dispatcher was calm, caring, and helpful. Our daughter is in a safe place now at an inpatient treatment center near our home. Hopefully, one day she will make it back to WMU.		Accolades passed on to ECO's





2022 ALL RADIO TRANSMISSIONS

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

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD TOTAL</u>
<u>Primary Dispatch:</u>													
LAW 1	80,131	81,948											162,079
LAW 2	54,502	48,102											102,604
LAW 3	62,381	62,493											124,874
METRO FIRE	26,232	24,094											50,326
COUNTY FIRE	25,775	24,678											50,453
LEIN	18,550	20,658											39,208
<u>Tactical Channels:</u>													
800-TAC 1	5,830	3,680											9,510
800-TAC 2	917	631											1,548
800-TAC 3	350	234											584
800-TAC 4	384	176											560
800-TAC 5	303	350											653
800-TAC 6	138	49											187
800-TAC 7	12	1											13
800-TAC 8	665	14											679
TOTAL:	276,170	267,108	0	0	0	0	0	0	0	0	0	0	543,278
<i>Compared to 2021:</i>	<i>-5.93%</i>	<i>8.24%</i>											

2022 TELEPHONE CALLS

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
PHONE CALLS													
911 CALLS	12,341	11,372											23,713
NON-EMERGENCY	22,199	20,846											43,045
TOTAL:	34,540	32,218	0	0	0	0	0	0	0	0	0	0	66,758
<i>Compared to 2021:</i>	<i>-0.12%</i>	<i>-2.60%</i>											

2022 CAD CALLS FOR SERVICE

(Does not include canceled calls)

<u>DISPATCH POSITION:</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
LAW 1	9,691	9,487											19,178
LAW 2	5,019	4,501											9,520
LAW 3	5,189	5,330											10,519
METRO FIRE	1,185	1,085											2,270
COUNTY FIRE	1,318	1,135											2,453
TOTAL:	22,402	21,538	0	0	0	0	0	0	0	0	0	0	43,940
<i>Compared to 2021:</i>	<i>-1.12%</i>	<i>3.82%</i>											

2021 ALL RADIO TRANSMISSIONS

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

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

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>	<i>-2.58%</i>	<i>-2.83%</i>	<i>9.85%</i>	<i>20.59%</i>	<i>12.77%</i>	<i>8.24%</i>	<i>3.16%</i>	<i>7.87%</i>	<i>8.73%</i>	<i>11.29%</i>	<i>7.52%</i>	<i>9.42%</i>	<i>8.01%</i>

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>	<i>-4.50%</i>	<i>-7.79%</i>	<i>13.28%</i>	<i>22.54%</i>	<i>4.29%</i>	<i>5.19%</i>	<i>3.90%</i>	<i>0.35%</i>	<i>-1.44%</i>	<i>0.72%</i>	<i>3.71%</i>	<i>4.74%</i>	<i>3.94%</i>

Emergency Call Wait Time Report

For (KCCDA)

Creation Date: 03/07/2022 09:44:58 AM

Grouping: KCCDA

Date Range: 02/01/2022 12:00:00 AM - 02/28/2022 11:59:59 PM

Filter Criteria: Please, refer to the last page.

Summary Information

KCCDA		None	0 - 10	11 - 20	21 - 30	31 - 40	41 - 50	51 - 60	>= 61	Total
Total	Call Count	1	10,663	1,006	245	64	26	12	15	12,032
	Cumulative Percentage		89 %	97 %	99 %	100 %	100 %	100 %	100 %	

Emergency Call Wait Time Report

For (KCCDA)

Creation Date: 03/07/2022 09:44:58 AM

Grouping: KCCDA

Date Range: 02/01/2022 12:00:00 AM - 02/28/2022 11:59:59 PM

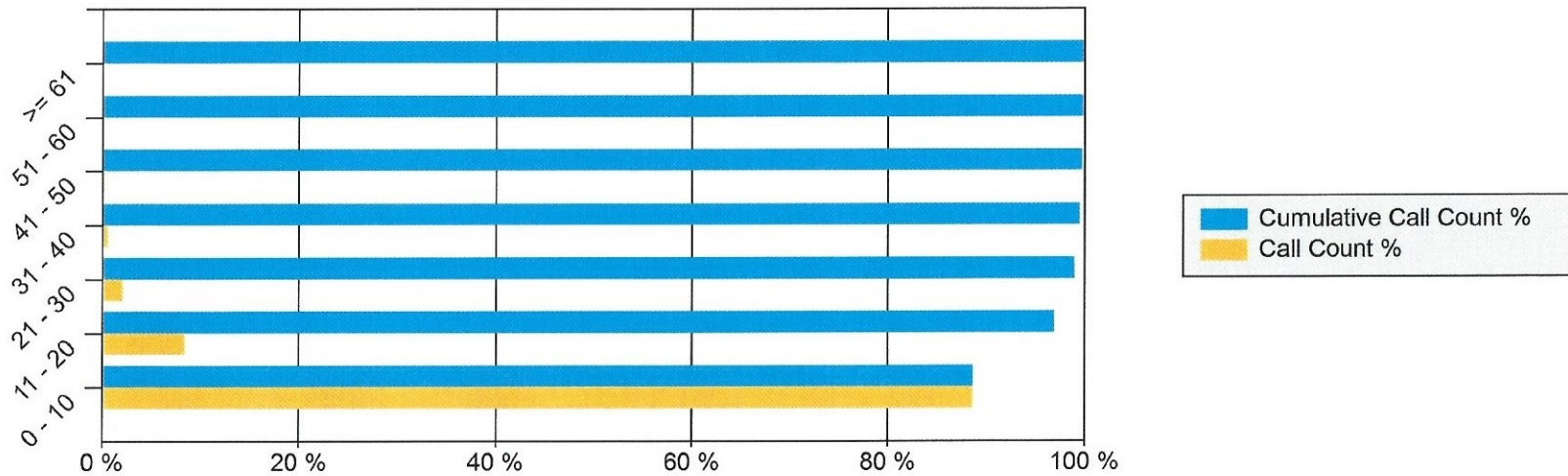
Filter Criteria: Please, refer to the last page.

Detail Information

KCCDA		None	0 - 10	11 - 20	21 - 30	31 - 40	41 - 50	51 - 60	>= 61	Total
KCCDA	Call Count	1	10,663	1,006	245	64	26	12	15	12,032
	Cumulative Percentage		89 %	97 %	99 %	100 %	100 %	100 %	100 %	
Total	Call Count	1	10,663	1,006	245	64	26	12	15	12,032
	Cumulative Percentage		89 %	97 %	99 %	100 %	100 %	100 %	100 %	

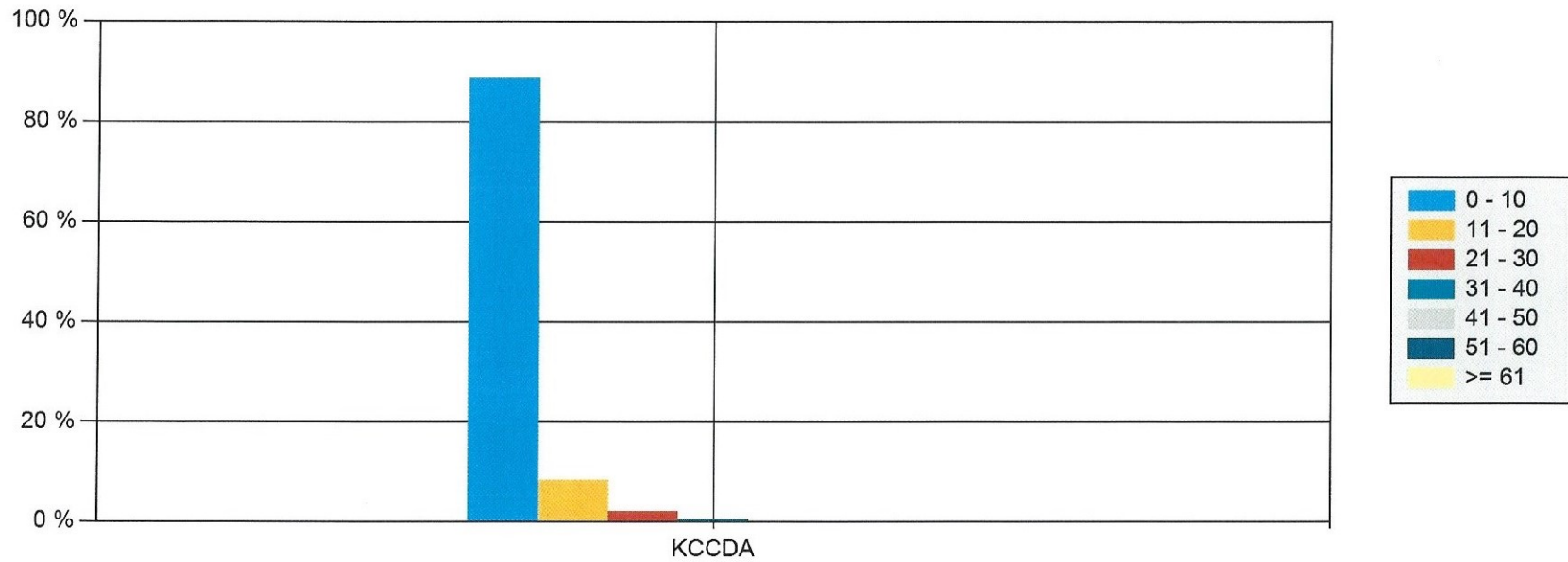
Summary Chart

Call Count % by Wait Time Range



Detail Chart

Call Count % by Wait Time (KCCDA)



Kalamazoo County Dispatch Authority

Mercantile General Busn. Checking, Period Ending 01/31/2022

RECONCILIATION REPORT

Reconciled on: 02/07/2022

Reconciled by: Jeff Troyer

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

Summary

USD

Statement beginning balance.....	1,852,847.52
Checks and payments cleared (76).....	-574,964.06
Deposits and other credits cleared (4).....	3,290.45
Statement ending balance.....	<u>1,281,173.91</u>
Uncleared transactions as of 01/31/2022.....	-39,907.41
Register balance as of 01/31/2022.....	1,241,266.50
Cleared transactions after 01/31/2022.....	0.00
Uncleared transactions after 01/31/2022.....	15,464.56
Register balance as of 02/07/2022.....	1,256,731.06

Details

Checks and payments cleared (76)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/11/2021	Bill Payment	2360	Total Fire Protection, Inc.	-2,090.00
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
12/31/2021	Expense	011822	Mercantile Bank of Michigan	-50.00
12/31/2021	Expense	123121	MERS - Alerus Financial	-13,939.80
12/31/2021	Expense	123121	MERS - Alerus Financial	-4,020.98
12/31/2021	Expense	123121	MERS - Alerus Financial	-390.00
12/31/2021	Expense	123121	MERS - Alerus Financial	-460.66
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
01/13/2022	Bill Payment	2747	Otis Elevator Company	-942.50
01/13/2022	Bill Payment	2748	Nicole Face	-76.72
01/13/2022	Bill Payment	2746	Consumers Energy	-237.78
01/13/2022	Bill Payment	2745	Besco	-167.00
01/13/2022	Bill Payment	2744	AT&T - Box 5011	-2,661.48
01/13/2022	Bill Payment	2743	Total Fire Protection, Inc.	-4,934.00
01/13/2022	Bill Payment	2742	Rose Pest Solutions	-85.00
01/13/2022	Bill Payment	2741	Midwest Custom Embroidery	-5,303.75
01/13/2022	Bill Payment	2740	DL Gallivan Office Solutions	-19.39
01/13/2022	Bill Payment	2739	VISA - Mercantile Bank of Mic...	-4,079.53
01/13/2022	Bill Payment	2738	DirecTV	-122.99
01/13/2022	Bill Payment	2737	Clear Choice Headsets & Tec...	-1,341.00
01/13/2022	Bill Payment	2736	One Way Products	-52.10
01/13/2022	Bill Payment	2735	AT&T Mobility	-494.24
01/13/2022	Bill Payment	2749	Sohn Linen Service	-41.46
01/13/2022	Bill Payment	2772	Rave Mobile Safety	-43,850.00
01/13/2022	Bill Payment	2770	Motorola Solutions, Inc.	-27,137.00
01/13/2022	Bill Payment	2769	HelpNet	-375.00
01/13/2022	Bill Payment	2768	CTS Telecom, Inc.	-3,431.09
01/13/2022	Bill Payment	2750	Hi-Tech Electric Company	-300.00
01/13/2022	Bill Payment	2752	Victoria Rose	-108.53
01/13/2022	Bill Payment	2753	Zemlick Office Products	-2,714.05
01/13/2022	Bill Payment	2754	City of Kalamazoo - Departme...	-4,400.00
01/13/2022	Bill Payment	2755	Insight Public Sector, Inc.	-813.48
01/13/2022	Bill Payment	2756	Kalamazoo County Sheriff's O...	-1,900.00
01/13/2022	Bill Payment	2757	Kalamazoo County Treasurer	-3,300.00
01/13/2022	Bill Payment	2758	Language Line Services, Inc	-318.30

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/13/2022	Bill Payment	2759	Bronson Healthcare Group	-170.00
01/13/2022	Bill Payment	2760	CDW Government	-1,979.00
01/13/2022	Bill Payment	2761	Cohl, Stoker & Toskey, P.C.	-176.00
01/13/2022	Bill Payment	2762	Dixon Lawn Care	-2,070.00
01/13/2022	Bill Payment	2763	Leslie Hann	-99.00
01/13/2022	Bill Payment	2764	TransUnion Risk and Alternati...	-295.00
01/13/2022	Bill Payment	2765	Agency 360	-2,997.00
01/13/2022	Bill Payment	2766	Antenna Designs	-2,028.75
01/13/2022	Bill Payment	2767	City of Portage - Department ...	-10,275.06
01/14/2022	Expense	011422	PAYROLL	-205,577.41
01/15/2022	Expense	011422	MERS - Alerus Financial	-3,940.53
01/15/2022	Expense	011422	MERS - Alerus Financial	-14,637.76
01/15/2022	Expense	011422	MERS - Alerus Financial	-460.66
01/15/2022	Expense	011422	MERS - Alerus Financial	-390.00
01/18/2022	Bill Payment	2784	City of Kalamazoo - Departme...	-4,400.00
01/18/2022	Bill Payment	2785	Kalamazoo County Sheriff's O...	-1,900.00
01/18/2022	Bill Payment	2786	Besco	-46.50
01/18/2022	Bill Payment	2787	Leslie Hann	-99.00
01/18/2022	Bill Payment	2788	VISA - Mercantile Bank of Mic...	-132.57
01/18/2022	Bill Payment	2789	YourMembership.com, Inc.	-648.00
01/18/2022	Bill Payment	2791	Active911	-637.00
01/18/2022	Bill Payment	2793	Williams Building Services LLC	-2,260.00
01/18/2022	Bill Payment	2794	DL Gallivan Office Solutions	-17.68
01/18/2022	Bill Payment	2774	PDQ.com	-900.00
01/18/2022	Bill Payment	2775	Consumers Energy	-3,050.73
01/18/2022	Bill Payment	2776	Victoria Rose	-99.00
01/18/2022	Bill Payment	2777	Republic Services	-185.25
01/18/2022	Bill Payment	2778	State of Michigan - MiDeal	-180.00
01/18/2022	Bill Payment	2780	Travelers - RMD	-2,884.00
01/18/2022	Bill Payment	2781	City of Kalamazoo	-1,200.00
01/18/2022	Bill Payment	2782	City of Portage - Community ...	-2,400.00
01/18/2022	Bill Payment	2783	Village of Augusta	-2,400.00
01/28/2022	Expense	012822	PAYROLL	-120,561.41
01/29/2022	Expense	012822	MERS - Alerus Financial	-460.66
01/29/2022	Expense	012822	MERS - Alerus Financial	-390.00
01/29/2022	Expense	012822	MERS - Alerus Financial	-3,654.66
01/29/2022	Expense	012822	MERS - Alerus Financial	-12,759.09

Total -574,964.06

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/09/2021	Bill Payment	2722	Michigan Critical Power	0.00
01/04/2022	Deposit		UNUM - STD Reimbursement	1,971.43
01/20/2022	Deposit		UNUM - STD Reimbursement	1,114.29
01/31/2022	Deposit		Mercantile Bank of Michigan	204.73

Total 3,290.45

Additional Information

Uncleared checks and payments as of 01/31/2022

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
04/28/2021	Bill Payment	2421	DirectTV	-122.99
01/13/2022	Bill Payment	2771	Peninsula Fiber Network	-2,135.00
01/13/2022	Bill Payment	2751	Martin Ftacek	-63.57
01/18/2022	Bill Payment	2773	Dena Dunn	-198.00
01/18/2022	Bill Payment	2779	Township of Kalamazoo - Poli...	-9,734.00

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/18/2022	Bill Payment	2792	Carl Clatterbuck Agency	-600.00
01/18/2022	Bill Payment	2790	Detroit Wayne Mental Health ...	-200.00
01/28/2022	Expense	Feb 22 HSA	Blue Cross Blue Shield of Mic...	-29,245.59
01/28/2022	Expense	Feb 22	Consumers Life Insurance Co...	-789.99
01/28/2022	Expense	Feb 22 HMO	Blue Cross Blue Shield of Mic...	-2,008.40
Total				-45,993.13

Uncleared deposits and other credits as of 01/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2021	Sales Receipt	ck 58047524	UNUM - STD Reimbursement	600.00
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 580677359	UNUM - STD Reimbursement	600.00
12/28/2021	Sales Receipt	ck 58076309	UNUM - STD Reimbursement	600.00
12/28/2021	Sales Receipt	ck 58077472	UNUM - STD Reimbursement	600.00
12/31/2021	Sales Receipt	ck 58096552	UNUM - STD Reimbursement	171.43
12/31/2021	Sales Receipt	58086185	UNUM - STD Reimbursement	514.29
12/31/2021	Sales Receipt	58087550	UNUM - STD Reimbursement	600.00
01/21/2022	Sales Receipt	ck 58116154	UNUM - STD Reimbursement	600.00
01/28/2022	Sales Receipt	ck 58126156	UNUM - STD Reimbursement	600.00
Total				6,085.72

Uncleared checks and payments after 01/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/01/2022	Bill Payment	2803	Besco	-87.50
02/01/2022	Bill Payment	2801	Michigan Critical Power	-377.05
02/01/2022	Bill Payment	2809	CTS Telecom, Inc.	-3,396.33
02/01/2022	Bill Payment	2802	Ronda Davis	-99.00
02/01/2022	Bill Payment	2800	AT&T - Box 5011	-2,661.48
02/01/2022	Bill Payment	2799	Unum Insurance Company of ...	-1,112.22
02/01/2022	Bill Payment	2808	VISA - Mercantile Bank of Mic...	-4,219.35
02/01/2022	Bill Payment	2807	Roe Comm	-1,517.00
02/01/2022	Bill Payment	2806	Republic Services	-184.24
02/01/2022	Bill Payment	2805	Sohn Linen Service	-41.46
02/01/2022	Bill Payment	2804	Josh VandenBerg	-99.00
02/01/2022	Bill Payment	2795	AT&T Mobility	-493.99
02/01/2022	Bill Payment	2796	DirectTV	-129.24
02/01/2022	Bill Payment	2797	Marguerite Kennedy	-99.00
02/01/2022	Bill Payment	2798	Consumers Energy	-15.83
Total				-14,532.69

Uncleared deposits and other credits after 01/31/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/02/2022	Deposit		State of Michigan - Dept of Tr...	27,362.00
02/03/2022	Sales Receipt	ck 58135479	UNUM - STD Reimbursement	600.00
02/03/2022	Sales Receipt	ck 58137514	UNUM - STD Reimbursement	85.71
02/04/2022	Deposit			1,949.54
Total				29,997.25

Kalamazoo County Dispatch Authority

Mercantile General Busn. Checking, Period Ending 02/28/2022

RECONCILIATION REPORT

Reconciled on: 03/03/2022

Reconciled by: Jeff Troyer

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

Summary

USD

Statement beginning balance.....	1,281,173.91
Checks and payments cleared (53).....	-505,454.64
Deposits and other credits cleared (4).....	165,914.76
Statement ending balance.....	<u>941,634.03</u>
Uncleared transactions as of 02/28/2022.....	-5,198.58
Register balance as of 02/28/2022.....	936,435.45
Cleared transactions after 02/28/2022.....	0.00
Uncleared transactions after 02/28/2022.....	1,817,257.68
Register balance as of 03/03/2022.....	2,753,693.13

Details

Checks and payments cleared (53)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/13/2022	Bill Payment	2771	Peninsula Fiber Network	-2,135.00
01/13/2022	Bill Payment	2751	Martin Ftacek	-63.57
01/18/2022	Bill Payment	2792	Carl Clatterbuck Agency	-600.00
01/18/2022	Bill Payment	2779	Township of Kalamazoo - Poli...	-9,734.00
01/28/2022	Expense	Feb 22 HMO	Blue Cross Blue Shield of Mic...	-2,008.40
01/28/2022	Expense	HSA Feb 22	Blue Cross Blue Shield of Mic...	-29,245.59
01/28/2022	Expense	Feb 22	Consumers Life Insurance Co...	-789.99
02/01/2022	Bill Payment	2798	Consumers Energy	-15.83
02/01/2022	Bill Payment	2797	Marguerite Kennedy	-99.00
02/01/2022	Bill Payment	2796	DirectTV	-129.24
02/01/2022	Bill Payment	2795	AT&T Mobility	-493.99
02/01/2022	Bill Payment	2799	Unum Insurance Company of ...	-1,112.22
02/01/2022	Bill Payment	2800	AT&T - Box 5011	-2,661.48
02/01/2022	Bill Payment	2801	Michigan Critical Power	-377.05
02/01/2022	Bill Payment	2802	Ronda Davis	-99.00
02/01/2022	Bill Payment	2803	Besco	-87.50
02/01/2022	Bill Payment	2804	Josh VandenBerg	-99.00
02/01/2022	Bill Payment	2805	Sohn Linen Service	-41.46
02/01/2022	Bill Payment	2806	Republic Services	-184.24
02/01/2022	Bill Payment	2807	Roe Comm	-1,517.00
02/01/2022	Bill Payment	2808	VISA - Mercantile Bank of Mic...	-4,219.35
02/01/2022	Bill Payment	2809	CTS Telecom, Inc.	-3,396.33
02/11/2022	Expense	021122	PAYROLL	-108,272.58
02/12/2022	Expense	021122	MERS - Alerus Financial	-390.00
02/12/2022	Expense	021122	MERS - Alerus Financial	-460.66
02/12/2022	Expense	021122	MERS - Alerus Financial	-3,405.29
02/12/2022	Expense	021122	MERS - Alerus Financial	-11,696.25
02/15/2022	Expense	Jan22	Mercantile Bank of Michigan	-50.00
02/17/2022	Bill Payment	2829	Insight Direct USA	-5,177.15
02/17/2022	Bill Payment	2810	INDigital	-76,130.13
02/17/2022	Bill Payment	2811	Language Line Services, Inc	-721.18
02/17/2022	Bill Payment	2812	Besco	-96.75
02/17/2022	Bill Payment	2813	Rose Pest Solutions	-85.00
02/17/2022	Bill Payment	2814	VISA - Mercantile Bank of Mic...	-1,919.94
02/17/2022	Bill Payment	2815	Consumers Energy	-3,450.85
02/17/2022	Bill Payment	2816	Dixon Lawn Care	-3,055.00
02/17/2022	Bill Payment	2817	Michigan Municipal Risk Man...	-26,153.50
02/17/2022	Bill Payment	2818	Peninsula Fiber Network	-2,017.00
02/17/2022	Bill Payment	2821	Insight Public Sector, Inc.	-813.48

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/17/2022	Bill Payment	2822	Bronson Healthcare Group	-170.00
02/17/2022	Bill Payment	2823	Precision Printer Services, Inc.	-447.00
02/17/2022	Bill Payment	2824	Kalamazoo City Treasurer	-261.18
02/17/2022	Bill Payment	2825	Sohn Linen Service	-41.46
02/17/2022	Bill Payment	2826	Zemlick Office Products	-27.04
02/17/2022	Bill Payment	2827	Advantage Roofing & Exteriors	-2,545.00
02/17/2022	Bill Payment	2828	Integrity Business Solutions	-1,499.00
02/17/2022	Expense	WMUBTR2Purchase	Sun Title	-35,033.00
02/17/2022	Bill Payment	2831	Williams Building Services LLC	-2,260.00
02/24/2022	Expense	022522	PAYROLL	-110,155.00
02/26/2022	Expense	022522	MERS - Alerus Financial	-33,992.56
02/26/2022	Expense	022522	MERS - Alerus Financial	-472.18
02/26/2022	Expense	022522	MERS - Alerus Financial	-12,032.61
02/26/2022	Expense	022522	MERS - Alerus Financial	-3,514.61

Total -505,454.64

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/02/2022	Deposit		State of Michigan - Dept of Tr...	27,362.00
02/04/2022	Deposit			1,949.54
02/17/2022	Receive Payment		Kalamazoo County - Surcharg...	136,468.00
02/28/2022	Deposit		Mercantile Bank of Michigan	135.22

Total 165,914.76

Additional Information

Uncleared checks and payments as of 02/28/2022

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
04/28/2021	Bill Payment	2421	DirectTV	-122.99
01/18/2022	Bill Payment	2773	Dena Dunn	-198.00
01/18/2022	Bill Payment	2790	Detroit Wayne Mental Health ...	-200.00
02/17/2022	Bill Payment	2819	TransUnion Risk and Alternati...	-295.00
02/17/2022	Expense	021722	Mercantile Bank of Michigan	-30.00
02/17/2022	Bill Payment	2820	Vicki Downs	-99.00
02/17/2022	Bill Payment	2830	Cohl, Stoker & Toskey, P.C.	-418.00
02/17/2022	Bill Payment	2832	APCO International	-2,940.00

Total -5,198.58

Uncleared deposits and other credits after 02/28/2022

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
03/02/2022	Deposit		Kalamazoo County - Surcharg...	292,282.68
03/02/2022	Deposit		Kalamazoo County - Millage ...	1,524,975.00

Total 1,817,257.68

Kalamazoo County Dispatch Authority

Michigan CLASS, Period Ending 01/31/2022

RECONCILIATION REPORT

Reconciled on: 02/07/2022

Reconciled by: Jeff Troyer

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

Summary

USD

Statement beginning balance.....	14,473.85
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	0.60
Statement ending balance.....	<u>14,474.45</u>

Register balance as of 01/31/2022.....14,474.45

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/31/2022	Deposit		Michigan CLASS	0.60
Total				0.60

Kalamazoo County Dispatch Authority

Michigan CLASS, Period Ending 02/28/2022

RECONCILIATION REPORT

Reconciled on: 03/03/2022

Reconciled by: Jeff Troyer

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

Summary

USD

Statement beginning balance.....	14,474.45
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	0.81
Statement ending balance.....	<u>14,475.26</u>

Register balance as of 02/28/2022.....14,475.26

Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
02/28/2022	Deposit		Michigan CLASS	0.81

Total 0.81



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	1,524,975	6,099,900	4,574,925				\$1,524,975	\$6,099,900	\$4,574,925
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	206	3,000	2,794				\$206	\$3,000	\$2,794
667.000 Rent/Lease Revenue		7,200	7,200				\$0	\$7,200	\$7,200
671.000 Miscellaneous Revenue	8	250	242				\$8	\$250	\$242
Total Income	\$1,525,189	\$10,154,735	\$8,629,546	\$0	\$44,000	\$44,000	\$1,525,189	\$10,198,735	\$8,673,546
GROSS PROFIT	\$1,525,189	\$10,154,735	\$8,629,546	\$0	\$44,000	\$44,000	\$1,525,189	\$10,198,735	\$8,673,546
Expenses									
700 thru 718 Personnel Services							\$0	\$0	\$0
702.010 Salaries - Administration	36,883	401,411	364,528				\$36,883	\$401,411	\$364,528
702.020 Wages - Regular					12,000	12,000	\$0	\$12,000	\$12,000
702.021 Administrative Support	14,910	57,924	43,014				\$14,910	\$57,924	\$43,014
702.022 Dispatch Supervisors	47,220	394,379	347,159				\$47,220	\$394,379	\$347,159
702.023 ECO II's	173,612	1,727,726	1,554,114				\$173,612	\$1,727,726	\$1,554,114
702.024 ECO I's	53,661	458,281	404,620				\$53,661	\$458,281	\$404,620
702.026 Bereavement	2,201		(2,201)				\$2,201	\$0	\$(2,201)
702.029 Healthy Wrkplc Leave	9,117		(9,117)				\$9,117	\$0	\$(9,117)
702.040 Wages - Short Term Disability	1,019		(1,019)				\$1,019	\$0	\$(1,019)
Total 702.020 Wages - Regular	301,739	2,638,310	2,336,571		12,000	12,000	\$301,739	\$2,650,310	\$2,348,571
702.030 Wages - Overtime		315,787	315,787				\$0	\$315,787	\$315,787
702.032 Dispatch Supervisors	10,538		(10,538)				\$10,538	\$0	\$(10,538)
702.033 ECO II's	26,591		(26,591)				\$26,591	\$0	\$(26,591)
702.034 ECO I's	7,301		(7,301)				\$7,301	\$0	\$(7,301)
Total 702.030 Wages - Overtime	44,429	315,787	271,358				\$44,429	\$315,787	\$271,358
702.050 CTO Pay	1,171	23,000	21,830				\$1,171	\$23,000	\$21,830



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
706.000 Wages - Holiday Premium	19,658	143,966	124,308				\$19,658	\$143,966	\$124,308
712.000 Payment in Lieu of Benefits	7,900	54,600	46,700				\$7,900	\$54,600	\$46,700
715.010 Auto Allowance	1,447	8,683	7,236				\$1,447	\$8,683	\$7,236
Total 700 thru 718 Personnel Services	413,227	3,585,757	3,172,530		12,000	12,000	\$413,227	\$3,597,757	\$3,184,530
719 thru 725 Benefits and Taxes							\$0	\$0	\$0
719.000 Workers Comp Insurance	2,884	12,416	9,532				\$2,884	\$12,416	\$9,532
720.010 Medical/Health Insurance	51,295	435,626	384,331				\$51,295	\$435,626	\$384,331
720.020 Dental Insurance	4,465	35,164	30,699				\$4,465	\$35,164	\$30,699
720.030 Vision Insurance	826	7,937	7,112				\$826	\$7,937	\$7,112
720.040 Life Insurance	1,044	9,809	8,765				\$1,044	\$9,809	\$8,765
720.050 Unemployment		9,000	9,000				\$0	\$9,000	\$9,000
720.060 HSA Contributions	69,300	93,100	23,800				\$69,300	\$93,100	\$23,800
720.070 Short-Term Disability Insurance	3,500	34,398	30,898				\$3,500	\$34,398	\$30,898
721.000 Social Security	25,209	220,891	195,682				\$25,209	\$220,891	\$195,682
722.000 Medicare	5,896	51,660	45,764				\$5,896	\$51,660	\$45,764
725.010 Retirement - MERS DC	37,441	286,410	248,969				\$37,441	\$286,410	\$248,969
725.020 Retirement - MERS 457	1,261	8,673	7,412				\$1,261	\$8,673	\$7,412
725.030 Retirement - MERS HCSP	33,603	59,027	25,424				\$33,603	\$59,027	\$25,424
Total 719 thru 725 Benefits and Taxes	236,722	1,264,111	1,027,389				\$236,722	\$1,264,111	\$1,027,389
726 thru 799 Supplies							\$0	\$0	\$0
727.000 Office Supplies	217	15,000	14,783				\$217	\$15,000	\$14,783
730.000 Maintenance Supplies	950	6,000	5,050				\$950	\$6,000	\$5,050
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	1,168	32,500	31,332				\$1,168	\$32,500	\$31,332
800 thru 969 Services & Other Charges							\$0	\$0	\$0
801.010 Contractual Services	302,905	623,956	321,051				\$302,905	\$623,956	\$321,051



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
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	418	22,000	21,582				\$418	\$22,000	\$21,582
820.010 Interpreter Fees	330	4,800	4,470				\$330	\$4,800	\$4,470
835.010 Medical Services - Physical Exams	2,114	2,500	386				\$2,114	\$2,500	\$386
835.020 Medical Services - Drug Testing	50	1,500	1,450				\$50	\$1,500	\$1,450
850.010 Telephone Service	1,500	14,750	13,250				\$1,500	\$14,750	\$13,250
850.020 Internet Service	12,141	96,190	84,049				\$12,141	\$96,190	\$84,049
850.030 Copying		2,500	2,500				\$0	\$2,500	\$2,500
850.040 Mailing	27	3,000	2,973				\$27	\$3,000	\$2,973
870.010 Travel - Training/Registration	200	10,000	9,800	24,000	24,000	24,000	\$200	\$34,000	\$33,800
870.020 Travel - Lodging	(202)	8,000	8,202	2,500	2,500	2,500	\$ (202)	\$10,500	\$10,702
870.030 Travel- Meals/Food	10	5,000	4,990	2,500	2,500	2,500	\$10	\$7,500	\$7,490
870.040 Travel - Mileage		4,000	4,000	2,500	2,500	2,500	\$0	\$6,500	\$6,500
870.050 Travel - Other	151	4,000	3,849	500	500	500	\$151	\$4,500	\$4,349
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	1,693	3,000	1,307				\$1,693	\$3,000	\$1,307
915.000 Dues & Subscriptions	212	9,000	8,788				\$212	\$9,000	\$8,788
920.010 Utilities - Gas	1,365	8,000	6,635				\$1,365	\$8,000	\$6,635
920.020 Utilities - Electricity	6,302	55,000	48,698				\$6,302	\$55,000	\$48,698
920.030 Utilities - Water & Sewer	514	4,000	3,486				\$514	\$4,000	\$3,486
934.010 Repair & Maintenance - Equipment	2,116	25,000	22,884				\$2,116	\$25,000	\$22,884
955.000 Miscellaneous Operating	70	20,000	19,930				\$70	\$20,000	\$19,930
958.010 Insurance Premium	26,154	65,000	38,847				\$26,154	\$65,000	\$38,847
Total 800 thru 969 Services & Other Charges	358,069	1,005,896	647,827	32,000	32,000	32,000	\$358,069	\$1,037,896	\$679,827
970 thru 989 Equipment & Capital Outlay							\$0	\$0	\$0
976.000 Project Costs	12,572	150,000	137,429				\$12,572	\$150,000	\$137,429



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
980.000 Equipment/Software - Capital	(532)	2,580,385	2,580,917				\$ (532)	\$2,580,385	\$2,580,917
980.010 Equipment/Software - Small	447	30,000	29,553				\$447	\$30,000	\$29,553
980.020 Facility - Capital		10,745	10,745				\$0	\$10,745	\$10,745
980.030 Land - Capital	35,033		(35,033)				\$35,033	\$0	\$ (35,033)
Total 970 thru 989 Equipment & Capital Outlay	47,520	2,771,130	2,723,611				\$47,520	\$2,771,130	\$2,723,611
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	\$1,056,705	\$9,992,941	\$8,936,236	\$0	\$44,000	\$44,000	\$1,056,705	\$10,036,941	\$8,980,236
NET OPERATING INCOME	\$468,484	\$161,794	\$ (306,690)	\$0	\$0	\$0	\$468,484	\$161,794	\$ (306,690)
NET INCOME	\$468,484	\$161,794	\$ (306,690)	\$0	\$0	\$0	\$468,484	\$161,794	\$ (306,690)



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	480,567	484,000	3,433	46,413	44,000	(2,413)	\$526,980	\$528,000	\$1,020
615.020 Surcharge Revenue - Local 911	1,149,934	1,080,000	(69,934)				\$1,149,934	\$1,080,000	\$(69,934)
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	\$11,020,217	\$10,954,036	\$(66,181)	\$67,302	\$64,889	\$(2,413)	\$11,087,519	\$11,018,925	\$(68,594)
GROSS PROFIT	\$11,020,217	\$10,954,036	\$(66,181)	\$67,302	\$64,889	\$(2,413)	\$11,087,519	\$11,018,925	\$(68,594)
Expenses									
700 thru 718 Personnel Services							\$0	\$0	\$0
702.010 Salaries - Administration	277,603	277,605	2	1,947	1,947	0	\$279,550	\$279,552	\$2
702.020 Wages - Regular							\$0	\$0	\$0
702.021 Administrative Support	105,410	108,008	2,598	329	329	0	\$105,739	\$108,337	\$2,598
702.022 Dispatch Supervisors	312,717	320,448	7,731	5,205	5,205	0	\$317,922	\$325,653	\$7,731
702.023 ECO II's	1,241,723	1,273,678	31,955	14,134	14,134	0	\$1,255,857	\$1,287,812	\$31,955
702.024 ECO I's	444,162	455,222	11,060	9,054	9,054	0	\$453,216	\$464,276	\$11,060
702.026 Bereavement	4,881		(4,881)				\$4,881	\$0	\$(4,881)
702.028 Paid Administrative Leave	2,593		(2,593)				\$2,593	\$0	\$(2,593)
702.029 Healthy Wrkplc Leave	11,356		(11,356)				\$11,356	\$0	\$(11,356)
702.040 Wages - Short Term Disability	(126)		126				\$(126)	\$0	\$126
Total 702.020 Wages - Regular	2,122,716	2,157,356	34,640	28,722	28,722	0	\$2,151,438	\$2,186,078	\$34,640
702.030 Wages - Overtime		399,107	399,107				\$0	\$399,107	\$399,107



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
702.031 Administrative Support	2,044		(2,044)				\$2,044	\$0	\$ (2,044)
702.032 Dispatch Supervisors	72,472		(72,472)				\$72,472	\$0	\$ (72,472)
702.033 ECO II's	239,319		(239,319)				\$239,319	\$0	\$ (239,319)
702.034 ECO I's	68,310		(68,310)				\$68,310	\$0	\$ (68,310)
Total 702.030 Wages - Overtime	382,144	399,107	16,963				\$382,144	\$399,107	\$16,963
702.050 CTO Pay	17,442	20,000	2,558				\$17,442	\$20,000	\$2,558
706.000 Wages - Holiday Premium	126,565	132,183	5,618				\$126,565	\$132,183	\$5,618
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	2,988,303	3,048,209	59,906	30,669	30,669	0	\$3,018,972	\$3,078,878	\$59,906
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	183,816	187,925	4,109				\$183,816	\$187,925	\$4,109
722.000 Medicare	42,989	42,872	(117)				\$42,989	\$42,872	\$ (117)
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	961,413	991,440	30,027				\$961,413	\$991,440	\$30,027
726 thru 799 Supplies							\$0	\$0	\$0
727.000 Office Supplies	11,985	15,000	3,015				\$11,985	\$15,000	\$3,015
730.000 Maintenance Supplies	1,518	5,000	3,482				\$1,518	\$5,000	\$3,482



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
740.000 Uniform Supplies	5,336	8,000	2,664				\$5,336	\$8,000	\$2,664
760.000 Kitchen Supplies	1,275	2,000	725				\$1,275	\$2,000	\$725
764.000 Food Supplies		2,000	2,000				\$0	\$2,000	\$2,000
Total 726 thru 799 Supplies	20,114	32,000	11,886				\$20,114	\$32,000	\$11,886
800 thru 969 Services & Other Charges							\$0	\$0	\$0
801.010 Contractual Services	556,128	603,195	47,067				\$556,128	\$603,195	\$47,067
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	11,168	18,000	6,832				\$11,168	\$18,000	\$6,832
820.010 Interpreter Fees	3,913	4,600	687				\$3,913	\$4,600	\$687
835.010 Medical Services - Physical Exams	2,317	2,500	183				\$2,317	\$2,500	\$183
835.020 Medical Services - Drug Testing	580	1,000	420				\$580	\$1,000	\$420
850.010 Telephone Service	12,058	15,000	2,942				\$12,058	\$15,000	\$2,942
850.020 Internet Service	89,997	91,900	1,903				\$89,997	\$91,900	\$1,903
850.030 Copying	292	600	308				\$292	\$600	\$308
850.040 Mailing	498	700	202				\$498	\$700	\$202
870.010 Travel - Training/Registration	7,781	8,000	219	25,721	25,820	99	\$33,502	\$33,820	\$318
870.020 Travel - Lodging	5,704	7,000	1,296	5,211	5,500	289	\$10,915	\$12,500	\$1,585
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	1,552	3,000	1,448	902	1,200	298	\$2,454	\$4,200	\$1,746
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	3,541	3,500	(41)				\$3,541	\$3,500	\$ (41)
920.020 Utilities - Electricity	42,791	42,000	(791)				\$42,791	\$42,000	\$ (791)
920.030 Utilities - Water & Sewer	3,339	3,500	161				\$3,339	\$3,500	\$161



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
934.010 Repair & Maintenance - Equipment	11,850	20,000	8,150				\$11,850	\$20,000	\$8,150
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	3,482,288	3,569,396	87,108	33,004	34,220	1,216	\$3,515,293	\$3,603,616	\$88,323
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	13,164	25,000	11,836				\$13,164	\$25,000	\$11,836
980.020 Facility - Capital	41,050	41,150	100				\$41,050	\$41,150	\$100
980.030 Land - Capital	2,000	36,000	34,000				\$2,000	\$36,000	\$34,000
Total 970 thru 989 Equipment & Capital Outlay	1,922,655	1,979,445	56,790				\$1,922,655	\$1,979,445	\$56,790
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	\$10,708,320	\$10,954,036	\$245,716	\$63,673	\$64,889	\$1,216	\$10,771,993	\$11,018,925	\$246,932
NET OPERATING INCOME	\$311,896	\$0	\$ (311,896)	\$3,629	\$0	\$ (3,629)	\$315,525	\$0	\$ (315,525)
NET INCOME	\$311,896	\$0	\$ (311,896)	\$3,629	\$0	\$ (3,629)	\$315,525	\$0	\$ (315,525)



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

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

Topic:

Brief Description:

The Executive Director is requesting support from the Board to submit grant application(s) in two separate categories of the Kalamazoo County ARPA funding opportunities (details of the program included):

1. COVID-19 MITIGATION AND PREVENTION

A request for reimbursement of supplies and equipment for mitigating the spread of COVID-19 in the workplace. This includes but is not limited to materials and equipment needed to prepare and operationalize an alternative dispatch center so the primary dispatch center could be electro-static disinfected at various intervals, activation fees for radios to be used in the alternate operation, disinfectant and temperature screening supplies, signage and supplies for prolonged shifts and stays at the dispatcher center to ensure essential operations. This request, which was denied funding in FEMA’s public assistance grant program, will total \$25,945.17. The FEMA eligibility determination memorandum and list of expenditures is included as supporting documentation.

2. ESSENTIAL WORKER PREMIUM PAY

Application for essential worker premium pay for each full and part-time employee with a critical/essential job classification for like similar amounts that Kalamazoo County is considering for their essential workers. It is the intent to use eligibility requirements similar to the County or KCCDA will develop administrative guidelines of our own like when the First Responder Hazard pay monies were applied for, received, and distributed. Attached are DRAFT guidelines consistent with eligibility requirements and pro-rated system like the First Responder Hazard Pay program.

The Executive Committee supports both grant applications and recommends the Board do the same and allow the Executive Director discretion in developing fair and equitable guidelines for essential worker premium pay.

Proposed Motion:

Motion to support the Executive Director submitting a grant application(s) in these categories and allow the Executive Director discretion in developing fair and equitable guidelines for essential worker premium pay.

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.



Opportunity Details

Opportunity Information

Title

American Rescue Plan State and Local Fiscal Recovery Funds

Description

Public Health, Negative Economic Impacts & Services to Disproportionately Impacted Communities

The American Rescue Plan State and Local Fiscal Recovery Funds provide resources for governments to meet the public health and economic needs of those impacted by the pandemic in their communities, as well as address longstanding health and economic disparities, which amplified the impact of the pandemic in disproportionately impacted communities, resulting in more severe pandemic impacts.

In general, to identify eligible uses of funds in this category, recipients should (1) identify a COVID-19 public health or economic impact on an individual or class (i.e., a group) and (2) design a program that responds to that impact. Responses should be related and reasonably proportional to the harm identified and reasonably designed to benefit those impacted.

COVID-19 MITIGATION AND PREVENTION

The pandemic has broadly impacted Americans and recipients can provide services to prevent and mitigate COVID-19 to the general public or to small businesses, nonprofits, and impacted industries in general. Non-exhaustive eligible uses include:

- ✓ Vaccination programs, including vaccine incentives and vaccine sites
- ✓ Testing programs, equipment and sites
- ✓ Monitoring, contact tracing and public health surveillance (e.g., monitoring for variants)
- ✓ Public communication efforts
- ✓ Public health data systems
- ✓ COVID-19 prevention and treatment equipment, such as ventilators and ambulances
- ✓ Medical and PPE/protective supplies
- ✓ Support for isolation or quarantine
- ✓ Ventilation system installation and improvement
- ✓ Technical assistance on mitigation of COVID-19 threats to public health and safety
- ✓ Transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations
- ✓ Support for prevention, mitigation, or other services in congregate living facilities, public facilities, and schools
- ✓ Support for prevention and mitigation strategies in small businesses, nonprofits, and impacted industries
- ✓ Medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., ICUs, emergency rooms)
- ✓ Temporary medical facilities and other measures to increase COVID-19 treatment capacity
- ✓ Emergency operations centers and emergency response equipment (e.g., emergency response radio systems)
- ✓ Public telemedicine capabilities for COVID-19 related treatment

MEDICAL EXPENSES

Funds may be used for expenses to households, medical providers, or others that incurred medical costs due to the pandemic, including:

- ✓ Unreimbursed expenses for medical care for COVID-19 testing or treatment, such as uncompensated care costs for medical providers or out-of-pocket costs for individuals
- ✓ Paid family and medical leave for public employees to enable compliance with COVID-19 public health precautions
- ✓ Emergency medical response expenses
- ✓ Treatment of long-term symptoms or effects of COVID-19

BEHAVIORAL HEALTH

Behavioral health care, such as mental health treatment, substance use treatment, and other behavioral health services. Treasury recognizes that the pandemic has broadly impacted Americans' behavioral health and recipients can provide these services to the general public to respond. Non-exhaustive eligible uses include:



- ✓ Prevention, outpatient treatment, inpatient treatment, crisis care, diversion programs, outreach to individuals not yet engaged in treatment, harm reduction and long-term recovery support
- ✓ Enhanced behavioral health services in schools
- ✓ Services for pregnant women or infants born with neonatal abstinence syndrome
- ✓ Support for equitable access to reduce disparities in access to high-quality treatment
- ✓ Peer support groups, costs for residence in supportive housing or recovery housing, and the 988 National Suicide Prevention Lifeline or other hotline services
- ✓ Expansion of access to evidence-based services for opioid use disorder prevention, treatment, harm reduction, and recovery
- ✓ Behavioral health facilities and equipment

PREVENTING AND RESPONDING TO VIOLENCE

Recognizing that violence – and especially gun violence – has increased in some communities due to the pandemic, recipients may use funds to respond in these communities through:

- ✓ Referrals to trauma recovery services for victims of crime
- ✓ Community violence intervention programs, including evidence-based practices like focused deterrence, with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance
- ✓ In communities experiencing increased gun violence due to the pandemic: Law enforcement officers focused on advancing community policing; Enforcement efforts to reduce gun violence, including prosecution and; Technology and equipment to support law enforcement response

IMPACTS OF THE PANDEMIC ON HOUSEHOLDS AND THE COMMUNITY

A non-exhaustive list of eligible items includes:

- ✓ Food assistance and food banks
- ✓ Emergency housing assistance: rental assistance, mortgage assistance, utility assistance, assistance paying delinquent property taxes, counseling and legal aid to prevent eviction and homelessness and emergency programs or services for homeless individuals, including temporary residences for people experiencing homelessness
- ✓ Health insurance coverage expansion
- ✓ Benefits for surviving family members of individuals who have died from COVID-19
- ✓ Assistance to individuals who want and are available for work, including job training, public jobs programs and fairs, support for childcare and transportation to and from a jobsite or interview, incentives for newly employed workers, subsidized employment, grants to hire underserved workers, assistance to unemployed individuals to start small businesses and development of job and workforce training centers
- ✓ Financial services for the unbanked and underbanked
- ✓ Burials, home repair and home weatherization
- ✓ Programs, devices and equipment for internet access and digital literacy, including subsidies for costs of access
- ✓ Cash assistance
- ✓ Paid sick, medical, and family leave programs
- ✓ Assistance in accessing and applying for public benefits or services
- ✓ Childcare and early learning services, home visiting programs, services for child welfare involved families and foster youth and childcare facilities
- ✓ Assistance to address the impact of learning loss for K-12 students (e.g., high-quality tutoring, differentiated instruction)
- ✓ Programs or services to support long-term housing security: including development of affordable housing and permanent supportive housing

RESPOND TO DISPROPORTIONATE IMPACTS ON HOUSEHOLDS AND COMMUNITIES

A non-exhaustive list of eligible items includes:

- ✓ Pay for community health workers to help households access health and social services
- ✓ Remediation of lead paint or other lead hazards
- ✓ Primary care clinics, hospitals, integration of health services into other settings, and other investments in medical equipment and facilities designed to address health disparities
- ✓ Housing vouchers and assistance relocating to neighborhoods with higher economic opportunity
- ✓ Investments in neighborhoods to promote improved health outcomes
- ✓ Improvements to vacant and abandoned properties, including rehabilitation or maintenance, renovation, removal and remediation of environmental contaminants, demolition or deconstruction, greening/vacant lot cleanup and conversion to affordable housing



- ✓ Services to address educational disparities, including assistance to high-poverty school districts and educational and evidence-based services to address student academic, social, emotional, and mental health needs
- ✓ Schools and other educational equipment and facilities

ASSISTANCE TO SMALL BUSINESSES

A non-exhaustive list of eligible items includes:

- ✓ Loans or grants to mitigate financial hardship, such as by supporting payroll and benefits, costs to retain employees, and mortgage, rent, utility, and other operating costs
- ✓ Technical assistance, counseling, or other services to support business planning

ASSISTANCE TO DISPROPORTIONATELY IMPACTED SMALL BUSINESSES

A non-exhaustive list of eligible items includes:

- ✓ Rehabilitation of commercial properties, storefront improvements and façade improvements
- ✓ Technical assistance, business incubators and grants for start-up or expansion costs for small businesses
- ✓ Support for microbusinesses, including financial, childcare, and transportation costs

ASSISTANCE TO NONPROFITS

A non-exhaustive list of eligible items includes:

- ✓ Loans or grants to mitigate financial hardship
- ✓ Technical or in-kind assistance or other services that mitigate negative economic impacts of the pandemic

ASSISTANCE TO DISPROPORTIONATELY IMPACTED NONPROFITS

Recipients may identify appropriate responses that are related and reasonably proportional to addressing these disproportionate impacts.

AID TO IMPACTED INDUSTRIES

- ✓ Aid to mitigate financial hardship, such as supporting payroll costs, lost pay and benefits for returning employees, support of operations and maintenance of existing equipment and facilities
- ✓ Technical assistance, counseling, or other services to support business planning
- ✓ COVID-19 mitigation and infection prevention measures

Essential Work Premium Pay

The American Rescue Plan State, Local Fiscal Recovery program provides funding to support premium pay for workers who are working in-person in key economic sectors. Pay may be provided for those workers making below a certain wage threshold or non-exempt from the Fair Labor Standards Act overtime provisions or if written justification is provided. Premium pay may be awarded to eligible workers up to \$13 per hour and may not exceed \$25,000 for any single worker.

Eligible workers include the following sectors and occupations:

- ✓ Health care
- ✓ Emergency response
- ✓ Sanitation, disinfection; cleaning
- ✓ Maintenance
- ✓ Grocery stores, restaurants, food production, and food delivery
- ✓ Pharmacy
- ✓ Biomedical research
- ✓ Behavioral health
- ✓ Medical testing and diagnostics
- ✓ Home and community-based health care or assistance with activities of daily living
- ✓ Family or child care
- ✓ Social services
- ✓ Public health
- ✓ Mortuary
- ✓ Critical clinical research, development, and testing necessary for COVID-19 response



- ✓ State, local, or Tribal government workforce
- ✓ Workers providing vital services to Tribes
- ✓ Educational, school nutrition, and other work required to operate a school facility
- ✓ Laundry
- ✓ Elections
- ✓ Solid waste or hazardous materials management, response, and cleanup
- ✓ Work requiring physical interaction with patients
- ✓ Dental care
- ✓ Transportation and warehousing
- ✓ Hotel and commercial lodging facilities that are used for COVID-19 mitigation and containment

Essential work is defined as work that:

- Is not performed while teleworking from a residence; and
- Involves either:
 - a. regular, in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or
 - b. regular physical handling of items that were handled by, or are to be handled by, patients, the public, or coworkers of the individual that is performing the work.

Water, Sewer & Broadband Infrastructure

The American Rescue Plan State, Local Fiscal Recovery program provides funding to improve access to clean drinking water and lead water remediation, to support vital wastewater and stormwater infrastructure, and to address challenges with broadband access, affordability, and reliability.

Recipients may fund a broad range of water and sewer projects, including those eligible under the EPA's Clean Water State Revolving Fund, EPA's Drinking Water State Revolving Fund, and certain additional projects, including a wide set of lead remediation, stormwater infrastructure, and aid for private wells and septic units.

Recipients may fund high-speed broadband infrastructure in areas of need that the recipient identifies, such as areas without access to adequate speeds, affordable options, or where connections are inconsistent or unreliable; completed projects must participate in a low-income subsidy program.

Under 602(c)(1)(A) or 603(c)(1)(A), a general infrastructure project typically would not be considered a response to the public health emergency and its negative economic impacts unless the project responds to a specific pandemic-related public health need (e.g., investments in facilities for the delivery of vaccines) or a specific negative economic impact of the pandemic (e.g., affordable housing in a Qualified Census Tract). These examples would be applied for under the American Rescue Plan Public Health, Negative Economic Impacts & Services to Disproportionately Impacted Communities funding opportunity.

PROJECTS ELIGIBLE UNDER EPA'S CLEAN WATER STATE REVOLVING FUND (CWSRF)

- ✓ Construction of publicly owned treatment works
- ✓ Projects pursuant to implementation of a nonpoint source pollution management program established under the Clean Water Act (CWA)
- ✓ Decentralized wastewater treatment systems that treat municipal wastewater or domestic sewage
- ✓ Management and treatment of stormwater or subsurface drainage water
- ✓ Water conservation, efficiency, or reuse measures
- ✓ Development and implementation of a conservation and management plan under the Clean Water Act
- ✓ Watershed projects meeting the criteria set forth in the Clean Water Act
- ✓ Energy consumption reduction for publicly owned treatment works
- ✓ Reuse or recycling of wastewater, stormwater, or subsurface drainage water
- ✓ Security of publicly owned treatment works

PROJECTS ELIGIBLE UNDER EPA'S DRINKING WATER STATE REVOLVING FUND (DWSRF)

- ✓ Facilities to improve drinking water quality
- ✓ Transmission and distribution, including improvements of water pressure or prevention of contamination in infrastructure and lead service line replacements
- ✓ New sources to replace contaminated drinking water or increase drought resilience, including aquifer storage and recovery system for water storage
- ✓ Green infrastructure, including green roofs, rainwater harvesting collection, permeable pavement
- ✓ Storage of drinking water, such as to prevent contaminants or equalize water demands
- ✓ Purchase of water systems and interconnection of systems



- ✓ New community water systems

ADDITIONAL WATER AND SEWER ELIGIBLE PROJECTS

Necessary investments in stormwater infrastructure, residential wells, lead remediation, and certain rehabilitations of dams and reservoirs. Necessary is defined as:

- (1) responsive to an identified need to achieve or maintain an adequate minimum level of service, which may include a reasonable projection of increased need, whether due to population growth or otherwise,
- (2) a cost-effective means for meeting that need, taking into account available alternatives, and
- (3) for investments in infrastructure that supply drinking water in order to meet projected population growth, projected to be sustainable over its estimated useful life.

A non-exhaustive list includes:

- ✓ Culvert repair, resizing, and removal, replacement of storm sewers, and additional types of stormwater infrastructure
- ✓ Infrastructure to improve access to safe drinking water for individual served by residential wells, including testing initiatives, and treatment/remediation strategies that address contamination
- ✓ Dam and reservoir rehabilitation if primary purpose of dam or reservoir is for drinking water supply and project is necessary for provision of drinking water
- ✓ Broad set of lead remediation projects eligible under EPA grant programs authorized by the Water Infrastructure Improvements for the Nation (WIIN) Act, such as lead testing, installation of corrosion control treatment, lead service line replacement, as well as water quality testing, compliance monitoring, and remediation activities, including replacement of internal plumbing and faucets and fixtures in schools and childcare facilities

BROADBAND ELIGIBLE PROJECTS

- ✓ Projects that address lack of access to a reliable high-speed broadband connection (service that reliably provides 100 Mbps download speed and 20 Mbps upload speed through a wireline connection)
- ✓ Projects that address lack of affordable broadband
- ✓ Projects that address lack of reliable service
- ✓ Projects that modernize cybersecurity for existing and new broadband infrastructure, regardless of their speed delivery standards. This includes modernization of hardware and software.

Recipients must require the service provider for a broadband project that provides service to households to either:

- ✓ Participate in the FCC's Affordable Connectivity Program (ACP)
- ✓ Provide access to a broad-based affordability program to low-income consumers that provides benefits commensurate to the FCC's Affordable Connectivity Program (ACP)

Treasury encourages recipients to prioritize investments in fiber-optic infrastructure wherever feasible and to focus on projects that will achieve last-mile connections. Further, Treasury encourages recipients to prioritize support for broadband networks owned, operated by, or affiliated with local governments, nonprofits, and co-operatives.

Provision of Government Services

The Final Rule allows for broad latitude to use funds for the provision of government services to the extent of reduction in revenue.

Government services can include, but are not limited to, maintenance of infrastructure or pay-go spending for building new infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.

However, paying interest or principal on outstanding debt, replenishing rainy day or other reserve funds, or paying settlements or judgments would not be considered provision of a government service, since these uses of funds do not entail direct provision of services to citizens. This restriction on paying interest or principal on any outstanding debt instrument, includes, for example, short-term revenue or tax anticipation notes, or paying fees or issuance costs associated with the issuance of new debt. In addition, the overarching restrictions on all program funds (e.g., restriction on pension deposits, restriction on using funds for non-federal match where barred by regulation or statute) would apply.

Additionally, the final rule allows for a broader set of uses to restore and support government employment, including hiring above a recipient's pre-pandemic baseline, providing funds to employees that experienced pay cuts or furloughs, avoiding layoffs, and providing retention incentives.



American Rescue Plan funding may be used to improve the efficacy of public health and economic programs through tools like program evaluation, data, and outreach, as well as to address administrative needs caused or exacerbated by the pandemic. Eligible uses include:

- ✓ Technology infrastructure to improve access to and the user experience of government IT systems, as well as technology improvements to increase public access and delivery of government programs and services
- ✓ Address administrative needs caused or exacerbated by the pandemic, including addressing backlogs caused by shutdowns, increased repair or maintenance needs, and technology infrastructure to adapt government operations to the pandemic (e.g., video-conferencing software, data and case management systems)

Awarding Agency Name

Kalamazoo County Government

Opportunity Posted Date

2/14/2022

Announcement Type

Initial Announcement

Funding Information

Funding Sources

Federal Or Federal Pass Through

Funding Source Description

The American Rescue Plan State, Local Fiscal Recovery program provides governments across the country with the resources needed to fight the COVID-19 pandemic and support families and businesses struggling with its public health and economic impacts, maintain vital public services, even amid declines in revenue resulting from the crisis, and build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

Award Information

Award Type

Competitive

Indirect Costs Allowed

Yes

Indirect Cost Description

Indirect costs are those costs which are not readily identifiable with a particular cost objective (e.g., direct organizational activity or project), but nevertheless are necessary for the general operation of an organization. Examples of indirect costs include the salary and related expenses of individuals working in accounting, personnel, purchasing functions, rent, depreciation and utilities. Indirect costs are not normally charged directly to a Federal award, but are allocated equitably to all of the organization's activities. Indirect costs are generally charged to Federal awards through the development and application of an indirect cost rate (ICR).

A maximum rate of 5% is allowed.

Submission Information

Submission Window

Opens 2/28/2022. Applicants who submit by 3/15/2022 will receive feedback on their submission and a chance to make adjustments. Final applications due 4/15/2022.



Submission Timeline Type

One-time

Submission Timeline Additional Information

Once submissions are received, applications will be reviewed by the Finance Department and Outside Consultants to ensure projects/requests reflect an eligible use of American Rescue Plan funds.

All eligible projects/requests will be scored by the Board of Commissioners using the scoring matrix found under the Questions section attachment. Scored projects will then be discussed at a public Board of Commissioners meeting for final funding awards.

Allow Multiple Applications

Yes

Other Submission Requirements

External applicants will be required to provide the below financial documentation.

Agency with annual revenue under \$50,000

- Statement of Financial Position (Balance Sheet)
- Statement of Activity (Income and Expense Statement)

Non-government agency with a total annual revenue from \$50,000-\$750,000

- IRS Form 990

Agency with total annual revenue of over \$750,000, but with federal expenditures less than \$750,000

- Certified Financial Audit
- Certified Financial Audit Management Letter
- Corrective Action Plan (if applicable)

Agency that spent \$750,000 or more in federal funds during fiscal year

- Single Audit
- Single Audit Management Letter
- Correction Action Plan (if applicable)

Question Submission Information

Question Submission Open Date 2/28/2022

Question Submission Close Date 3/31/2022

Question Submission Email Address

arpa@kalamazoo.com

Technical Assistance Session

Technical Assistance Session

Yes

Session Date and Time

02/25/2022 11:00 AM

Conference Info / Registration Link

<https://us02web.zoom.us/j/85748705551>



Eligibility Information

Additional Eligibility Information

Organizations may be a not-for-profit, in good standing, for-profit organization, faith-based organization or other similar organization and must have been in active operation for the entire calendar year 2020.

Applicants must certify that they are current on all federal, state and local (i.e. property taxes) taxes.

Applicants must have the necessary accounting procedures and processes to identify and track grant program related income and expenses separate from all other income and expenses.

Applicants must adhere to all Federal, State and local laws, ordinances, rules and regulations, and policies, if applicable, prohibiting discrimination in regard to persons to be served and employees and applicants for employment including, but not limited to, the following:

- o The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- o The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- o Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat 355, as amended, and rules adopted thereunder.
- o The Americans with Disabilities Act of 1990, PL 101-336, 104 Stat 327 (42 USCA 12101 et seq.), as amended, and regulations promulgated thereunder

Additional Information

Additional Information URL

<https://home.treasury.gov/system/files/136/SLFRF-Final-Rule.pdf>

Additional Information URL Description

State and Local Fiscal Recovery Fund Final Rule

Award Administration Information

Reporting

It is important to design your evaluation process at the outset and begin to collect data from the beginning of the project. Grant Recipients shall provide the County with quarterly performance and financial reports. These reports shall include the current status and progress by the Grant Recipient and all subcontractors in completing the work, ensuring equitable outcomes and the expenditure of funds, in addition to any other information requested by the County.

Quarterly reports are due to the County no later than five (5) days after the end of each quarter and shall be sent each quarter until submission of an administrative close-out report at the end of the project. The ending dates for each quarter of the program year are March 31, and June 30, September 30, and December 31.

All Project Status Reports shall be submitted to the County in the manner specified by the County.

The Close-Out Report is due fifteen (15) days after termination of grant agreement or fifteen (15) days after completion of the activities, whichever first occurs.

Grant Recipients shall provide additional program updates or information that may be required by the County upon request.

Other Information

Funds must be used for costs incurred on or after March 3, 2021. Further, funds must be obligated by December 31, 2024, and expended by December 31, 2026.

Funding from this grant program is subject to federal, state, and local audit. If a determination is made that these grant funds were used in a manner inconsistent with program guidelines, for an ineligible expense or for expenses reimbursed by another federal, state, or local grant program then the organization will reimburse Kalamazoo County Government or the federal government the funds.

The County reserves the right to reject any and all proposals without penalty and resolicit for new proposals, and temporarily or permanently abandon the Project. The County makes no representations, written or oral, that it will enter into any form of agreement with any Respondent to this Notice of Funding Opportunity for any project and no such



American Rescue Plan State and Local Fiscal Recovery Funds

representation is intended or should be construed by the issuance of this Notice of Funding Opportunity.

The County will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this Notice of Funding Opportunity, in conduct of a presentation, or any other activities related to responding to this Notice of Funding Opportunity.

All proposals received shall remain confidential until the deadline for submission of proposals has expired, as defined by Michigan statute (MCL 15.243(i)), the Freedom of Information Act. However, after the submission closing date, any and all information submitted with the proposal becomes a public record, subject to full and complete disclosure under FOIA.

ELIGIBILITY DETERMINATION MEMORANDUM

Kalamazoo County Consolidated Dispatch Authority

FEMA: DR-4494-MI

PA-ID: 077-U1AV9-00

Applicant Type		<input type="checkbox"/> State Agency <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Tribe <input type="checkbox"/> Private Nonprofit	
Grants Manager: <i>Only fill out this section if the project is in Grants Manager.</i>		EMMIE: <i>Only fill out this section if the project worksheet is in EMMIE.</i>	
Project No.	435340	EMMIE Project Worksheet No.	
Version No.	0	Version No.	
Damage Inventory No.	784181	EMMIE Project Cost	N/A
		Total Amount Obligated	N/A
Project Title: Supplies and Equipment for Mitigation and Back-up Dispatch Operations			
Project Size	<input type="checkbox"/> Large	Category of Work	B – Emergency Protective Measures
	<input checked="" type="checkbox"/> Small <i>(Potentially subject to Net Small Project Overrun appeal)</i>		
Issue(s):			
Amount at Issue	\$ 25,945.17	Eligibility Issue Type(s)	<input type="checkbox"/> Applicant Eligibility
Amount Denied	\$ 25,945.17		<input type="checkbox"/> Facility Eligibility
			<input checked="" type="checkbox"/> Work Eligibility
			<input type="checkbox"/> Cost Eligibility
Issue Keyword(s)	Increased Operating Costs / Emergency Protective Measures / Minimum Threshold		

Project Description:

The Coronavirus (COVID-19) pandemic resulted in a major disaster declaration (DR-4494-MI) on March 27, 2020 for the State of Michigan, with an incident period of January 20, 2020 and continuing. The Kalamazoo County Consolidated Dispatch Authority (Applicant) requests reimbursement under the Federal Emergency Management Agency (FEMA) Public Assistance (PA) program for emergency protective measures (EPM) it performed from April 1, 2020 to August 31, 2021. As a result of the COVID-19 pandemic, the Applicant completed the streamlined project application on October 18, 2021. The Applicant requests \$25,945.17 in reimbursement for the following to limit the threat posed by COVID-19 and to create and prepare a secondary 911 dispatch center to maintain their routine operations while allowing for continuous cleaning and disinfection of the primary center:

- Personal protective equipment (PPE), such as masks, used by staff.
- Disinfection supplies, such as wipes, used to clean and disinfect their facilities.
- Temperature screening equipment, such as thermometers, used to screen staff’s temperature.
- Signage related to COVID-19 guidance in compliance with the Michigan Occupational Safety and Health Administration (MIOSHA).

- Alternative disinfection equipment, such as Ultraviolet (UV) lights and filter replacements for UV-C air purification system used for disinfection of their facilities.
- Materials and equipment, such as extension cords, laptops, and monitor, needed to prepare a backup 911 dispatch center.
- Metal sheets for Board Room Operations to mount antennas.
- High efficiency particulate air (HEPA) and carbon filter replacements for administration air purifiers.
- Sleeping pads for overnight emergency shifts.
- Activation fees for backup radios on the Michigan Public Safety Communication System (MPSCS).

Issue:

Is alternative disinfection equipment, materials and equipment needed to prepare a backup 911 dispatch center, metal sheets for Board Room Operations, HEPA and carbon filter replacements for administration air purifiers, sleeping pads for overnight emergency shifts, activation fees for backup radios for MPSCS, PPE, disinfection supplies, temperature screening equipment, and signage eligible for reimbursement under FEMA’s PA program?

Applicable Statutes, Regulations, and Policies in Effect as of the Declaration of the Emergency or Disaster:

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Stafford Act), 42 U.S.C. § 5121 et seq. (2019):

Stafford Act § 403(a)(3)

- Title 44 of the Code of Federal Regulations (C.F.R.) (2019):

44 C.F.R. § 206.202(d)(2)

44 C.F.R. § 206.223(a)(1)

44 C.F.R. § 206.225(a)

84 Fed. Reg. 55319 (October 16, 2019)

- FEMA Policy:

Public Assistance Program and Policy Guide FP 104-009-2 (PAPPG) (Apr. 2018)
PAPPG, at 19, 41-42, 63 and 143.

COVID-19 FEMA Fact Sheet, Coronavirus (COVID-19) Pandemic: Eligible Emergency Protective Measures, March 19, 2020. (COVID-19 FEMA Fact Sheet)

Coronavirus (COVID-19) Pandemic: Safe Opening and Operation Work Eligible for Public Assistance (Interim), September 8, 2021, FP-104-21-0003, (COVID-19 FEMA Safe Opening and Operation Policy)

- Other guidance:

Centers for Disease Control and Prevention, *Cleaning and Disinfecting Your Facility – Alternative Disinfection Methods* <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html> (last visited Dec. 30, 2020) (*CDC guidance*)

Analysis:

Stafford Act § 403(a)(3) grants FEMA discretionary authority to provide assistance to state and local governments essential to meet immediate threats to life and property resulting from a disaster. Implementing this authority, 44 C.F.R. § 206.225(a) authorizes emergency protective measures necessary to eliminate or lessen immediate threats to life, public health, or safety, as well as threats of significant additional damage to improved property.

Under limited circumstances based on specific criteria, FEMA finds COVID-19 measures eligible for reimbursement when those measures are related to emergency actions to address an immediate threat to life, public health, or safety, for example responders taking emergency actions to save the lives of presumed or confirmed COVID-19 infected individuals, or when measures must be taken to protect responders taking the emergency actions. The COVID-19 FEMA Fact Sheet, COVID-19 FEMA Safe Opening and Operation Policy, and the *PAPPG* provide examples of emergency work that FEMA funds under its PA program, such as the purchase and distribution of supplies and commodities necessary for eligible emergency protective measures. *PAPPG*, at 63.

FEMA is authorized to provide PA funding for specific work required as a result of the incident. 44 C.F.R. § 206.223(a)(1); *PAPPG*, at 19. FEMA is not authorized to provide PA funding for all losses or costs resulting from the incident, including the work that results in the increased costs to operate a facility or provide a service. *PAPPG*, at 41-42. The Applicant may incur additional costs related to operating a facility as a result of the incident because of an increased demand for the services the facility provides. These additional costs are only eligible if:

- The services are specifically related to eligible emergency actions to save lives or protect public health and safety or improved property;
- The costs are for a limited period of time based on the exigency of the circumstances; and
- The Applicant tracks and documents the additional costs. *PAPPG*, at 60-61.

Here, the Applicant is requesting reimbursement for alternative disinfection equipment, materials and equipment needed to prepare a backup 911 dispatch center, metal sheets for Board Room Operations, HEPA and carbon filter replacements for administration air purifiers, sleeping pads for overnight emergency shifts, activation fees for backup radios for MPSCS, PPE, disinfection

supplies, temperature screening equipment, and signage. The Applicant stated that these purchases and work were necessary to limit the threat posed by COVID-19 and to prepare the secondary 911 dispatch center to resume their routine operations. FEMA found that \$23,659.08 for materials and equipment needed to prepare a backup 911 dispatch center, metal sheets for Board Room Operations, HEPA and carbon filter replacements for administration air purifiers, sleeping pads for overnight emergency shifts, and activation fees for backup radios for MPSCS was ineligible because these items were not associated with the performance of eligible emergency work. Additionally, the Applicant requested reimbursement of \$447.93 for alternative disinfection equipment is ineligible for the following reason. For the cost of disinfection to be eligible for reimbursement, FEMA requires that the Applicant demonstrate that disinfection was conducted in accordance with and using methods approved by the Centers for Disease Control and Prevention (CDC) for COVID-19. The COVID-19 guidance issued by the CDC and the Environmental Protection Agency (EPA) on alternative disinfection methods states that:

The efficacy of alternative disinfection methods, such as ultrasonic waves, high intensity UV radiation, and LED blue light against COVID-19 virus is not known. EPA does not routinely review the safety or efficacy of pesticidal devices, such as UV lights, LED lights, or ultrasonic devices. Therefore, EPA cannot confirm whether, or under what circumstances, such products might be effective against the spread of COVID-19. CDC guidance; COVID-19 FEMA Safe Opening and Operation Policy.

The alternative disinfection equipment claimed by the Applicant is not approved as an effective method of disinfection against the COVID-19 virus, therefore, the cost of alternative disinfection equipment is denied.

Further, the Applicant requests reimbursement for PPE, disinfection supplies, temperature screening equipment, and signage. FEMA determined that \$1,838.16 for disinfection supplies, PPE, and signage is an eligible expense because the Applicant demonstrated that these items were used in the performance of eligible EPM. However, FEMA will not write a Project for the work if the Project cost totals less than \$3,000 however, that limit was raised to \$3,300.00 for the 2020 Fiscal Year. 44 C.F.R. § 206.202(d)(2); 84 Federal Register 55319; PAPPG, at 143. FEMA reduced the costs for the alternative disinfection equipment, materials and equipment needed to prepare a backup 911 dispatch center, metal sheets for Board Room Operations, HEPA and carbon filter replacements for administration air purifiers, sleeping pads for overnight emergency shifts, and activation fees for backup radios for MPSCS from the total cost of the Project. As a result, the eligible Project costs are below the minimum amount for which FEMA writes a Project, and therefore, not eligible for reimbursement under FEMA's PA program.

Eligibility Determination: Partially Approved Denied

The Applicant's request for reimbursement for \$25,945.17 is denied, because FEMA determined that the cost for materials and equipment needed to prepare a backup 911 dispatch center, metal sheets for Board Room Operations, HEPA and carbon filter replacements for administration air purifiers, sleeping pads for overnight emergency shifts, and activation fees for backup radios for MPSCS were ineligible because these items were not associated with the performance of eligible emergency work. Additionally, the costs associated with alternative disinfection equipment were

ineligible because this equipment is not recognized under FEMA policy as an effective disinfection method to respond to the COVID-19 virus. The remaining costs for PPE, disinfection supplies, temperature screening equipment, and signage is less than the minimum threshold of \$3,000 however, that limit was raised to \$3,300.00 for the 2020 Fiscal Year, which FEMA requires to write a Project. As a result, none of the expenses requested by the Applicant are eligible for reimbursement.

Notice of Right to Appeal:

The Applicant may appeal this determination to the Regional Administrator, pursuant to Title 44 of the Code of Federal Regulations § 206.206, Appeals. If the Applicant elects to file an appeal, the appeal must 1) Contain documented justification supporting the applicant’s position; 2) Specify the monetary figure in dispute; and, 3) Cite the provisions in federal law, regulation, and/or policy with which the Applicant believes the initial action was inconsistent.

The appeal must be submitted to the Recipient, Emergency Management and Homeland Security Division, Michigan State Police (MSP/EMHSD), by the Applicant within 60 days of its receipt of this determination. The Applicant’s transmittal of that appeal, with recommendation, is required to be submitted to our office within 60 days of the receipt of the Applicant’s letter. If you have any questions, please contact the MSP/EMHSD, Tiffany Vedder at vedderT@michigan.gov.

Office of Chief Counsel Reviewer: Cheryl A. Jennings, Attorney-Advisor

Signature: _____

Date: _____

Approval:

PA Management:

Signature: **SANDRA J MABRY** Digitally signed by SANDRA J MABRY
Date: 2021.12.08 00:00:20 -05'00'

Date: _____

Document Index:

Document Description	File Name
Validation Summary	DR4494MI -435340 - DVS Summary Sheet.xlsx
Material Summary	COVID 19 Materials & Supplies - Apr20 - Sept21.xlsx

Kalamazoo County Dispatch Authority COVID-19 Project Expenses

April 2020 - September 2021

Date	Transaction Type	Name/Vendor	Memo/Description	Amount
727.000 Office Supplies				
04/01/2020	CC Expense	Meijer - W Main	Thermometers for COVID screening	43.60
04/10/2020	CC Expense	Menards - W. Main Kalamazoo	Gray duct tape for taping cords in backup center	13.98
04/10/2020	CC Expense	Menards - W. Main Kalamazoo	Extension cords, surge protectors for backup center setup	107.63
04/19/2020	CC Expense	*Amazon Marketplace, Inc.	Masks for COVID-19	479.98
Total for 727.000 Office Supplies				\$ 645.19
730.000 Maintenance Supplies				
04/03/2020	CC Expense	Costco Wholesale	Disinfectant Wipes/Paper Towel	166.89
04/03/2020	CC Expense	*Amazon Marketplace, Inc.	UV Disinfectant Lights for keyboard cleaning	299.97
04/09/2020	CC Expense	Meijer - W Main	4 - Metal Sheets for Ground Plain mag Mount antennas for Board Room Operations	25.40
10/16/2020	CC Expense	*Amazon Marketplace, Inc.	COVID Items-Signs for MIOSHA Compliance	19.95
10/16/2020	CC Expense	*Amazon Marketplace, Inc.	COVID Items-Signs for MIOSHA Compliance	67.74
12/07/2020	CC Expense	*Amazon Marketplace, Inc.	Filter Replacements for the UVC Aire Purification Systems	147.96
12/15/2020	CC Expense	*Amazon Marketplace, Inc.	Hepa and Carbon Filter Replacements for Admin Air Purifiers	80.97
Total for 730.000 Maintenance Supplies				\$ 808.88
740.000 Uniform Supplies				
08/12/2020	Bill	Absolute Exhibits, Inc.	100 Face Coverings	530.00
09/15/2020	Bill	Absolute Exhibits, Inc.	100 Face masks	530.00
Total for 740.000 Uniform Supplies				\$ 1,060.00
934.010 Repair & Maintenance - Equipment				
04/22/2020	Bill	C-Comm of Kalamazoo, Inc.	Reprogram radios for operation of backup center	222.00
Total for 934.010 Repair & Maintenance - Equipment				\$ 222.00
955.000 Miscellaneous Operating				
04/06/2020	CC Expense	*Amazon Marketplace, Inc.	Sleeping pads for overnight emergency shifts	166.30
Total for 955.000 Miscellaneous Operating				\$ 166.30

976.000 Project Costs

12/10/2020	Bill	State of Michigan - DTMB	Activation Fees of FIVE back-up radios on the MPSCS	1,250.00
Total for 976.000 Project Costs				\$ 1,250.00

980.010 Equipment/Software - Small

04/04/2020	CC Expense	*Amazon Marketplace, Inc.	Extension Chords and Surge Protectors for Board Room for Backup Dispatch Center Operations	198.49
04/05/2020	Bill	Insight Public Sector, Inc.	8 - HP 470 G7 - 17.3" - Core i7 10510U - 16 GB RAM - 512 GB Laptop Computers & Monitors for Remote/Backup Dispatch Center Operations	8,763.60
04/29/2020	CC Expense	*Amazon Marketplace, Inc.	Wireless Doorbell for COVID-19 COOP Level 3	29.99
05/12/2020	Bill	C-Comm of Kalamazoo, Inc.	Two used Motorola HMN1056 mics for Control Stations in the Backup Dispatch Center	20.00
10/30/2020	CC Expense	*Paypal - Ebay	TWO Zetron Paging Modules for the Backup Dispatch Center	224.72
12/11/2020	Bill	Roe Comm	FIVE TM9400 Radio Control Stations - Radios and Programming for the Backup Dispatch Center Operations	12,556.00
Total for 980.010 Equipment/Software - Small				\$ 21,792.80

TOTAL Materials and Supplies for COVID-19: \$ 25,945.17



Kalamazoo County Consolidated Dispatch Authority



DATE: February 28, 2022

FROM: Jeff Troyer, Executive Director
Executive Director

SUBJECT: ADMINISTRATIVE GUIDELINES - Kalamazoo County ARPA Grant
Essential Worker Premium Pay

PURPOSE

The purpose of this Administrative Guideline is to establish criteria for eligibility and distribution of Essential Worker Premium Pay for full and part-time employees functioning in critical/essential job classifications whose duties are dedicated to supporting and providing 911 (public safety answering point) and public safety dispatch service during the COVID-19 Pandemic. These guidelines are specific to KCCDA’s grant application for “Essential Worker Premium Pay” as outlined in the Kalamazoo County ARPA Grant.

GUIDELINE

The time frame established for determining eligibility and distribution of Essential Worker Premium Pay shall be associated to two twelve (12) month periods during the pandemic: March 1st, 2020 through February 28th, 2021 and March 1st, 2021 through February 28th, 2022.

Full-time Employees in Critical/Essential Job Classifications

Full-time employees, currently employed by KCCDA at the time of grant award, shall be eligible for the following Essential Worker Premium Pay if KCCDA is awarded the grant and the following requirements are met:

- \$3,750.00 stipend if the employee was continuously employed by KCCDA in a full-time paid status for the time period of March 1st, 2020 through February 28th, 2021 and did not incur any unpaid time (hours) or a leave of absence.
- \$3,750.00 stipend if the employee was continuously employed by KCCDA in a full-time paid status for the time period of March 1st, 2021 through February 28th, 2022 and did not incur any unpaid time (hours) or a leave of absence.

Full-time employees continuously employed by KCCDA in a full-time paid status for the time frames established but incurred unpaid time (hours) during the time frames indicated above, shall receive a pro-rated stipend for that specific time frame based on the number of unpaid hours incurred and the table below:

UNPAID TIME (Hours)	ESSENTIAL WORKER STIPEND AMOUNT
0 thru 80 hours	10% Reduction / \$3,375
81 thru 160 hours	20% Reduction / \$3,000
161 thru 240 hours	30% Reduction / \$2,625
241 thru 320 hours	40% Reduction / \$2,250
321 or more	50% Reduction / \$1,875

NOTE: Full-time employees that worked during the eligibility time frame(s) but were not continuously employed for the twelve-month period shall be eligible for an Essential Worker Premium Pay stipend in accordance with the Part-time Employees below.

Part-time Employees in Critical/Essential Job Classifications

Part-time employees, currently employed by KCCDA at the time of grant award, shall be eligible for the following Essential Worker Premium Pay if KCCDA is awarded the grant and the following requirements are met:

- \$2,800.00 stipend if the employee was employed by KCCDA in a part-time paid status between the time period of March 1st, 2020 through February 28th, 2021 and worked 960 hours or more.
- \$2,800.00 stipend if the employee was employed by KCCDA in a part-time paid status between the time period of March 1st, 2021 through February 28th, 2022 and worked 960 hours or more.

Part-time employees that worked during the eligibility time frame(s) but were not continuously employed for the twelve-month period shall be eligible to receive a pro-rated stipend for that specific time frame based on the number of hours worked in the table below:

NUMBER OF HOURS WORKED	ESSENTIAL WORKER STIPEND AMOUNT
880 thru 959 hours	10% Reduction / \$2,520
800 thru 879 hours	20% Reduction / \$2,240
720 thru 799 hours	30% Reduction / \$1,960
640 thru 719 hours	40% Reduction / \$1,680
560 thru 639 hours	50% Reduction / \$1,400
480 thru 559 hours	60% Reduction / \$1,120
400 thru 479 hours	70% Reduction / \$840
399 hours or less	80% Reduction / \$560

SUMMARY

If Kalamazoo County approves KCCDA's application for Essential Worker Premium Pay, the approved stipends shall be paid to eligible employees in a special payroll cycle that will occur within 30 calendar days after the grant funds are received by KCCDA. All stipends are subject to applicable federal, state, or local tax withholdings but are not subject to retirement benefits and matching percentiles.

The provision of essential worker premium pay under this Guideline may be subject, as to certain employees, to notice and/or possible bargaining requirements and administration is authorized to provide such notice and satisfy such requirements to effectuate this Guideline and such benefits shall not be payable unless and until all such obligations are satisfied in the opinion of the Executive Director.

DRAFT



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:

As Chairperson of the State 911 Committee (Michigan’s 911 Governing body), the Executive Director has been asked to represent Michigan at the National Interoperability Workshop in Salt Lake City, Utah July 26th – 28th. The workshop is being hosted by NASNA (National Association of State 911 Administrators) and will include State 911 Administrators, Statewide Interoperability Coordinators (SWICS), and State Emergency Notification Coordinators. The workshop’s detailed agenda hasn’t been released but it is anticipated the 25th and 29th will be travel days.

In accordance with the Executive Director’s Employment Agreement, the Board of Directors must approve all out of state travel that requires overnight accommodations. The cost for the Executive Director to attend will be covered by the State (most likely thru reimbursement to KCCDA).

The Executive Committee recommends the Board approve the Executive Director to attend the Interoperability Workshop in Salt Lake City in July.

Proposed Motion:

Motion to approve the Executive Director to attend the National Interoperability Workshop in Salt Lake City in July.

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.

Jeff Troyer

To: Harvey, Joni (MSP)
Subject: RE: Salt Lake Dates and Agenda

Jeffery Troyer

Executive Director
Kalamazoo County Dispatch Authority
7040 Stadium Dr., Kalamazoo, MI 49009
Ofc: (269) 488-6616
Cell: (269) 718-2195
www.kccda911.org

From: Harvey, Joni (MSP) <HarveyJ6@michigan.gov>
Sent: Monday, February 14, 2022 12:26 PM
To: Jeff Troyer <JTroyer@kccda911.org>
Subject: RE: Salt Lake Dates and Agenda

Hi Jeff,

The National Interop Workshop for Michigan will be July 26-28 in Salt Lake City, UT. We don't have an agenda, site location, or lodging information yet, I am expecting that in the next week or two from NASNA. As of right now the only confirmed attendees are Brad as the SWIC, and myself. The state's Emergency Notification Coordinator is unable to attend due to an EMHSD functional exercise that is scheduled for the same days. I am reaching out to Captain Sweeney, who is her boss, to see if he wants to attend in her place.

I'll keep you posted on the details as soon as I have them available. If you confirm that you'll be able to attend on those dates, I will have Harriet add you to the invite list. As of right now I have you as tentative.

Thanks,

Joni

Joni Harvey
State 911 Administrator
State 911 Office
Michigan State Police
517-599-4590

"A PROUD tradition of SERVICE through EXCELLENCE, INTEGRITY, and COURTESY."

From: Jeff Troyer <JTroyer@kccda911.org>
Sent: Monday, February 14, 2022 11:59 AM
To: Harvey, Joni (MSP) <HarveyJ6@michigan.gov>
Subject: Salt Lake Dates and Agenda

Joni,

Can you send me details about dates and times for Salt Lake?

Jeffery Troyer

Executive Director

Kalamazoo County Dispatch Authority

7040 Stadium Dr., Kalamazoo, MI 49009

Ofc: (269) 488-6616

Cell: (269) 718-2195

www.kccda911.org



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

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

Topic:

Brief Description:

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

Proposed Motion:

No action

Agenda Request Approved: Meeting Date: Time:

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



***Personnel Committee
January 25, 2022
2:00 p.m.***

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 2:00 p.m. by Personnel Committee Chairperson Adam Herringa in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Tuesday, January 25, 2021.

ITEM 2 – ROLL CALL

Members Present: Adam Herringa, Portage Interim City Manager; Bryan Ergang, Kalamazoo Township Chief of Police; Scott Merlo, WMU Chief of Police; John Gisler, Kalamazoo County Commissioner; Dexter Mitchell, Kalamazoo Township Manager; Rick Fuller, Kalamazoo County Sheriff

Others Present: Lisa Henthorn (Alternate Rep for Kalamazoo County); Jeff Troyer, Executive Director; Chris McComb, Executive Administrative Assistant

ITEM 3 – APPROVAL OF MEETING MINUTES

A. November 29, 2021

“Motion by Mr. Fuller, second by Mr. Ergang to approve the November 29, 2021, Regular Session minutes as presented.”

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

ITEM 4 - CITIZENS' TIME

There was no citizen comment.

ITEM 5 – FOR CONSIDERATION

A. Old Business

There was none.

B. New Business

1. Executive Director Performance Appraisal

Mr. Troyer advised he distributed a memo that contained an update on each of the three performance objectives/goals for this year. The first goal is to increase staffing levels by 5%. Troyer presented statistics showing there was not an overall increase of 5% but we do have more ECO II's today than we've had before; ECO I's are down. He explained that this is due to focusing on an effort to train and promote current ECO I's to II's so we can hire more ECO I's. That process took five to six months but was necessary. In 2020, we hired seventeen new employees, but training is not easy or short. Four didn't make it through training, two left on their own and two were released. In 2021, we hired thirteen and eleven are still with us, one is still in training. There are several employees that have requested to go part time, but we only have four approved positions and those are full plus two additional.

Mr. Fuller asked where we are at if we didn't make the 5% increase.

Mr. Troyer stated in 2020 our average FTE was 43.75 and in 2021 we were at 46.75 so if you look at the overall average, we did increase. KCCDA's turnover rate for 2020 was 16% and in 2021 that improved to 12.97%.

Mr. Fuller inquired if there was anything that says how many of each classification there are in relation to part-time.

Mr. Troyer stated the number of full and part-time positions are dictated annually in the budget process, but the budget allows management discretion whether to fill a vacant full-time position with a part-timer. The collective bargaining agreement is flexible so we can add as many as we want. We have six part-time positions today and we've decided to stop there. Allowing people to continue to transfer from full to part-time employment is a slippery slope.

Mr. Fuller stated he liked that it's a management right.

Mr. Ergang inquired if anyone had gone from part time back to full.

Mr. Troyer stated no.

Mr. Herringa inquired about thoughts on what to do moving forward since Mr. Troyer didn't meet the goal.

Mr. Troyer stated we did a first- and second-year incentive but did not include it in last years or this year's budget because it was not doing what it was intended. We have discussed sign on and step incentives but the challenge in that kind of program is that it hurts existing staff morale. We have talked about an incentive for employee's recruiting, and we are looking at media outlet advertising. He can't pinpoint where the deficit is, but it is a common theme in neighboring centers too.

Mr. Herringa inquired about the third objective (stabilize CAD and the Emergency Telephone System).

Mr. Troyer stated that additional steps were taken in the fall of last year to transition KCCDA's emergency telephone system to a new controller platform in Grand Rapids. Even though they've seen an improvement in stability and performance, he still requested funding for the installation of an on-site controller in the 2022 budget and it was approved. He is working on contract and scope of work

language with INdigital for the installation of the on-site controller. Currently, the goal is to have it installed before the end of May but if the hardware is not available, it will be pushed to early fall.

Mr. Herringa asked if he had a fourth tower as it relates to the second objective.

Mr. Troyer stated he received word from WMU legal that they have received approval from EDA so we should be getting a tentative closing date soon. Consumers Energy denied our shared access drive because there is a high-pressure gas main under their access drive even though WMU received initial approval so there is an electronic meeting regarding this tomorrow. As of right now, the overall project is still scheduled to be complete late this year.

Mr. Troyer stated the next meeting is scheduled for February 16.

Mr. Herringa asked that Committee Members bring their suggestions for scoring and discussion and from there one document will be compiled for the record.

Mr. Troyer stated he would send a reminder before the 16th.

2. Recruitment Strategy – Media Advertising Campaign

Mr. Troyer stated the goal is to have proposals to review at the February meeting. Most likely, Troyer will ask the Personnel Committee to consider asking the Board to support funding for a not-to-exceed allocation toward the advertising/recruitment campaign. We will be posting positions again soon so this campaign will be two postings from now.

1. Member Comments

Mr. Fuller congratulated Ms. Henthorn on this being her last meeting.

Mr. Henthorn stated she made a retirement announcement after thirty-five years of service. She stated it has been an amazing journey and thanked everyone for their work. She stated she will remain in the cheering section.

Mr. Ergang congratulated Ms. Henthorn.

2. Next Meeting

The next meeting of the Personnel Committee is scheduled for Wednesday, February 16, 2022, at 2:00 p.m.

3. Adjournment

The meeting was adjourned at 2:50 p.m.



***Personnel Committee
February 16, 2022
2:00 p.m.***

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 2:00 p.m. by Personnel Committee Chairperson Adam Herringa in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Wednesday, February 16, 2022.

ITEM 2 – ROLL CALL

Members Present: Adam Herringa, Portage Interim City Manager; Bryan Ergang, Kalamazoo Township Chief of Police; Dexter Mitchell, Kalamazoo Township Manager; Rick Fuller, Kalamazoo County Sheriff; Jeff Chamberlain, City of Kalamazoo Deputy City Manager; John Gisler, Kalamazoo County Commissioner (arrived at 2:08)

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

ITEM 3 – APPROVAL OF MEETING MINUTES

A. January 25, 2022

“Motion by Mr. Fuller, second by Mr. Mitchell to approve the January 25, 2022, Regular Session minutes as presented.”

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

ITEM 4 - CITIZENS' TIME

There was no citizen comment.

ITEM 5 – FOR CONSIDERATION

A. Old Business

1. Executive Director Performance Appraisal

Mr. Herringa led the Committee through discussion on the Executive Director’s Performance Appraisal. The Committee agreed on an overall 4.02 score.

Ms. Rose inquired if there was a reason that staff had no input.

Mr. Fuller stated the Board has had discussion about that before, but everything was set up before there were employees.

Mr. Troyer explained that this was the first time this form has been used. Prior to this there were three goals each year and that’s all he was rated on. After discussion about all the duties of the job entails, it was decided the appraisal should be based on more than just the three goals. Any recommended changes, such as a staff poll, can be done if the Committee wishes.

Mr. Herringa stated he would like to look at that next year when we get close to the evaluation. For some of the categories, it would be beneficial to get staff input.

Mr. Ergang agreed, stating the evaluation could be improved on.

Mr. Troyer stated this is becoming one of the most successful centers in the state, but we can’t get there without the staff. He marked things that were hard to rate so there can be discussion on how to handle them next year. He noted that his employment agreement expires on February 16 next year so we will start the process late this year or early next so it can go to the Board in January.

“Motion by Mr. Mitchell, second by Mr. Ergang to approve the Executive Director’s Performance Appraisal and recommend approval to the Board.”

On a roll call vote, Yes – 5, No – 0. **MOTION CARRIED.**

2. Recruitment Strategy – Advertising Campaign

Mr. Troyer stated he reached out to six local marketing firms and only Green Street Marketing got back with him. He wanted to bring something that could go to the Board at the next meeting but he is not prepared to do that. He would like to talk with more local firms to compare offerings. He stated we are going through an application process now and we are actively pursuing candidates with online recruiting, job fairs, etc. We have ten days left in the posting and we have seventeen applicants, which is significantly higher than the last couple postings. There will be an in-person recruitment session that goes over the hiring timeline and other pertinent information next week.

Mr. Herringa stated he appreciated the update.

B. New Business

1. Letter of Understanding: Contract/Temporary PT Pool

Mr. Troyer stated he and Deputy Director Rose met with the UAW last week. They asked if we would enter a LOU that would allow us to hire additional part-time staff outside of the bargaining agreement. We have declined to allow more full-time employees to go part-time the last few times people have asked. This has been discussed with legal counsel and they drafted the first LOU. One item agreed to was the contracted temporary part-time pool would qualify for the four hours of holiday pay. He recommended the committee approve the agreement and recommend it to the Board. The Union, staff and legal agree and this LOU will need to be referenced in the next UAW contract because the term splits two contracts.

“Motion by Mr. Chamberlain, and second by Mr. Ergang to approve the Letter of Understanding: Contract/Temporary PT Pool and recommend the Board approve also.”

On a roll call vote, Yes – 5, No – 0. **MOTION CARRIED.**

ITEM 6 – OTHER ITEMS

C. Member Comments

Mr. Fuller announced the KCSO promotions of Michelle Greenlee to Captain and Steven Beers to Lieutenant.

D. Next Meeting

Mr. Troyer will schedule another meeting when negotiations are scheduled.

1. Adjournment

The meeting was adjourned at 3:22 p.m.



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

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

Topic:

Brief Description:

The Personnel Committee met on January 25th to begin working on the Executive Director’s performance evaluation. At the meeting, Mr. Troyer presented the attached memorandum, thoroughly explained each performance objective/goal, and answered multiple questions from Committee members.

On February 16th, the Committee met again and completed the Executive Directors performance evaluation which is attached. The overall rating was a 4.177 out of 5 giving Mr. Troyer a category rating of “Exceeds Normal Job Expectations”.

The Personnel Committee unanimously supported the evaluations and presents the same to the Board of consideration.

Note: The Committee will begin this process earlier next year as the Director’s employment agreement is set to expire in February 2023.

Proposed Motion:

Motion to approve the Executive Director’s Performance Evaluation for February 2021 through January 2022 with a 4.177 rating – Exceeds Normal Job Expectations.

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



TO: Personnel Committee Members

FROM: Jeff Troyer, Executive Director

DATE: January 20, 2022

SUBJECT: 2021 Executive Director Goals/Performance Objectives Update

Please accept the following information as a self–assessment on the progress made toward the three (3) Executive Director goals/performance objectives established mutually for February 2021 thru January 2022 (referred to as the “2021 Objectives”). The 2021 objectives were agreed upon at the Board of Directors regular meeting on March 11, 2021.

GOAL/PERFORMANCE OBJECTIVE #1

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

This time last year (end of January 2021), KCCDA’s dispatch center staffing levels were the following:

POSITION/TITLE	Staffing from former PSAPs	POSITIONS Budgeted	POSITIONS Filled
ECO – I	0	12	8
ECO – II	28	36	24
PT ECO’s	0	4	7
Dispatch Supervisor	6	6	6
TOTAL:	34	58	45

Our overall staffing numbers are the same as they were one year ago but still have some advantage over where we were last year. We increased the number of full-time staff by one but dropped one part-time and we increased the number of ECO-II’s which makes our staffing more versatile. That being said, we did not meet the goal of a 5% overall increase. The current staffing numbers are as follows:

POSITION/TITLE	Staffing from former PSAPs	POSITIONS Budgeted	POSITIONS Filled
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

KCCDA's staffing peaked in late June/early July of 2021 when all ECO-I positions were full and we had 25 ECO-II's (total was at 50). Since all ECO-I positions were full, we devoted a significant amount of time to promotional training; preparing several ECO-I's for ECO-II roles. During this process, no additional ECO-I's were hired because of training limitations.

During 2021, there were only TWO ECO postings; one in March and one in November. Normative recruitment plan strategies identified in KCCDA's Recruitment Plan (normal advertising, organizational and partner agency distribution, support, and faith-based organization distribution, etc) were utilized and proved to be much less effective in 2021. In 2020, we averaged 32 applicants across three ECO postings and in 2021, we had 25 applicants in April (close date) and only 4 in November.

While this seems to be a common trend across all markets, four applicants is not acceptable. We have weighed various options and are currently meeting with companies/firms to come up with a plan to expand our recruitment strategies including professional advertising across numerous media outlets (recruitment videos and radio, social media, podcast, and streaming advertising). I will expand on this at the Personnel Committee meeting next week and hope to have a detailed plan and cost proposal to present on February 16th.

GOAL/PERFORMANCE OBJECTIVE #2

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

The Kalamazoo MPSCS Subsystem Simulcast Radio Communications project is on schedule. Three of the four new tower sites are actually ahead of schedule – shelters set and towers being erected. Construction has not begun at the fourth site – WMU BTR2 – as we are still waiting to finalize the purchase of the property because approvals have not been received from Economic Development Administration (EDA) nor Consumers Energy. If this site is not finalized by the end of February, we may run into a delay because of frost law restrictions which are usually enacted in March and April.

GOAL/PERFORMANCE OBJECTIVE #3

Develop and present strategies and processes that can be used with vendors to stabilize the KCCDA Computer Aided Dispatch and primary Emergency Telephony System.

KCCDA's Computer Aided Dispatch system has been much more stable over the last seven months. Staff spent countless hours working with Tyler Technologies to identify errors and problems with the chat service which was the main culprit for the system slowdowns and freeze-ups. A manual system cleanup process of log files and system storage was implemented and takes place each month by our IT staff to do system storage and log file cleanup. In addition, a business process review was scheduled with Tyler late last year to help identify system functionality and/or process issues. In some circumstances, alternate configurations were proposed by Tyler to accomplish some of the tasks. KCCDA is currently working to implement some of these recommendations.

The Vesta Emergency Telephone System is a hosted solution from INdigital and shared among seven other PSAPs in the region known as the Southern Michigan PSAP Alliance (SMPA). The system's instability and inaccurate ANI/ALI information delivery over the first couple years was thought to have been the remoted connections. These connections were upgraded by INdigital in April 2021 which resolved some of the issues but not all. INdigital decided to deploy a new SMPA hosted platform that was engineered differently and contained the latest software versions of Vesta and Vesta Analytics. KCCDA transitioned to the new platform in September and the system has improved but still struggles from time to time with inaccurate ANI/ALI information.

During the Summer of 2021, we began discussions with INdigital about the installation of on-site controller for our Vesta Telephone System due to the size and workload of our PSAP. The on-site controller will still allow us to rely on our partner PSAPs for call overflow and rerouting but remove the need to rely on a host platform several miles away from KCCDA. This project was presented as a capital project for 2022's budget and approved for funding. We hope to have the installation complete before the end of May.

If you have any questions about the information provided above, please feel free to contact me at 269-718-2195 or via email at jtroyer@kccda911.org.

Executive Director Performance Appraisal

EMPLOYEE NAME: JEFFERY TROYER

POSITION TITLE: EXECUTIVE DIRECTOR

REVIEW PERIOD: February 2021 - January 2022

APPRAISAL DATE: 14-Feb-22



INSTRUCTIONS:

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

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

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

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

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

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

CATEGORY 1: Operational Management	6.875% of Score	Overall Rating: <u>4.29</u>
		<u>Sub-Category Rating</u>
1a -- Knowledge of PSAP statutory requirements and best practices		<u>5</u>
1b -- Develops and implements operational procedures		<u>4</u>
1c -- Analyze/Identify issues and works with partners to develop innovative solutions		<u>4</u>
1d -- Effectively manages time and competing priorities		<u>4</u>
1e -- Effectively implements operational decisions		<u>4</u>
1f -- Develops strategies and plans for the future		<u>4</u>
1g -- Seeks input from agencies and committees on issues impacting the operation		<u>5</u>

CATEGORY 2: Financial Management	6.875% of Score	Overall Rating: <u>4.00</u>
		<u>Sub-Category Rating</u>
2a -- Develops and adequately implements and manages the budget		<u>4</u>
2b -- Adequately plans and manages project budgets		<u>4</u>
2c -- Knowledge of Generally Accepted Accounting Principles and the Uniform Budget and Accounting Act		<u>4</u>
2d -- Adequately balances KCCDA's general ledger against financial statements		<u>4</u>
2e -- Plans for short and long-term capital improvement projects		<u>4</u>
2f -- Develops efficient and innovative strategies to minimize business costs		<u>4</u>
2g -- Develops and recommends fiscal policies with strong checks and balances		<u>4</u>

CATEGORY 3: HR and Personnel Management	6.875% of Score	Overall Rating: <u>3.71</u>
		<u>Sub-Category Rating</u>
3a -- Adequately promotes and recruits quality personnel		<u>3</u>
3b -- Maintains a healthy work environment		<u>4</u>
3c -- Treats all employees with respect making them feel valued		<u>4</u>
3d -- Maintains good interpersonal relations with staff		<u>4</u>
3e -- Develops and implements employee benefit and incentive programs		<u>4</u>
3f -- Develops and trains employees to improve their skills		<u>3</u>
3g -- Works well with various employee groups to address employee needs while remaining fiscally responsible		<u>4</u>

CATEGORY 4: Project Management	6.875% of Score	Overall Rating: <u>4.25</u>
		<u>Sub-Category Rating</u>
4a -- Ability to control all project activities and progress in a result-oriented manner		<u>4</u>
4b -- Produces clear status reports, communicates candidly and tactfully; makes others aware of issues with the project		<u>5</u>
4c -- Identifies, analyzes, and prioritizes both internal and external project issues and develops mitigation plans		<u>4</u>
4d -- Analyzes and defines a problem, evaluates alternatives, finds a solution and decides how and when to implement the solution		<u>4</u>

CATEGORY 5: Leadership Skills		6.875% of Score	Overall Rating: <u>4.00</u>
		<u>Sub-Category Rating</u>	
5a --	Treats others with respect and dignity		4
5b --	Acts as a motivator		4
5c --	Maintains open and honest communication platform with employees		4
5d --	Provides mentorship to others		4
5e --	Acknowledges the success of employees and recognizes their contributions		4
5f --	Promotes and encourages teamwork		4
5g --	Delegates key responsibilities to team members on a rational basis		4

CATEGORY 6: Communication Skills		6.875% of Score	Overall Rating: <u>4.00</u>
		<u>Sub-Category Rating</u>	
6a --	Written Communications		4
6b --	Verbal Communications		4
6c --	Listening Skills		4
6d --	Quality and Quantity of Communications with Board Members		4
6e --	Quality and Quantity of Communications with Committee Members		4
6f --	Quality and Quantity of Communications with Municipal Partners		4
6g --	Quality and Quantity of Communications with End-User Agencies (Law, Fire & EMS)		4

CATEGORY 7: Professionalism		6.875% of Score	Overall Rating: <u>4.14</u>
		<u>Sub-Category Rating</u>	
7a --	Acts ethically and honestly		4
7b --	Deals constructively with setbacks and failures		4
7c --	Acceptable to feedback		4
7d --	Remains calm under pressure		4
7e --	Displays a passionate and positive attitude		5
7f --	Represents KCCDA well in front of all audiences		4
7g --	Projects a professional image in dress and appearance		4

CATEGORY 8: Board Relations		6.875% of Score	Overall Rating: <u>4.00</u>
		<u>Sub-Category Rating</u>	
8a --	Provides timely communications to Board Members on important topics impacting the organization		4
8b --	Works well with the Executive Committee to timely set meeting agendas		4
8c --	Prepares and assembles all reports and materials for the Board		4
8d --	Prepares and assembles all reports and materials for the Board's Committees		4
8e --	Responds to Board Member questions and concerns in a timely manner		4

GOAL/PERFORMANCE OBJECTIVE #1**15% of Score****Rating: 4**

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

GOAL/PERFORMANCE OBJECTIVE #2**15% of Score****Rating: 4**

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

GOAL/PERFORMANCE OBJECTIVE #3**15% of Score****Rating: 5**

Develop and present strategies and processes that can be used with vendors to stabilize the KCCDA Computer Aided Dispatch and primary Emergency Telephony System.

PERFORMANCE APPRAISAL SUMMARY

	<u>Overall</u> <u>Rating</u>	<u>Weight</u>	<u>Wiegthed</u> <u>Score</u>
CATEGORY 1: Operational Management	4.2857	6.875%	0.2946
CATEGORY 2: Financial Management	4.0000	6.875%	0.2750
CATEGORY 3: HR and Personnel Management	3.7143	6.875%	0.2554
CATEGORY 4: Project Management	4.2500	6.875%	0.2922
CATEGORY 5: Leadership Skills	4.0000	6.875%	0.2750
CATEGORY 6: Communication Skills	4.0000	6.875%	0.2750
CATEGORY 7: Professionalism	4.1429	6.875%	0.2848
CATEGORY 8: Board Relations	4.0000	6.875%	0.2750
GOAL/PERFORMANCE OBJECTIVE #1	4.0000	15%	0.6000
GOAL/PERFORMANCE OBJECTIVE #2	4.0000	15%	0.6000
GOAL/PERFORMANCE OBJECTIVE #3	5.0000	15%	0.7500
			4.1770

SIGNATURES:*Personnel Committee Chairperson*

Date: _____

Board of Directors Chairperson

Date: _____

Executive Director

Date: _____



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

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

Topic:

Brief Description:

The Executive Director presented the attached Letter of Understanding (LOU) with UAW for Contract/Temporary Part-time Pool at the February 16th meeting. This idea was presented to administration by the UAW and would allow KCCDA to employ up to five part-time staff members outside of the collective bargaining agreement terms. KCCDA's legal counsel took the lead on the drafting the LOU and it is approved to form.

The Personnel Committee unanimously supports the Letter of Understanding and presents it to the Board for consideration.

Proposed Motion:

Motion to approve the Letter of Understanding with UAW for Contract/Temporary Part-time Pool.

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.

**LETTER OF UNDERSTANDING (“LOU”) BETWEEN
UNITED AUTO WORKERS (“Union”)
AND
KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY (“Employer”)**

WHEREAS, the Union and Employer are parties to a collective bargaining agreement effective January 1, 2021 through December 31, 2022 (the “CBA”); and

WHEREAS, to address current labor market and staffing conditions, and to provide additional flexibility regarding staffing, overtime and scheduling of vacations and leave for Union members, the Union has proposed a trial program wherein the Employer will seek to recruit, employ and regularly schedule a limited pool of qualified Part-Time Communications Officers designated by Employer as temporary or contract employees who are not represented by the Union nor under the terms of the CBA (the “Contract/Temporary P-T Pool”); and

WHEREAS, Section 1.2 of the CBA provides, inter alia, certain parameters and limitations regarding the definition of full-time, regular part-time and irregular employees:

For purposes of the recognition granted the Union and for purposes of this Agreement, the following definitions shall be applicable:

Full-Time Employee. A full-time employee is an employee who is budgeted to regularly work between (60) and eighty (80) hours per fourteen (14) day work period on a regular basis in a job classified by the Employer as permanent.

Regular Part-Time Employee. A regular part time employee is an employee who is budgeted to regularly work less than sixty (60) hours per fourteen (14) day work period on a regular basis in a job classified by the Employer as permanent.

Irregular Employee. An irregular employee is an individual not included within the above definitions of full time or regular part-time employee who is working on any other basis, including temporary, casual or seasonal.

WHEREAS, the Union and Employer are agreeable to up to a two year trial program recruiting, employing and scheduling a Contract/Temporary P-T Pool on the following terms and conditions.

NOW THEREFORE, IT IS AGREED that:

1. The Employer is authorized – for the trial period set forth in this LOU – to recruit, determine the terms and conditions of compensation and employ, assign and schedule during any month up to, but no more than, five (5) qualified Emergency Communication Officer II and/or I as a member of the Contract/Temporary P-T Pool.

2. For the period of this LOU, the Union waives any and all application or limitations of Section 1.2 or any other provision of the CBA as to the members assigned to the Contract/Temporary P-T Pool. Individuals designated by Employer as members of Contract/Temporary P-T Pool shall not be represented by the Union nor shall the terms and conditions of employ of the CBA apply to the members of the Contract/Temporary P-T Pool. All matters regarding the recruitment, compensation, tenure, discipline, discharge and/or other terms and conditions of employ of members of the Contract/Temporary P-T Pool shall be in the sole discretion of the Employer.

3. Members of the Contract/Temporary P-T Pool will be scheduled by the Employer and may be scheduled to a normative fixed or flexible schedule and/or shift as determined by the Employer. The current intent is that members of the Contract/Temporary P-T Pool will be scheduled an average of 24 to 30 hours per week, but actual scheduling may be adjusted in the discretion of the Employer based upon staffing levels and needs of the Employer.

4. Members of the Contract/Temporary P-T Pool who actively work eighty (80) hours or more during the month preceding the holiday shall be eligible to receive four (4) hours of pay for a recognized holiday. In order to be eligible for holiday pay an eligible full-time or part-time employee must be on the active payroll as a member of the P-T Pool as of the date of the holiday. For purposes of this section, a person is not on the active payroll of the Employer during short-term disability, paid or unpaid leaves of absences, layoffs, or on an administrative leave or disciplinary suspension. In addition, a member of the P-T Pool must satisfy the following conditions and qualifications:

- A. If the member is scheduled to work on a recognized holiday, the member must work all regular scheduled hours; or,
- B. An eligible member not scheduled to work the holiday, must work all hours on the member's last regularly scheduled workday before the holiday and on the member's first regularly scheduled workday after the holiday.

5. The initial term and trial period shall be March 15, 2022 through March 14, 2023 but may be extended for an additional one-year term (March 15, 2023 through March 14, 2024) if mutually agreed upon in writing by both parties.

6. If the LOU expires by its terms, and is not extended by the Union and Employer, it is the members of the Contract/Temporary P-T Pool may be retained by the Employer as Irregular Employee, Regular Part-Time Employee or Full-Time Employee. If retained on a Regular Part-Time or Full-Time basis the anniversary date and bargaining unit seniority date of the applicable Contract/Temporary P-T Pool members will be adjusted to include the period of employment in the Contract/Temporary P-T Pool.

7. No matter regarding the Contract/Temporary P-T Pool including, but not limited to, recruitment, compensation, tenure, discipline, discharge, scheduling and/or terms and conditions of employment shall be subject to the grievance or arbitration provisions of the CBA.

87. The Parties agree that nothing in this LOU may be construed as setting any precedent regarding the interpretation of any provision of the collective bargaining agreement or matters between the parties.

9. This LOU constitutes the entire agreement and understanding of the parties, and there are no additional promises, assurances, or terms of agreement among the parties concerning this matter other than those written herein. This LOU shall not be modified except in writing signed by the Parties.

**UNITED AUTOMOBILE, AEROSPACE &
AGRICULTURAL IMPLEMENT WORKERS
OF AMERICA**

**KALAMAZOO COUNTY
CONSOLIDATED DISPATCH
AUTHORITY BOARD OF DIRECTORS**

Neville J. Mark,
UAW Bargaining Representative
Date: _____

Jan Van Der Kley,
Chairperson
Date: _____

UAW LOCAL 2990, UNIT 5

**KALAMAZOO COUNTY
CONSOLIDATED DISPATCH**

Unit Chairperson
Date: _____

Jeffery Troyer,
Executive Director
Date: _____



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

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

Topic:

Brief Description:

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

Proposed Motion:

No action

Agenda Request Approved: Meeting Date: Time:

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



MEETING MINUTES for

Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE January 5, 2022 – Regular Meeting

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Technical Advisory Committee was called to order by Chief Bryan Ergang at 10:00 a.m. on Wednesday, January 5, 2022, in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan.

ITEM 2 –ROLL CALL

Members Present: Chris Franks (KDPS), Bryan Ergang (KTPD), Scott Ernstes (MSP), Nick Arnold (PDPS), Jeff Christiansen (KCSO); Scott Merlo (WMUPD), Craig Dieringer (KCMCA), Chip Everett (KCFCA)

Others Present: Jim Sandlin, Jeff Troyer, Torie Rose, Jon Moored, Sarah Clark, Marie Gleesing, Marty Ftacek, Chris McComb

ITEM 3 – ORGANIZATIONAL ITEMS

A. Election of Chairperson

“Motion by Mr. Merlo, second by Mr. Arnold to elect Mr. Ergang as the Chairperson of the KCCDA Technical Advisory Committee for 2022.”

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

B. Election of Vice-Chairperson

“Motion by Mr. Ergang, second by Mr. Arnold to elect Mr. Merlo as the Vice-Chairperson of the KCCDA Technical Advisory Committee for 2022.”

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

ITEM 4 - APPROVAL OF MEETING MINUTES

A. November 3 – Regular Meeting

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

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

ITEM 5 – CITIZEN’S TIME

There were no citizen comments.

ITEM 6 - FOR CONSIDERATION

A. Administrative Monthly Report

Mr. Troyer stated that because it is so early in the month, the Administrative Reports are not completed yet and would be sent as soon as possible. He stated that the Board is revising the bylaws. He stated that participation has been allowed via conference call, but that will not be allowed in the future. All meetings will be in-person. In staffing, we lost and gained a full-time employee. We have under 100 employees, so we are not subject to the OSHA temporary standards of mandatory vaccinations. This might help us with recruiting because other centers are requiring mandatory vaccinations. We have a couple of COVID positive cases and one pending, but we are still able to manage keeping distance in the center. We have had no transmissions traced back to the workplace.

B. Old Business

There was none.

C. New Business

1. 2021 LEIN Audit

Ms. Rose stated we did not have any problems with the LEIN audit. The auditor asked for a network diagram to be updated, it was done so we had zero dings.

2. MPSCS Kalamazoo Subsystem Project Update

Mr. Troyer stated we are about a month behind on the WMU BTR2 site. The Oshtemo, Portage and Augusta sites are on track. Foundations are poured, towers are on order, shelters are ready to be delivered but we are waiting on WMU to be ready. Waiting on WMU authorization from the Economic Development Administration prior to closing on property. Fiber has to be ordered from PFN also. We are not expecting to miss the deadline at this point. We are waiting for the utility easement agreement to be executed by the City of Kalamazoo so electrical service can be run to the Oshtemo Tower. We also have submitted a request to Consumers for the WMU property as we want to use their access drive off of Parkview and we will need to plant bushes/trees in Consumers' easement area in order to create the requested landscape buffer from the tower compound.

3. CAD and Mobile System(s) – Exploring Opportunities

Mr. Troyer stated that some agencies are looking at other RMS systems and we have been asked to look at other CAD systems. He stated the Authority is open to other opportunities and we may work with an agency to evaluate a system, but it doesn't mean we will switch. We will have the capability to export data to whatever RMS system agencies use.

C. Other Items

1. Agency Round Table

Mr. Troyer stated we received a request from the fire agencies to have a ten-minute timer for highway incidents. We have fire ground timers to trigger the dispatcher to check-in with command during fires.

Mr. Troyer stated that Emergency Management updated the repeater that was at Borgess and want a permanent patch to 39 Comm. He needs to do more research and will bring it back to the Committee in March

2. Next Meeting

The next Technical Advisory Board meeting will be Wednesday, March 2, 2022, and will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, MI 49009.

3. Adjournment

The meeting was adjourned at 10:24 a.m.



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

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

Topic:

Brief Description:

The proposed amendments to the organization’s Bylaws were distributed to the Board of Directors in early January. They are presented herein for approval/adoption.

Proposed Motion:

Motion to approve the Bylaw revisions as presented. ***ROLL CALL VOTE***

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

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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) ~~The Member~~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).

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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.

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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.

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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.

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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.

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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.

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- (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

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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

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



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Agency:

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

Topic:

Brief Description:

The Executive Director is requesting approval to offer a two-step salary adjustment/increase to administrative employee #005. Said employee was offered a position with a private company that far exceeds what KCCDA can do to match. Nonetheless, the Executive Director is requesting permission to advance employee #005 to Step 7 (from Step 5) effective March 20th should the employee choose to stay. The cost of this adjustment/increase will be \$5,659.

Proposed Motion:

Motion to authorize the Executive Director to offer a two-step salary adjustment/increase to administrative employee #005 effective March 20th if the employee chooses to stay.

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.