



**NOTICE and AGENDA for**  
**Kalamazoo County Consolidated Dispatch Authority**  
**BOARD OF DIRECTORS**  
**July 13, 2023 – Regular Meeting**

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**PLEASE TAKE NOTICE** that a REGULAR Meeting of the Kalamazoo County Consolidated Dispatch Authority (KCCDA) Board of Directors will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, Michigan on **Thursday, July 13<sup>th</sup>, 2023** at 3:30 p.m. for consideration of items, namely, on this Agenda.

**ITEM 1 – CALL TO ORDER**

**ITEM 2 – ROLL CALL**

**ITEM 3 – APPROVAL OF MEETING MINUTES**

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

**ITEM 4 – CITIZENS’ TIME**

The Board welcomes members of the public to express their ideas or concerns about issues affecting Kalamazoo County Consolidated Dispatch Authority. Members of the public wishing to speak are requested to stand 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. Special Presentation – Young Hero Mahidis Hussaini
  - 2. Administrative Monthly Report
  - 3. May and June Reconciliation Reports
  - 4. Year-to-Date Budget Performance Report
  - 5. Correspondence:
    - a. May 22, 2023 – Treasury Request for Improvement of Deficiencies – Corrective Action Plan
    - b. June 20, 2023 – Administrative Response to Department of Treasury
- B. Committee Reports
  - 1. Executive Committee – Jan Van Der Kley
  - 2. Personnel Committee – Pat McGinnis
  - 3. Technical Advisory Committee – Scott Merlo
    - a. Meeting Minutes from Special Meeting May 25<sup>th</sup> (Informational only)
    - b. Resolution 2023-02 – Utilization of KCCDA MPSCS Member Fee Credits by Agencies
  - 4. Finance Committee – Don Martin
- C. Old Business
- D. New Business
  - 1. Policy REVISION – 3.13 Employee Compensation
  - 2. NEW Fiscal Policy 01.09 – Disposal of Surplus Property

**ITEM 6 – OTHER ITEMS**

- A. Announcements and Member Comments
- B. Next regular scheduled meeting – September 14<sup>th</sup> (Chief Switalski Meeting Room)

## **ITEM 8 – ADJOURNMENT**

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



MINUTES

REGULAR MEETING

May 11, 2023

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Vice Chairperson Jim Ritsema at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, May 11, 2023.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Matt Huber, Rick Fuller, Jeff Heppler, Craig Dieringer, Scott Ernstes, Don Martin, Tracie Moored, Tim Unangst, Greg McComb, Pat McGinnis (arrived at 3:37)

Others Present: Phyllis Fuller, Jeff Troyer, Victoria Rose, Chris McComb, Nicole Face

ITEM 3 – APPROVAL OF MEETING MINUTES

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

“Motion by Mr. Fuller, second by Mr. Martin to approve the minutes of the March 9, 2023, Regular Meeting as presented.”

On a voice vote, MOTION CARRIED.

ITEM 4 – CITIZENS’ TIME

There was none.

ITEM 5 – FOR CONSIDERATION

A. Executive Director Report

1. Special Presentation – Young Hero Mahidis Hussaini

The presentation was postponed until later in the meeting, as Ms. Hussaini had not arrived.

2. Administrative Monthly Report

Mr. Troyer stated the server environment upgrade was completed with no downtime. He also stated the new fiber connection is live at the Sheriff’s Office Tower and WMU BTR2 site will switch over Monday.

3. March and April Reconciliation Reports

Mr. Troyer stated the reconciliation reports for March and April were in the packet. He noted the MI Class account is still performing above expectations.

4. Year-to-Date Budget Performance Report

- a. Fiscal Year 2022 (Final)
- b. Fiscal Year 2023

Mr. Troyer stated the YTD budget performance report was included in packet. He stated 2022 is closed out.

5. Correspondence

There was none.

B. Committee Reports

1. Executive Committee – Jim Ritsema

- a. Meeting Minutes from May 2, 2023 (Informational only)

Mr. Ritsema stated the committee met and discussed items on the agenda. The meeting minutes are included in the packet.

- b. MERS DC Plan Documents

“Motion by Mr. Martin, second by Mr. Fuller to approve the amendment to the MERS DC Plan documents as presented.”

Mr. Troyer stated that MERS reviewed our plan documents and now requires the employer to identify a default if an employee chooses a zero contribution. There are no changes to the plan itself.

On a voice vote, MOTION CARRIED.

- c. MERS Authorized Signer Resolution

Mr. Troyer stated this resolution allows three approved individuals to sign any MERS documents when approved by the Board. Currently changes cannot be made without approved Board minutes.

“Motion by Mr. Ernstes, second by Mr. Huber to approve the amendment to the MERS Defined Contribution Adoption Agreement as presented.”

On a voice vote, MOTION CARRIED.

2. Personnel Committee – Pat McGinnis

- a. Meeting Minutes from March 7, 2023 (Informational only)

The minutes from the March 7, 2023, Personnel Committee meeting were included in the packet.

3. Technical Advisory Committee – Scott Ernstes

a. Meeting Minutes from March 1 and May 3, 2023

Mr. Ernstes stated the meeting minutes were included in the packet. He stated the committee worked on a few things but had nothing to bring forward.

4. Finance Committee – Don Martin

a. Meeting Minutes from April 24, 2023 (Informational only)

Mr. Martin stated Martin – Minutes are provided, informational.

b. Fiscal Year 2022 Audit Presentation

Alex Schaeffer of Kruggel Lawton presented an overview of the KCCDA Fiscal Year 2022 Audit. He stated the audit went well overall with no changes.

“Motion by Mr. Fuller, second by Mr. Heppler to accept and place on file the KCCDA Fiscal Year 2022 Audit as presented.”

On a voice, MOTION CARRIED.

c. 2023 Budget Amendment – REVISION I

Mr. Troyer stated the revision was presented at the April Finance Committee meeting and was included in the Board agenda packet. The amendment is for revenue increase due to the ARPA grant monies and interest. Expenditures are due to essential worker premiums paid out as an offsetting expenditure.

“Motion by Mr. Martin, second by Mr. McGinnis Motion to approve the 2023 Budget Amendment, REVISION I, with total expenditures of \$8,905,250 and an anticipated surplus at year-end equaling \$105,186.”

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

C. Old Business

There was none.

D. New Business

1. RESOLUTION 2023-01: Authority to Submit Conditional Offers to Purchase Real Property

Mr. Troyer stated the Resolution was presented at the Executive Committee. The Board previously approved the project to locate a backup facility or disaster recovery site. After looking at property available, the amount of \$250,000 approved is not sufficient for a suitable site. The amended amount is \$500,000. The Resolution was drafted by counsel to allow the Executive Director to submit conditional offers not to exceed \$500,000 with terms and conditions approved by the Board.

“Motion by Mr. McGinnis, second by Mr. Heppler to approve Resolution 2023 – 01 as presented.”

Mr. Troyer stated staff looked at four sites and toured two. One is a possibility, but we need to have a budgetary idea of the work that needs to be done. The building will need restrooms, a kitchen and room to set up twelve positions without spending a significant amount of money.

On a voice vote, MOTION CARRIED.

ITEM 7 – OTHER ITEMS

A. Announcements and Member Comments

Mr. Dieringer stated KCMCA studied a case with a Trooper using an AED with ECHO dispatching during an Oshtemo call. He stated that all the pieces came together, and the process worked as intended. Everyone, including dispatch, should be congratulated for their success.

The Young Hero recipient was unable to attend the meeting so the special presentation will be rescheduled for the July 13, 2023, meeting.

B. Next regular scheduled meeting – July 13, 2023 (Chief Switalski Meeting Room)

ITEM 8 - ADJOURNMENT

The meeting was adjourned at 4:04 p.m.

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Chris McComb  
Deputy Clerk of KCCDA Board of Directors

## **KCCDA Administrative Report**

*June 2023*

*(Completed July 10<sup>th</sup>)*

### **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:*

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

### **Tasks and/or Projects**

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

- **2023 CAPITAL IMPROVEMENT PROJECTS**
  - PROJECT #1 – Kalamazoo MPSCS Simulcast Subsystem  
The only item left to complete for this multi-year project, is additional grounding at the Oshtemo (Site 5111) tower. This work is not yet scheduled.
  - PROJECT #2 – Dell VXRail Upgrade  
This project was completed on May 11<sup>th</sup>.
  - PROJECT #3 – Palo Alto Firewall Upgrade  
This project was completed on June 7<sup>th</sup>.
  - PROJECT #4 – CAD and LAN Computer Replacement  
This project was completed on May 8<sup>th</sup>.
  - PROJECT #6 – Chief Switalski Meeting Room Upgrade  
Administration has met with one vendor to look at the room and provide a budgetary cost estimation. That estimate was received on May 25<sup>th</sup> and based on the amount, administration will be asking additional vendor quotes to be submitted. A general Request for Quote (RFQ) will be distributed to prospective vendors since expertise is not on staff to complete requirements/specifications necessary for a Request for Proposal (RFP).
  - PROJECT #7 – Security Camera System Upgrade  
This project has not been started.
  - PROJECT #8 – Dedicated Back-up Operational Facility

The one viable option that administration visited, is currently under contract. Therefore, broker Jodi Milks will continue to monitor the market and let administration know about new listings.

- 9-1-1 HANGUPS/MISDIALS

We have been working through a drastic increase in 9-1-1 hangups/misdials that started around the third week of May. It was determined that a manufacturer update went out for the Samsung Galaxy which was made it easier for the device to call 9-1-1. These issues were addressed with Samsung and Google representatives, and they rolled out updates to device users in the Midwest during the month of June which has resolved the large spike.

Below provides an update on the stats since the problem began:

| SUN         | MON         | TUE         | WED         | THU         | FRI         | SAT         | SUN         | MON         | TUE         | WED         | THU         | FRI         | SAT         |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| <b>5/14</b> | <b>5/15</b> | <b>5/16</b> | <b>5/17</b> | <b>5/18</b> | <b>5/19</b> | <b>5/20</b> | <b>5/21</b> | <b>5/22</b> | <b>5/23</b> | <b>5/24</b> | <b>5/25</b> | <b>5/26</b> | <b>5/27</b> |
| 97          | 105         | 122         | 104         | 126         | 87          | 110         | 121         | 133         | 155         | 98          | 124         | 124         | 131         |
| <b>5/28</b> | <b>5/29</b> | <b>5/30</b> | <b>5/31</b> | <b>6/1</b>  | <b>6/2</b>  | <b>6/3</b>  | <b>6/4</b>  | <b>6/5</b>  | <b>6/6</b>  | <b>6/7</b>  | <b>6/8</b>  | <b>6/9</b>  | <b>6/10</b> |
| 105         | 135         | 102         | 182         | 178         | 166         | 157         | 109         | 131         | 133         | 90          | 95          | 142         | 126         |
| <b>6/11</b> | <b>6/12</b> | <b>6/13</b> | <b>6/14</b> | <b>6/15</b> | <b>6/16</b> | <b>6/17</b> | <b>6/18</b> | <b>6/19</b> | <b>6/20</b> | <b>6/21</b> | <b>6/22</b> | <b>6/23</b> | <b>6/24</b> |
| 85          | 77          | 95          | 127         | 114         | 90          | 85          | 117         | 140         | 155         | 119         | 115         | 140         | 127         |
| <b>6/25</b> | <b>6/26</b> | <b>6/27</b> | <b>6/28</b> | <b>6/29</b> | <b>6/30</b> | <b>7/1</b>  | <b>7/2</b>  | <b>7/3</b>  | <b>7/4</b>  | <b>7/5</b>  | <b>7/6</b>  | <b>7/7</b>  | <b>7/8</b>  |
| 93          | 74          | 82          | 114         | 138         | 114         | 79          | 103         | 101         | 128         | 93          | 95          | 96          | 92          |

- COMPUTER AIDED DISPATCH AND MOBILE COMPUTING SYSTEM

Administration has been working on drafting an RFP for CAD and Mobile software system (including all associated interfaces) in hopes to present it to TAC and the Board of Directors in September for release. A recent meeting was held with end-user partner agencies where the concept of doing a joint RFP for CAD, RMS and JMS was discussed. A preliminary timeline was agreed upon and the County agreed to be the lead for drafting the RFP with the assistance from legal counsel. Several preliminary requirements were determined for the RFP to ensure respective entities/agencies get the best system(s) that suits their needs even if that means different vendors:

- ✓ The RFP will have three separate sub-systems: CAD and Mobile, Law Enforcement RMS, and JMS.
- ✓ Proposal Cost Worksheet will include individual costs for each system, a percentage reduction if two systems are selected from the same vendor, and a percentage reduction if all three systems are selected from the same vendor.
- ✓ KCCDA will be responsible for the CAD and Mobile System specifications and functionality requirements.
  - CAD and Mobile review process will need to involve an internal (KCCDA) review team and KCCDA’s Technical Advisory Committee.
- ✓ KCSO will be responsible for the JMS specifications and functionality requirements.



- ✓ An RMS workgroup will be established by the law enforcement agencies who will be responsible for the Law Enforcement RMS specifications and functionality requirements.
- ✓ Separate contracts for each system will be required.

- KCCDA STAFFING

The following is a snapshot of KCCDA staffing levels as of July 7, 2023:

| POSITION/TITLE      | Staffing from former PSAPs | POSITIONS Budgeted | POSITIONS Filled | NOTES              |
|---------------------|----------------------------|--------------------|------------------|--------------------|
| ECO – I             | 0                          | 12                 | 10               |                    |
| ECO – II            | 28                         | 36                 | 26               |                    |
| PT ECO’s            | 0                          | 4                  | 10               | 4-PT Pool/Contract |
| Dispatch Supervisor | 6                          | 6                  | 5                |                    |
| TOTAL:              | 34                         | <b>58</b>          | <b>51</b>        |                    |

Two additional Part-time Pool ECO-II’s started this month but we have one ECO-I trainee and an ECO-I who have submitted their resignations effective during the month of July. A candidate has been selected to proceed to backgrounds and pre=employment screening for the Administrative Assistant position. In addition, we will be posting for ECO I’s and II’s later this week or first of next.

- MONTH END FINANCIALS

The June bank statement for the Mercantile checking and the Michigan Class investment accounts were reconciled on July 6<sup>th</sup>.

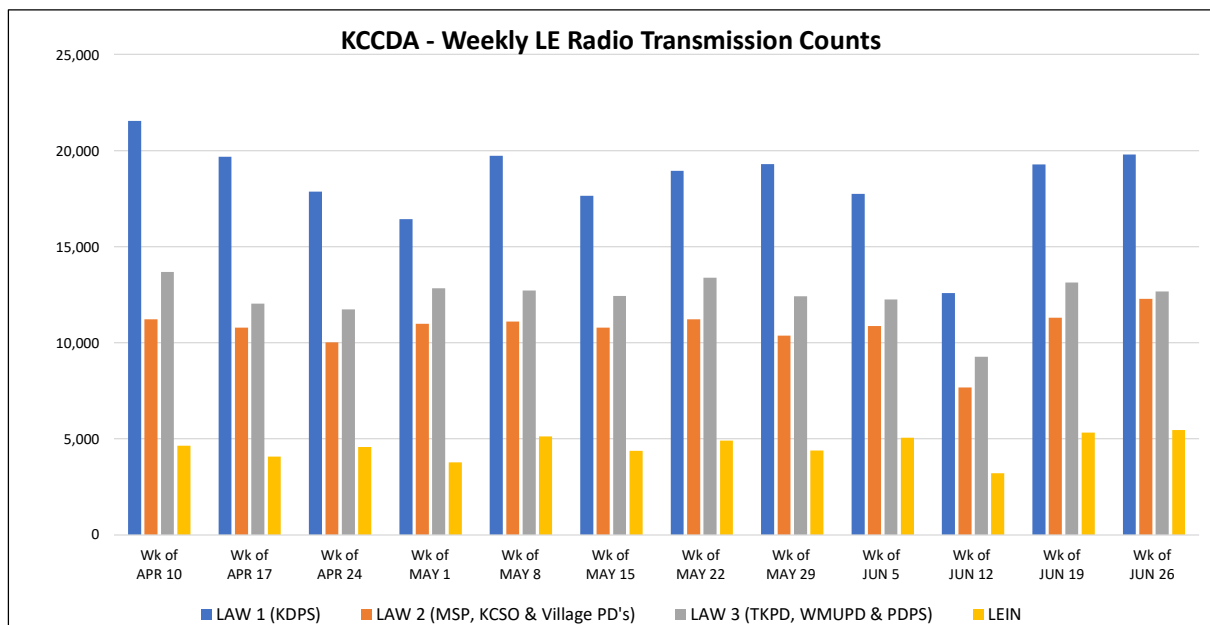
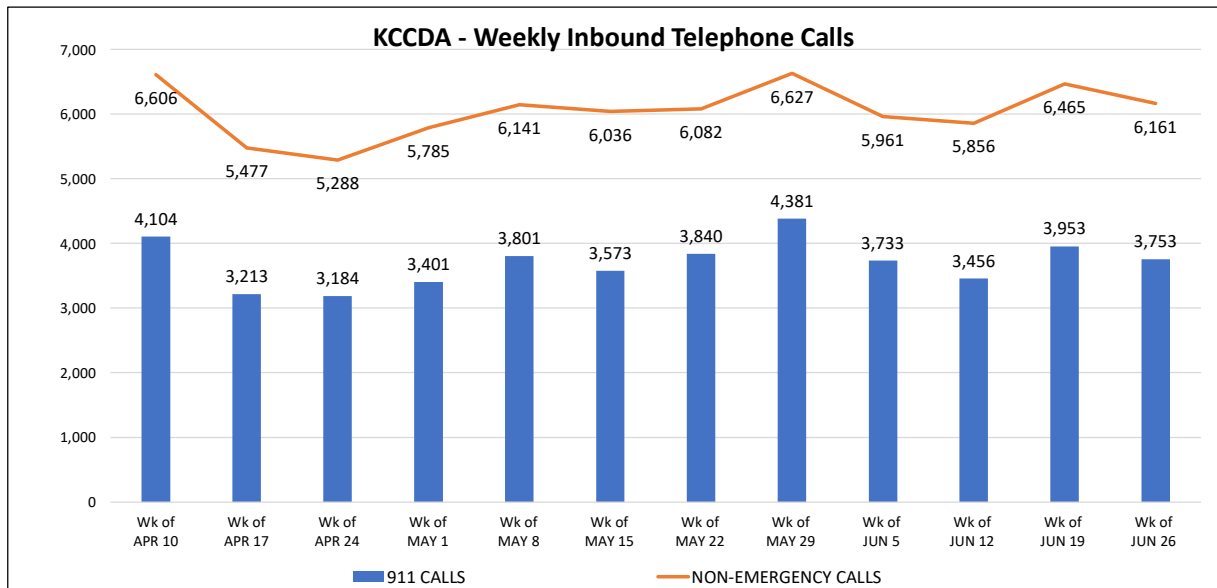
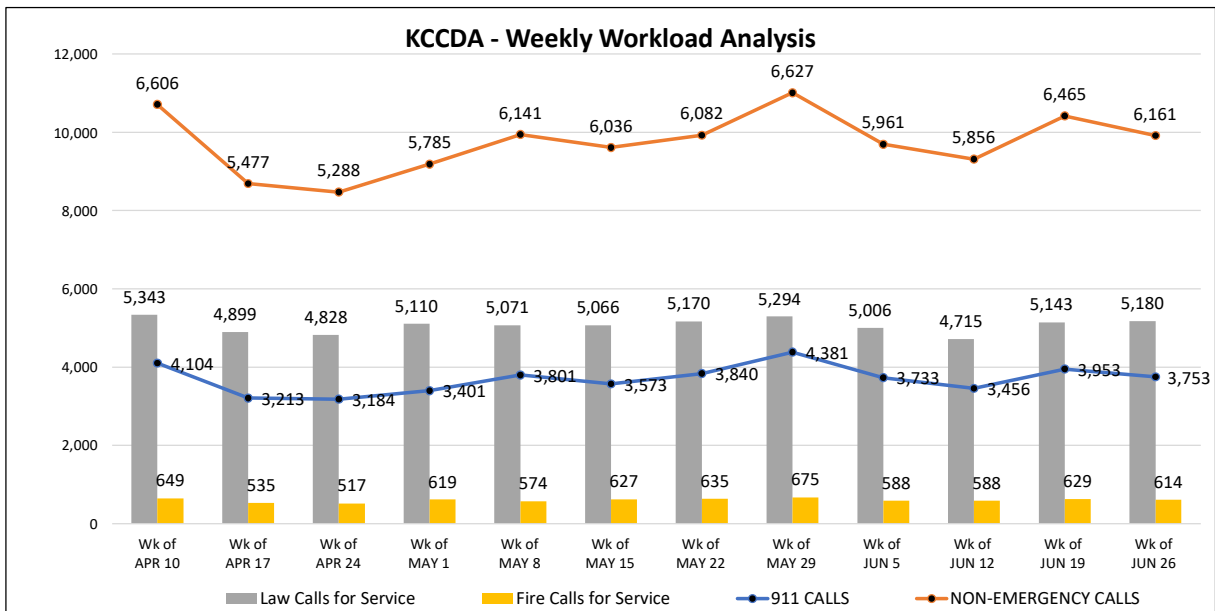
- STATISTICS & METRICS

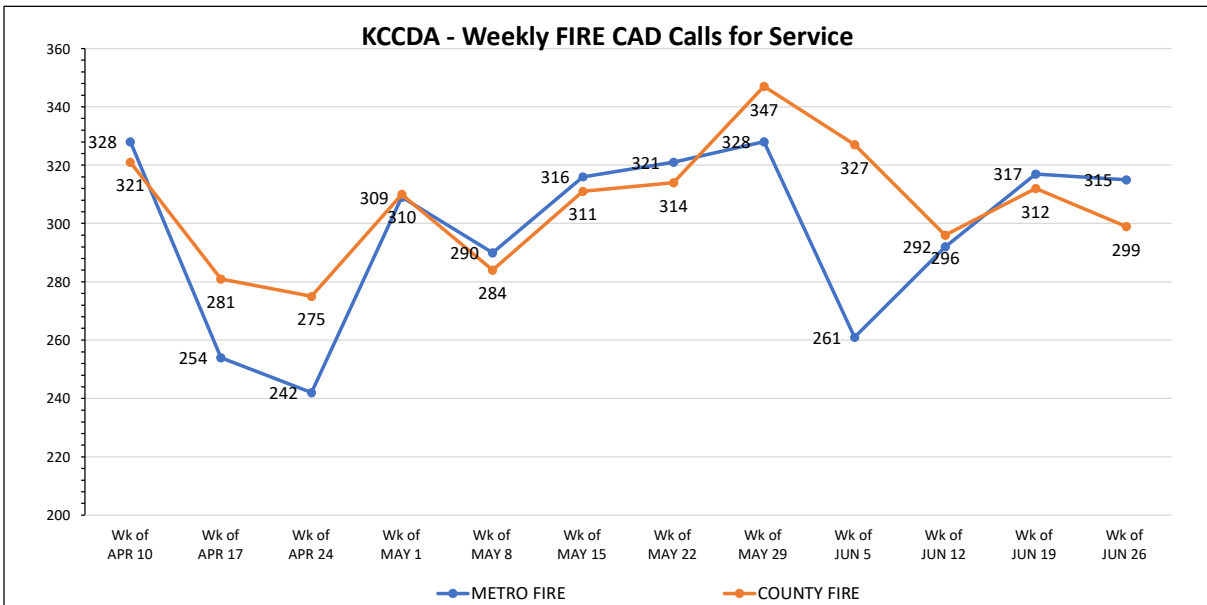
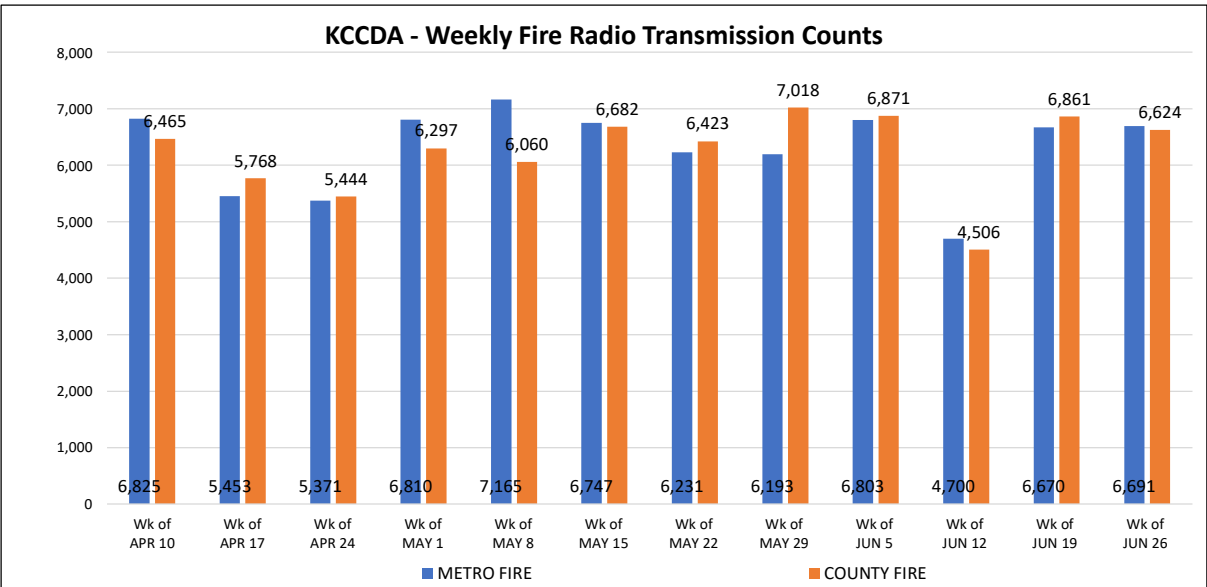
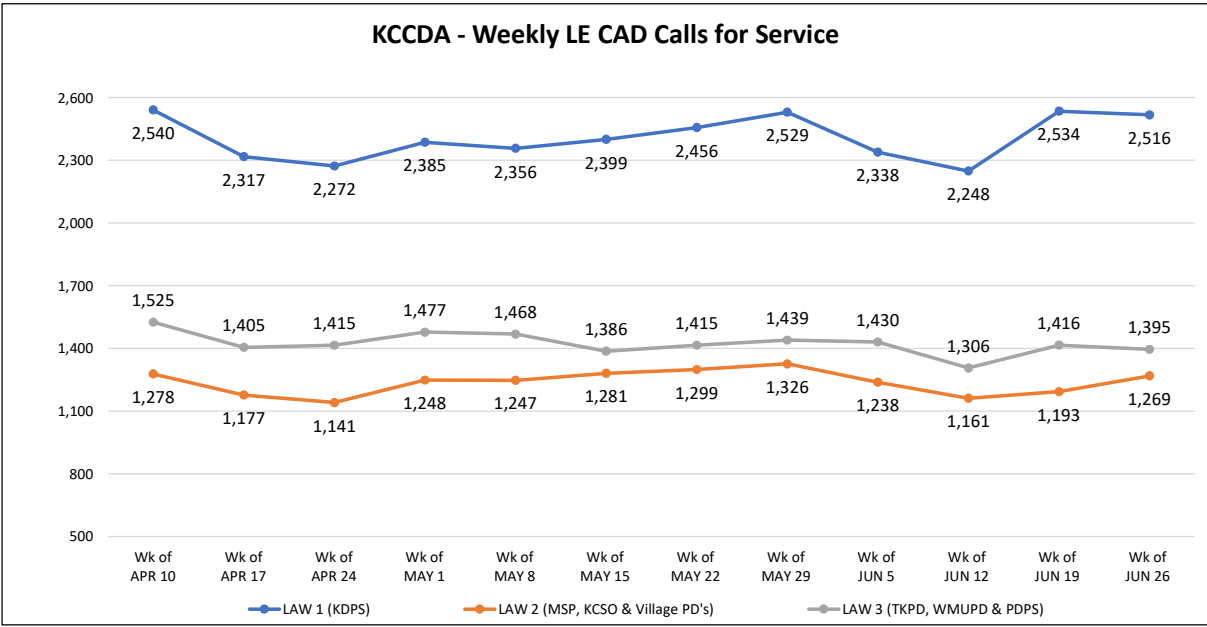
Attached are several different statistical and performance metrics reports:

- ✓ Monthly Accolades, Complaints and Suggestions
- ✓ Weekly Workload Graphs
- ✓ 2023 and 2022 Monthly workload statistics
- ✓ Emergency Call Wait Time Report

## June 2023 - 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)   |
|------------|--------------|---------------------------------|-----------------|------------------|---|---|--|
| 6/26/2023  | KDPS         | Inspector Charles Mason/Citizen | CFS 7344        | 6/22/2023        | Report the dispatcher was rude and irritated with the conversation.   | DD Rose listened to the recording. The call-taker's tone was curt but she was not rude or disrespectful during the conversation. The call-taker asked the appropriate questions and documented the information given in the CFS. There was one comment that was not necessary and could have been phrased better so the caller had a better understanding of what the call-taker was trying to portray. | DD Rose left a message on the citizen's VM on 6/29/23. As of 6/30/23, DD Rose has not received a call back.  |
| 6/26/2023  | KCCDA & KDPS | Citizen Lisa Roellchen          | CFS 4902        | 6/1/2023         | Ms. Roellchen contact Director Troyer and advised she reported her vehicle as being stolen on 6/1/23 and KDPS handled it. The vehicle was impounded by Detroit PD the following day and now she received Notice of Abandonment last week. She spoke with KDPS and they advised Dispatch never entered it. | The incident was handled by KDPS and the PSO emailed over a stolen vehicle entry which was never entered into LEIN.   | Director Troyer worked with MMRMA and Ms. Roellchen to come to an agreement on costs related to getting her vehicle back to Kalamazoo. Said Agreement was processed on 6/28.<br><br>Deputy Director Rose and Director Troyer will be evaluating a better process by which LEIN paperwork and entries can be better tracked from the time they are received via email until they are entered into LEIN. |





## 2023 ALL RADIO TRANSMISSIONS

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

|                                  | <u>JAN</u>     | <u>FEB</u>     | <u>MAR</u>     | <u>APR</u>     | <u>MAY</u>     | <u>JUN</u>     | <u>JUL</u> | <u>AUG</u> | <u>SEP</u> | <u>OCT</u> | <u>NOV</u> | <u>DEC</u> | <u>YTD TOTAL</u> |
|----------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|------------|------------|------------|------------|------------|------------|------------------|
| <b><u>Primary Dispatch:</u></b>  |                |                |                |                |                |                |            |            |            |            |            |            |                  |
| LAW 1                            | 78,060         | 77,005         | 78,928         | 83,364         | 81,574         | 75,316         |            |            |            |            |            |            | 474,247          |
| LAW 2                            | 46,053         | 44,784         | 44,821         | 45,054         | 48,859         | 49,168         |            |            |            |            |            |            | 278,739          |
| LAW 3                            | 62,826         | 55,292         | 52,252         | 52,421         | 57,348         | 50,581         |            |            |            |            |            |            | 330,720          |
| METRO FIRE                       | 25,117         | 31,539         | 25,635         | 25,267         | 28,982         | 26,389         |            |            |            |            |            |            | 162,929          |
| COUNTY FIRE                      | 25,787         | 35,097         | 24,633         | 23,800         | 28,120         | 27,248         |            |            |            |            |            |            | 164,685          |
| LEIN                             | 18,707         | 17,654         | 18,161         | 19,318         | 20,276         | 20,180         |            |            |            |            |            |            | 114,296          |
| <b><u>Tactical Channels:</u></b> |                |                |                |                |                |                |            |            |            |            |            |            |                  |
| 800-TAC 1                        | 6,729          | 4,692          | 4,169          | 6,148          | 6,207          | 5,271          |            |            |            |            |            |            | 33,216           |
| 800-TAC 2                        | 923            | 435            | 753            | 683            | 572            | 901            |            |            |            |            |            |            | 4,267            |
| 800-TAC 3                        | 339            | 1764           | 1537           | 1249           | 1063           | 1596           |            |            |            |            |            |            | 7,548            |
| 800-TAC 4                        | 144            | 236            | 50             | 443            | 634            | 412            |            |            |            |            |            |            | 1,919            |
| 800-TAC 5                        | 348            | 480            | 805            | 473            | 1,421          | 500            |            |            |            |            |            |            | 4,027            |
| 800-TAC 6                        | 108            | 111            | 200            | 306            | 106            | 168            |            |            |            |            |            |            | 999              |
| 800-TAC 7                        | 1              | 5              | 0              | 0              | 4              | 0              |            |            |            |            |            |            | 10               |
| 800-TAC 8                        | 77             | 0              | 10             | 3              | 0              | 1              |            |            |            |            |            |            | 91               |
| <b>TOTAL:</b>                    | <b>265,219</b> | <b>269,094</b> | <b>251,954</b> | <b>258,529</b> | <b>275,166</b> | <b>257,731</b> | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>1,577,693</b> |
| <i>Compared to 2022:</i>         | <i>-4.13%</i>  | <i>0.74%</i>   | <i>-12.27%</i> | <i>-7.26%</i>  | <i>-13.71%</i> | <i>-13.57%</i> |            |            |            |            |            |            |                  |

## 2023 TELEPHONE CALLS

|                          | <u>JAN</u>    | <u>FEB</u>    | <u>MAR</u>    | <u>APR</u>    | <u>MAY</u>    | <u>JUN</u>    | <u>JUL</u> | <u>AUG</u> | <u>SEP</u> | <u>OCT</u> | <u>NOV</u> | <u>DEC</u> | <u>TOTAL</u>   |
|--------------------------|---------------|---------------|---------------|---------------|---------------|---------------|------------|------------|------------|------------|------------|------------|----------------|
| <b>PHONE CALLS</b>       |               |               |               |               |               |               |            |            |            |            |            |            |                |
| 911 CALLS                | 12,789        | 14,238        | 13,566        | 14,899        | 16,431        | 16,445        |            |            |            |            |            |            | 88,368         |
| NON-EMERGENCY            | 22,436        | 21,335        | 22,775        | 24,073        | 26,849        | 26,751        |            |            |            |            |            |            | 144,219        |
| <b>TOTAL:</b>            | <b>35,225</b> | <b>35,573</b> | <b>36,341</b> | <b>38,972</b> | <b>43,280</b> | <b>43,196</b> | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>232,587</b> |
| <i>Compared to 2022:</i> | <i>1.94%</i>  | <i>9.43%</i>  | <i>1.60%</i>  | <i>10.24%</i> | <i>7.42%</i>  | <i>9.71%</i>  |            |            |            |            |            |            |                |

## 2023 CAD CALLS FOR SERVICE

(Does not include canceled calls)

| <b><u>DISPATCH POSITION:</u></b> | <u>JAN</u>    | <u>FEB</u>    | <u>MAR</u>    | <u>APR</u>    | <u>MAY</u>    | <u>JUN</u>    | <u>JUL</u> | <u>AUG</u> | <u>SEP</u> | <u>OCT</u> | <u>NOV</u> | <u>DEC</u> | <u>TOTAL</u>   |
|----------------------------------|---------------|---------------|---------------|---------------|---------------|---------------|------------|------------|------------|------------|------------|------------|----------------|
| LAW 1                            | 9,819         | 10,258        | 10,122        | 10,106        | 10,695        | 10,394        |            |            |            |            |            |            | 61,394         |
| LAW 2                            | 4,963         | 4,868         | 4,899         | 5,055         | 5,649         | 5,230         |            |            |            |            |            |            | 30,664         |
| LAW 3                            | 6,030         | 5,889         | 5,833         | 6,106         | 6,379         | 6,035         |            |            |            |            |            |            | 36,272         |
| METRO FIRE                       | 1,172         | 1,497         | 1,197         | 1,180         | 1,361         | 1,296         |            |            |            |            |            |            | 7,703          |
| COUNTY FIRE                      | 1,308         | 1,713         | 1,159         | 1,218         | 1,342         | 1,365         |            |            |            |            |            |            | 8,105          |
| <b>TOTAL:</b>                    | <b>23,292</b> | <b>24,225</b> | <b>23,210</b> | <b>23,665</b> | <b>25,426</b> | <b>24,320</b> | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>0</b>   | <b>144,138</b> |
| <i>Compared to 2022:</i>         | <i>3.82%</i>  | <i>11.09%</i> | <i>-1.84%</i> | <i>-0.09%</i> | <i>0.04%</i>  | <i>0.92%</i>  |            |            |            |            |            |            |                |

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

## 2022 TELEPHONE CALLS

|                          | <u>JAN</u>    | <u>FEB</u>    | <u>MAR</u>    | <u>APR</u>    | <u>MAY</u>    | <u>JUN</u>     | <u>JUL</u>    | <u>AUG</u>    | <u>SEP</u>    | <u>OCT</u>     | <u>NOV</u>    | <u>DEC</u>    | <u>TOTAL</u>   |
|--------------------------|---------------|---------------|---------------|---------------|---------------|----------------|---------------|---------------|---------------|----------------|---------------|---------------|----------------|
| <b>PHONE CALLS</b>       |               |               |               |               |               |                |               |               |               |                |               |               |                |
| 911 CALLS                | 12,341        | 11,372        | 12,713        | 12,415        | 14,952        | 14,122         | 14,796        | 16,126        | 14,212        | 13,955         | 12,952        | 13,012        | <b>162,968</b> |
| NON-EMERGENCY            | 22,199        | 20,846        | 23,047        | 22,567        | 25,115        | 24,879         | 25,093        | 25,987        | 24,885        | 23,476         | 22,355        | 22,727        | <b>283,176</b> |
| <b>TOTAL:</b>            | <b>34,540</b> | <b>32,218</b> | <b>35,760</b> | <b>34,982</b> | <b>40,067</b> | <b>39,001</b>  | <b>39,889</b> | <b>42,113</b> | <b>39,097</b> | <b>37,431</b>  | <b>35,307</b> | <b>35,739</b> | <b>446,144</b> |
| <i>Compared to 2021:</i> | <i>-0.12%</i> | <i>-2.60%</i> | <i>-2.96%</i> | <i>-6.16%</i> | <i>-1.47%</i> | <i>-14.95%</i> | <i>-9.24%</i> | <i>-7.08%</i> | <i>-6.82%</i> | <i>-14.88%</i> | <i>-7.41%</i> | <i>-4.93%</i> |                |

## 2022 CAD CALLS FOR SERVICE

(Does not include canceled calls)

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

# Emergency Call Wait Time Range

For (Month)



Creation Date: 07/07/2023 12:12:52 PM

Grouping: Month

Date Range: 06/01/2023 12:00:00 AM - 06/30/2023 11:59:59 PM

Filter Criteria: Please, refer to the last page.

## Detail Information

| Month                        | None | 0 - 10 | 11 - 20 | 21 - 30 | 31 - 40 | 41 - 50 | 51 - 60 | >= 61 | Total  |
|------------------------------|------|--------|---------|---------|---------|---------|---------|-------|--------|
| Jun                          | 42   | 14,287 | 1,631   | 319     | 94      | 19      | 9       | 8     | 16,409 |
|                              |      | 87 %   | 97 %    | 99 %    | 100 %   | 100 %   | 100 %   | 100 % |        |
| <b>Call Count</b>            |      |        |         |         |         |         |         |       |        |
| <b>Cumulative Percentage</b> |      |        |         |         |         |         |         |       |        |
| Total                        | 42   | 14,287 | 1,631   | 319     | 94      | 19      | 9       | 8     | 16,409 |
|                              |      | 87 %   | 97 %    | 99 %    | 100 %   | 100 %   | 100 %   | 100 % |        |
| <b>Call Count</b>            |      |        |         |         |         |         |         |       |        |
| <b>Cumulative Percentage</b> |      |        |         |         |         |         |         |       |        |

# Emergency Call Wait Time Range

For (Month)



Creation Date: 07/07/2023 12:12:52 PM

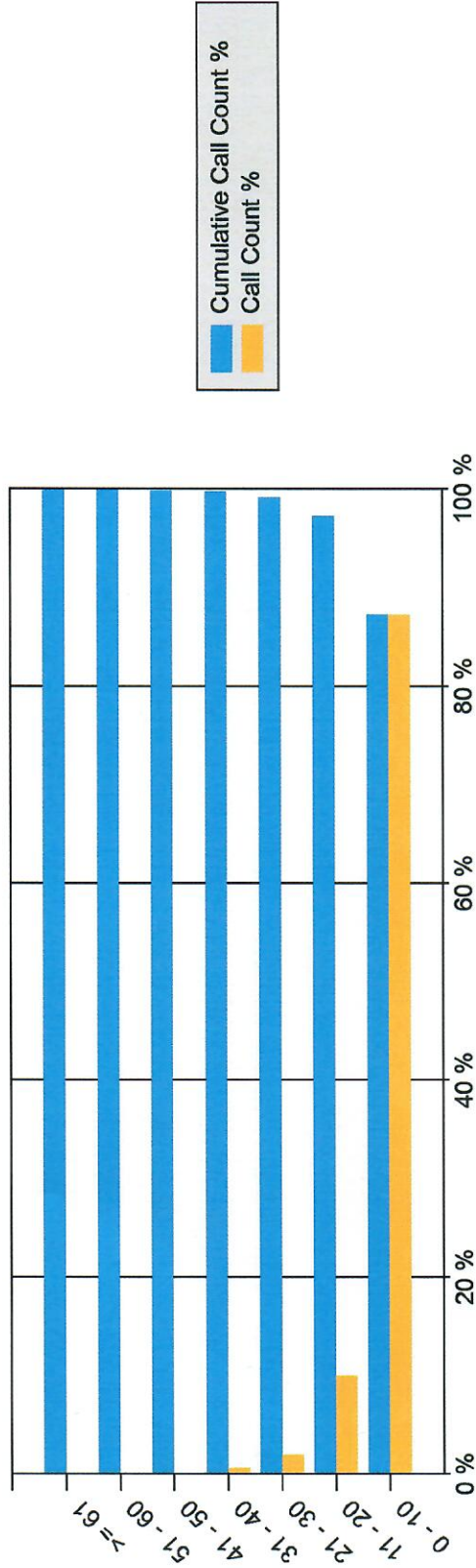
Grouping: Month

Date Range: 06/01/2023 12:00:00 AM - 06/30/2023 11:59:59 PM

Filter Criteria: Please, refer to the last page.

## Summary Chart

Call Count % by Wait Time Range





# Emergency Call Wait Time Range

For (Month)



Creation Date: 07/07/2023 12:12:52 PM

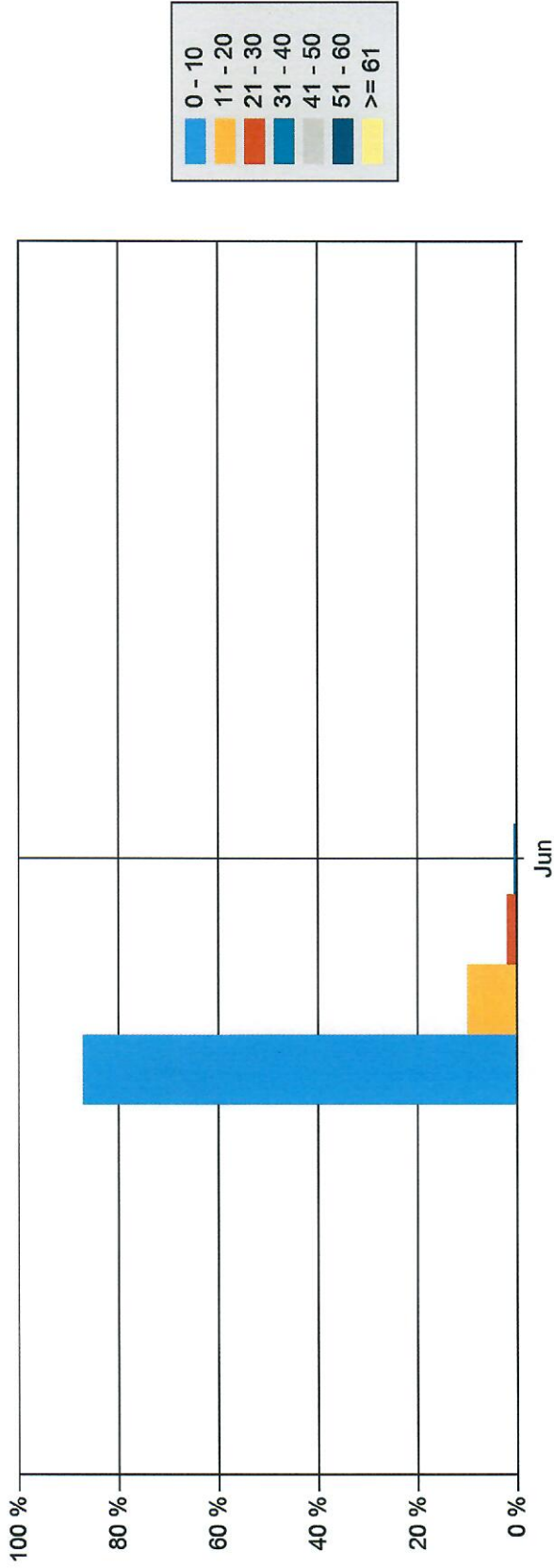
Grouping: Month

Date Range: 06/01/2023 12:00:00 AM - 06/30/2023 11:59:59 PM

Filter Criteria: Please, refer to the last page.

## Detail Chart

Call Count % by Wait Time (Month)



Kalamazoo County Dispatch Authority

Mercantile General Busn. Checking, Period Ending 05/31/2023

RECONCILIATION REPORT

Reconciled on: 06/02/2023

Reconciled by: Jeff Troyer

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

| Summary                                 |  | USD           |
|---|--|---------------|
| Statement beginning balance             |  | 443,349.24    |
| Checks and payments cleared (52)        |  | -1,940,955.84 |
| Deposits and other credits cleared (7)  |  | 2,175,099.87  |
| Statement ending balance                |  | 677,493.27    |
| Uncleared transactions as of 05/31/2023 |  | -25,939.89    |
| Register balance as of 05/31/2023       |  | 651,553.38    |
| Cleared transactions after 05/31/2023   |  | 0.00          |
| Uncleared transactions after 05/31/2023 |  | -16,708.98    |
| Register balance as of 06/02/2023       |  | 634,844.40    |

Details

Checks and payments cleared (52)

| DATE       | TYPE         | REF NO.          | PAYEE  | AMOUNT (USD)  |
|------------|--------------|------------------|--|---------------|
| 04/13/2023 | Bill Payment | 3388             | Nicholas Kirk                                  | -483.98       |
| 04/23/2023 | Expense      | HMO May 23       | Blue Cross Blue Shield of Michigan             | -3,304.54     |
| 04/23/2023 | Expense      | May 23           | Consumers Life Insurance Company               | -877.17       |
| 04/24/2023 | Bill Payment | 3403             | Success 9-1-1                                  | -2,000.00     |
| 04/24/2023 | Bill Payment | 3393             | Consumers Energy                               | -3,512.80     |
| 04/24/2023 | Bill Payment | 3399             | Michigan Critical Power                        | -588.00       |
| 04/24/2023 | Bill Payment | 3396             | DL Gallivan Office Solutions                   | -117.69       |
| 05/02/2023 | Bill Payment | 3406             | Principal Life Insurance Company               | -3,388.93     |
| 05/05/2023 | Expense      | 050523           | PAYROLL  | -130,508.72   |
| 05/05/2023 | Journal      | 317              |  | -295.38       |
| 05/06/2023 | Expense      | 05.05.23         | MERS - Alerus Financial                        | -495.79       |
| 05/06/2023 | Expense      | 050523           | MERS - Alerus Financial                        | -13,895.30    |
| 05/06/2023 | Expense      | 050523           | MERS - Alerus Financial                        | -4,218.22     |
| 05/06/2023 | Expense      | 05.05.23         | MERS - Alerus Financial                        | -325.00       |
| 05/08/2023 | Expense      | March & April 23 | MEC  | -706.57       |
| 05/11/2023 | Bill Payment | 3477             | Hopkins Propane                                | -949.50       |
| 05/11/2023 | Bill Payment | 3467             | Insight Public Sector, Inc.                    | -936.09       |
| 05/11/2023 | Bill Payment | 3468             | Williams Building Services LLC                 | -2,260.00     |
| 05/11/2023 | Bill Payment | 3469             | Marie Gleesing                                 | -40.00        |
| 05/11/2023 | Bill Payment | 3470             | DL Gallivan Office Solutions                   | -67.89        |
| 05/11/2023 | Bill Payment | 3471             | Cohl, Stoker & Toskey, P.C.                    | -330.00       |
| 05/11/2023 | Bill Payment | 3472             | Bronson Healthcare Group                       | -170.00       |
| 05/11/2023 | Bill Payment | 3473             | TransUnion Risk and Alternative Data Soluti... | -300.00       |
| 05/11/2023 | Bill Payment | 3474             | Sohn Linen Service                             | -42.98        |
| 05/11/2023 | Bill Payment | 3475             | Metronet                                       | -3,386.80     |
| 05/11/2023 | Bill Payment | 3476             | Language Line Services, Inc                    | -457.66       |
| 05/11/2023 | Bill Payment | 3478             | Environmental Systems Research Institute, I... | -1,650.00     |
| 05/11/2023 | Bill Payment | 3479             | Dixon Lawn Care                                | -1,313.00     |
| 05/11/2023 | Bill Payment | 3480             | Roe Comm                                       | -5,390.00     |
| 05/11/2023 | Bill Payment | 3482             | VISA - Mercantile Bank of Michigan             | -4,656.42     |
| 05/11/2023 | Bill Payment | 3483             | Core Technology Corporation                    | -1,040.00     |
| 05/11/2023 | Bill Payment | 3484             | Republic Services                              | -246.03       |
| 05/11/2023 | Bill Payment | 3485             | Preferred Plumbing, LLC                        | -149.00       |
| 05/11/2023 | Bill Payment | 3486             | Consumers Energy                               | -1,225.43     |
| 05/11/2023 | Bill Payment | 3487             | Insight Direct USA                             | -7,077.23     |
| 05/11/2023 | Bill Payment | 3488             | AT&T - Box 5011                                | -2,661.48     |
| 05/11/2023 | Bill Payment | 3490             | MACNLAW Associates                             | -699.00       |
| 05/11/2023 | Bill Payment | 3489             | Besco  | -201.00       |
| 05/15/2023 | Expense      |                  | Mercantile Bank of Michigan                    | -50.00        |
| 05/19/2023 | Journal      | 318              |  | -295.38       |
| 05/19/2023 | Expense      | 05.19.23         | PAYROLL  | -117,174.11   |
| 05/20/2023 | Expense      | 051923           | MERS - Alerus Financial                        | -495.78       |
| 05/20/2023 | Expense      | 051923           | MERS - Alerus Financial                        | -325.00       |
| 05/20/2023 | Expense      | 051923           | MERS - Alerus Financial                        | -4,137.49     |
| 05/20/2023 | Expense      | 051923           | MERS - Alerus Financial                        | -12,865.60    |
| 05/22/2023 | Transfer     |                  |  | -1,500,000.00 |
| 05/25/2023 | Bill Payment | 3505             | Roe Comm                                       | -37,885.00    |
| 05/25/2023 | Bill Payment | 3504             | Hi-Tech Electric Company                       | -110.00       |
| 05/25/2023 | Expense      | HMOJune23        | Blue Cross Blue Shield of Michigan             | -4,445.00     |
| 05/25/2023 | Expense      | HSA-May&Jun23    | Blue Cross Blue Shield of Michigan             | -57,976.68    |
| 05/25/2023 | Bill Payment | 3500             | One Way Products                               | -428.20       |
| 05/25/2023 | Bill Payment | 3502             | Pace Systems, Inc.                             | -4,800.00     |

Total -1,940,955.84

Deposits and other credits cleared (7)

| DATE       | TYPE            | REF NO. | PAYEE                                 | AMOUNT (USD) |
|------------|-----------------|---------|---------------------------------------|--------------|
| 05/02/2023 | Check           | 3405    | CHECK MISPRINT                        | 0.00         |
| 05/04/2023 | Receive Payment |         | County of Kalamazoo (AR)              | 295,307.00   |
| 05/11/2023 | Deposit         |         | State of Michigan - Dept of Treasury  | 23,725.00    |
| 05/12/2023 | Deposit         |         | The Rossow Group*                     | 390.00       |
| 05/17/2023 | Deposit         |         | Kalamazoo County - Millage & LCSS REV | 1,711,475.00 |
| 05/17/2023 | Deposit         |         | Kalamazoo County - Surcharge REV      | 143,650.00   |
| 05/31/2023 | Deposit         |         | Mercantile Bank of Michigan           | 552.87       |

Total 2,175,099.87

**Additional Information**

Uncleared checks and payments as of 05/31/2023

| DATE         | TYPE         | REF NO. | PAYEE                             | AMOUNT (USD)      |
|--------------|--------------|---------|-----------------------------------|-------------------|
| 08/11/2022   | Bill Payment | 3024    | Michael Gordon                    | -9.89             |
| 10/18/2022   | Bill Payment | 3094    | Dena Dunn                         | -198.00           |
| 03/30/2023   | Bill Payment | 3357    | Dena Dunn                         | -120.33           |
| 05/11/2023   | Bill Payment | 3491    | Absolute Software, Inc.           | -14,975.50        |
| 05/25/2023   | Bill Payment | 3501    | Sohn Linen Service                | -42.98            |
| 05/25/2023   | Bill Payment | 3494    | Unum Insurance Company of America | -4,712.76         |
| 05/25/2023   | Bill Payment | 3495    | KnowBe4, Inc.                     | -1,518.00         |
| 05/25/2023   | Bill Payment | 3496    | Kalamazoo City Treasurer          | -302.55           |
| 05/25/2023   | Bill Payment | 3497    | DirecTV                           | -131.99           |
| 05/25/2023   | Bill Payment | 3498    | Rose Pest Solutions               | -98.00            |
| 05/25/2023   | Bill Payment | 3503    | DL Gallivan Office Solutions      | -132.02           |
| 05/25/2023   | Bill Payment | 3493    | Besco                             | -116.25           |
| 05/25/2023   | Bill Payment | 3499    | Consumers Energy                  | -3,286.24         |
| 05/26/2023   | Journal      | 320     |                                   | -295.38           |
| <b>Total</b> |              |         |                                   | <b>-25,939.89</b> |

Uncleared deposits and other credits as of 05/31/2023

| DATE         | TYPE         | REF NO.   | PAYEE  | AMOUNT (USD) |
|--------------|--------------|-----------|--|--------------|
| 01/12/2023   | Bill Payment | 3249      | Insight Direct USA                             | 0.00         |
| 01/31/2023   | Bill Payment | 3277      | Consumers Life Insurance Company               | 0.00         |
| 01/31/2023   | Bill Payment | 3276      | Blue Cross Blue Shield of Michigan             | 0.00         |
| 02/16/2023   | Bill Payment | 3285      | Consumers Life Insurance Company               | 0.00         |
| 03/13/2023   | Bill Payment | 3338      | AT&T Mobility                                  | 0.00         |
| 03/13/2023   | Bill Payment | 3339      | NTC Welding & Fabrication                      | 0.00         |
| 03/13/2023   | Bill Payment | 3340      | Besco  | 0.00         |
| 03/13/2023   | Bill Payment | 3337      | VISA - Mercantile Bank of Michigan             | 0.00         |
| 03/13/2023   | Bill Payment | 3325      | Handley's Tree Service                         | 0.00         |
| 03/13/2023   | Bill Payment | 3336      | TransUnion Risk and Alternative Data Soluti... | 0.00         |
| 04/13/2023   | Bill Payment | 3360      | Wolverine Power Systems                        | 0.00         |
| 05/11/2023   | Check        | 3407-3466 | CHECK MISPRINT                                 | 0.00         |
| 05/11/2023   | Bill Payment | 3481      | NetMotion Software, Inc.                       | 0.00         |
| 05/25/2023   | Bill Payment | 3492      | Wolverine Power Systems                        | 0.00         |
| <b>Total</b> |              |           |  | <b>0.00</b>  |

Uncleared checks and payments after 05/31/2023

| DATE         | TYPE    | REF NO. | PAYEE                   | AMOUNT (USD)      |
|--------------|---------|---------|-------------------------|-------------------|
| 06/02/2023   | Journal | 321     |                         | -295.38           |
| 06/03/2023   | Expense |         | MERS - Alerus Financial | -325.00           |
| 06/03/2023   | Expense |         | MERS - Alerus Financial | -495.79           |
| 06/03/2023   | Expense |         | MERS - Alerus Financial | -12,032.61        |
| 06/03/2023   | Expense |         | MERS - Alerus Financial | -3,560.20         |
| <b>Total</b> |         |         |                         | <b>-16,708.98</b> |

Kalamazoo County Dispatch Authority

Mercantile General Busn. Checking, Period Ending 06/30/2023

RECONCILIATION REPORT

Reconciled on: 07/06/2023

Reconciled by: Jeff Troyer

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

| Summary                                 |  | USD         |
|---|--|-------------|
| Statement beginning balance             |  | 677,493.27  |
| Checks and payments cleared (50)        |  | -514,083.38 |
| Deposits and other credits cleared (18) |  | 30,174.29   |
| Statement ending balance                |  | 193,584.18  |
| Uncleared transactions as of 06/30/2023 |  | 262,831.00  |
| Register balance as of 06/30/2023       |  | 477,109.54  |
| Cleared transactions after 06/30/2023   |  | -20,694.36  |
| Uncleared transactions after 06/30/2023 |  | 281,150.04  |
| Register balance as of 07/06/2023       |  | 737,565.22  |

Details

Checks and payments cleared (50)

| DATE         | TYPE         | REF NO. | PAYEE  | AMOUNT (USD)       |
|--------------|--------------|---------|--|--------------------|
| 05/11/2023   | Bill Payment | 3491    | Absolute Software, Inc.                        | -14,975.50         |
| 05/25/2023   | Bill Payment | 3494    | Unum Insurance Company of America              | -4,712.76          |
| 05/25/2023   | Bill Payment | 3493    | Besco  | -116.25            |
| 05/25/2023   | Bill Payment | 3496    | Kalamazoo City Treasurer                       | -302.55            |
| 05/25/2023   | Bill Payment | 3495    | KnowBe4, Inc.                                  | -1,518.00          |
| 05/25/2023   | Bill Payment | 3503    | DL Gallivan Office Solutions                   | -132.02            |
| 05/25/2023   | Bill Payment | 3501    | Sohn Linen Service                             | -42.98             |
| 05/25/2023   | Bill Payment | 3499    | Consumers Energy                               | -3,286.24          |
| 05/25/2023   | Bill Payment | 3498    | Rose Pest Solutions                            | -98.00             |
| 05/25/2023   | Bill Payment | 3497    | DirecTV  | -131.99            |
| 06/02/2023   | Journal      | 321     |  | -295.38            |
| 06/02/2023   | Expense      | Jun23   | Consumers Life Insurance Company               | -503.57            |
| 06/02/2023   | Expense      | 060223  | PAYROLL  | -123,714.39        |
| 06/03/2023   | Expense      | 060223  | MERS - Alerus Financial                        | -495.79            |
| 06/03/2023   | Expense      | 060223  | MERS - Alerus Financial                        | -7,650.17          |
| 06/03/2023   | Expense      | 060223  | MERS - Alerus Financial                        | -13,317.44         |
| 06/03/2023   | Expense      | 060223  | MERS - Alerus Financial                        | -325.00            |
| 06/15/2023   | Bill Payment | 3525    | Consumers Energy                               | -1,690.89          |
| 06/15/2023   | Bill Payment | 3526    | Besco  | -187.75            |
| 06/15/2023   | Bill Payment | 3527    | AT&T - Box 5011                                | -2,662.79          |
| 06/15/2023   | Bill Payment | 3529    | Handley's Tree Service                         | -2,150.00          |
| 06/15/2023   | Expense      |         | Mercantile Bank of Michigan                    | -50.00             |
| 06/15/2023   | Bill Payment | 3524    | Roto-Rooter                                    | -234.25            |
| 06/15/2023   | Bill Payment | 3507    | DL Gallivan Office Solutions                   | -105.60            |
| 06/15/2023   | Bill Payment | 3508    | Williams Building Services LLC                 | -2,260.00          |
| 06/15/2023   | Bill Payment | 3509    | Cohl, Stoker & Toskey, P.C.                    | -748.40            |
| 06/15/2023   | Bill Payment | 3510    | Michigan State Police - Cashiers Office        | -387.00            |
| 06/15/2023   | Bill Payment | 3512    | Timothy Munn                                   | -368.25            |
| 06/15/2023   | Bill Payment | 3513    | TransUnion Risk and Alternative Data Soluti... | -300.00            |
| 06/15/2023   | Bill Payment | 3523    | Republic Services                              | -307.59            |
| 06/15/2023   | Bill Payment | 3522    | VISA - Mercantile Bank of Michigan             | -1,713.88          |
| 06/15/2023   | Bill Payment | 3521    | Sohn Linen Service                             | -85.96             |
| 06/15/2023   | Bill Payment | 3520    | Victoria Rose                                  | -113.32            |
| 06/15/2023   | Bill Payment | 3519    | Insight Public Sector, Inc.                    | -945.77            |
| 06/15/2023   | Bill Payment | 3518    | Kruggel, Lawton & Company, LLC                 | -1,500.00          |
| 06/15/2023   | Bill Payment | 3517    | Language Line Services, Inc                    | -354.54            |
| 06/15/2023   | Bill Payment | 3516    | Dixon Lawn Care                                | -552.00            |
| 06/15/2023   | Bill Payment | 3515    | Metronet                                       | -4,014.91          |
| 06/15/2023   | Bill Payment | 3514    | Peninsula Fiber Network                        | -1,293.00          |
| 06/16/2023   | Expense      | 061623  | PAYROLL  | -137,408.33        |
| 06/16/2023   | Journal      | 324     |  | -295.38            |
| 06/17/2023   | Expense      | 061623  | MERS - Alerus Financial                        | -325.00            |
| 06/17/2023   | Expense      | 061623  | MERS - Alerus Financial                        | -495.79            |
| 06/17/2023   | Expense      | 061623  | MERS - Alerus Financial                        | -4,509.02          |
| 06/17/2023   | Expense      | 061623  | MERS - Alerus Financial                        | -15,071.00         |
| 06/30/2023   | Expense      | 063023  | PAYROLL  | -141,640.57        |
| 07/01/2023   | Expense      | 063023  | MERS - Alerus Financial                        | -15,310.56         |
| 07/01/2023   | Expense      | 063023  | MERS - Alerus Financial                        | -4,532.03          |
| 07/01/2023   | Expense      | 063023  | MERS - Alerus Financial                        | -526.77            |
| 07/01/2023   | Expense      | 063023  | MERS - Alerus Financial                        | -325.00            |
| <b>Total</b> |              |         |  | <b>-514,083.38</b> |

Deposits and other credits cleared (18)

| DATE       | TYPE         | REF NO. | PAYEE  | AMOUNT (USD) |
|------------|--------------|---------|--|--------------|
| 01/12/2023 | Bill Payment | 3249    | Insight Direct USA                             | 0.00         |
| 01/31/2023 | Bill Payment | 3277    | Consumers Life Insurance Company               | 0.00         |
| 01/31/2023 | Bill Payment | 3276    | Blue Cross Blue Shield of Michigan             | 0.00         |
| 02/16/2023 | Bill Payment | 3285    | Consumers Life Insurance Company               | 0.00         |
| 03/13/2023 | Bill Payment | 3338    | AT&T Mobility                                  | 0.00         |
| 03/13/2023 | Bill Payment | 3337    | VISA - Mercantile Bank of Michigan             | 0.00         |
| 03/13/2023 | Bill Payment | 3336    | TransUnion Risk and Alternative Data Soluti... | 0.00         |
| 03/13/2023 | Bill Payment | 3325    | Handley's Tree Service                         | 0.00         |
| 03/13/2023 | Bill Payment | 3339    | NTC Welding & Fabrication                      | 0.00         |
| 03/13/2023 | Bill Payment | 3340    | Besco  | 0.00         |
| 04/13/2023 | Bill Payment | 3360    | Wolverine Power Systems                        | 0.00         |

| DATE         | TYPE         | REF NO.   | PAYEE                       | AMOUNT (USD)     |
|--------------|--------------|-----------|-----------------------------|------------------|
| 05/11/2023   | Bill Payment | 3481      | NetMotion Software, Inc.    | 0.00             |
| 05/11/2023   | Check        | 3407-3466 | CHECK MISPRINT              | 0.00             |
| 05/25/2023   | Bill Payment | 3492      | Wolverine Power Systems     | 0.00             |
| 06/15/2023   | Deposit      |           |                             | 606.32           |
| 06/21/2023   | Deposit      |           |                             | 25,846.00        |
| 06/22/2023   | Deposit      |           | MERS - Alerus Financial     | 3,470.86         |
| 06/30/2023   | Deposit      |           | Mercantile Bank of Michigan | 251.11           |
| <b>Total</b> |              |           |                             | <b>30,174.29</b> |

**Additional Information**

Uncleared checks and payments as of 06/30/2023

| DATE         | TYPE         | REF NO. | PAYEE                                       | AMOUNT (USD)      |
|--------------|--------------|---------|---|-------------------|
| 08/11/2022   | Bill Payment | 3024    | Michael Gordon                              | -9.89             |
| 10/18/2022   | Bill Payment | 3094    | Dena Dunn                                   | -198.00           |
| 03/30/2023   | Bill Payment | 3357    | Dena Dunn                                   | -120.33           |
| 06/15/2023   | Bill Payment | 3528    | Clear Choice Headsets & Technology          | -310.00           |
| 06/15/2023   | Bill Payment | 3511    | Jon Moored                                  | -216.15           |
| 06/20/2023   | Bill Payment | 3530    | Mason-Oceana 911                            | -50.00            |
| 06/24/2023   | Journal      | 326     |   | -295.38           |
| 06/28/2023   | Bill Payment | 3531    | 7D's Towing                                 | -1,562.99         |
| 06/29/2023   | Bill Payment | 3536    | Unum Insurance Company of America           | -2,494.08         |
| 06/29/2023   | Bill Payment | 3546    | Republic Services                           | -303.44           |
| 06/29/2023   | Bill Payment | 3545    | Roe Comm                                    | -2,000.00         |
| 06/29/2023   | Bill Payment | 3544    | Sohn Linen Service                          | -42.98            |
| 06/29/2023   | Bill Payment | 3532    | Besco                                       | -173.75           |
| 06/29/2023   | Bill Payment | 3533    | Consumers Energy                            | -3,981.11         |
| 06/29/2023   | Bill Payment | 3534    | AT&T Mobility                               | -541.06           |
| 06/29/2023   | Bill Payment | 3535    | Rose Pest Solutions                         | -98.00            |
| 06/29/2023   | Bill Payment | 3537    | DirecTV                                     | -132.00           |
| 06/29/2023   | Bill Payment | 3538    | AT&T - Box 5011                             | -2,666.73         |
| 06/29/2023   | Bill Payment | 3539    | DL Gallivan Office Solutions                | -133.92           |
| 06/29/2023   | Bill Payment | 3540    | Michigan Municipal Risk Management Autho... | -12,616.25        |
| 06/29/2023   | Bill Payment | 3541    | Bel Aire Heating and Air Conditioning       | -5,725.00         |
| 06/29/2023   | Bill Payment | 3542    | Kalleward Group, Inc.                       | -2,988.00         |
| 06/29/2023   | Bill Payment | 3543    | Martin Ftacek                               | -214.56           |
| 06/30/2023   | Journal      | 327     |   | -295.38           |
| <b>Total</b> |              |         |   | <b>-37,169.00</b> |

Uncleared deposits and other credits as of 06/30/2023

| DATE         | TYPE     | REF NO. | PAYEE                                       | AMOUNT (USD)      |
|--------------|----------|---------|---|-------------------|
| 06/05/2023   | Check    | 3506    | Michigan Municipal Risk Management Autho... | 0.00              |
| 06/29/2023   | Transfer |         |   | 300,000.00        |
| <b>Total</b> |          |         |   | <b>300,000.00</b> |

Uncleared deposits and other credits after 06/30/2023

| DATE         | TYPE    | REF NO. | PAYEE                            | AMOUNT (USD)      |
|--------------|---------|---------|----------------------------------|-------------------|
| 07/07/2023   | Deposit |         | Kalamazoo County - Surcharge REV | 281,150.04        |
| <b>Total</b> |         |         |                                  | <b>281,150.04</b> |

Kalamazoo County Dispatch Authority  
Michigan CLASS, Period Ending 05/31/2023

RECONCILIATION REPORT

Reconciled on: 06/02/2023  
Reconciled by: Jeff Troyer

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

| Summary                                     | USD                 |
|---|---------------------|
| Statement beginning balance.....            | 2,471,073.16        |
| Checks and payments cleared (0).....        | 0.00                |
| Deposits and other credits cleared (2)..... | 1,512,976.88        |
| Statement ending balance.....               | <u>3,984,050.04</u> |
| Register balance as of 05/31/2023.....      | 3,984,050.04        |

| Details                                |          |         |                |                     |
|--|----------|---------|----------------|---------------------|
| Deposits and other credits cleared (2) |          |         |                |                     |
| DATE                                   | TYPE     | REF NO. | PAYEE          | AMOUNT (USD)        |
| 05/22/2023                             | Transfer |         |                | 1,500,000.00        |
| 05/31/2023                             | Deposit  |         | Michigan CLASS | 12,976.88           |
| <b>Total</b>                           |          |         |                | <b>1,512,976.88</b> |

Kalamazoo County Dispatch Authority

Michigan CLASS, Period Ending 06/30/2023

RECONCILIATION REPORT

Reconciled on: 07/06/2023

Reconciled by: Jeff Troyer

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

| Summary                                     | USD                 |
|---|---------------------|
| Statement beginning balance.....            | 3,984,050.04        |
| Checks and payments cleared (1).....        | -300,000.00         |
| Deposits and other credits cleared (1)..... | 17,142.43           |
| Statement ending balance.....               | <u>3,701,192.47</u> |
| Register balance as of 06/30/2023.....      | 3,701,192.47        |

| Details                         |          |         |       |                    |
|---------------------------------|----------|---------|-------|--------------------|
| Checks and payments cleared (1) |          |         |       |                    |
| DATE                            | TYPE     | REF NO. | PAYEE | AMOUNT (USD)       |
| 06/29/2023                      | Transfer |         |       | -300,000.00        |
| <b>Total</b>                    |          |         |       | <b>-300,000.00</b> |

| Deposits and other credits cleared (1) |         |         |                |                  |
|--|---------|---------|----------------|------------------|
| DATE                                   | TYPE    | REF NO. | PAYEE          | AMOUNT (USD)     |
| 06/30/2023                             | Deposit |         | Michigan CLASS | 17,142.43        |
| <b>Total</b>                           |         |         |                | <b>17,142.43</b> |



# Kalamazoo County Consolidated Dispatch Authority

## Budget vs. Actuals: 2023 Budget - REVISION I

January - December 2023

|  | 2911 - GENERAL OPERATIONS |                       |                       | 2913 - TRAINING    |                    |                    | TOTAL                 |                       |                       |
|--|---------------------------|-----------------------|-----------------------|--------------------|--------------------|--------------------|-----------------------|-----------------------|-----------------------|
|  | ACTUAL                    | BUDGET                | REMAINING             | ACTUAL             | BUDGET             | REMAINING          | ACTUAL                | BUDGET                | REMAINING             |
| <b>Income</b>                                |                           |                       |                       |                    |                    |                    |                       |                       |                       |
| 400.000 Use of Fund Balance                  |                           | 162,019.00            | 162,019.00            |                    |                    |                    | \$0.00                | \$162,019.00          | \$162,019.00          |
| 402.000 Property Taxes                       | 3,124,750.00              | 6,249,500.00          | 3,124,750.00          |                    |                    |                    | \$3,124,750.00        | \$6,249,500.00        | \$3,124,750.00        |
| 528.000 Federal Grants - Other               | 295,307.00                | 295,307.00            | 0.00                  |                    |                    |                    | \$295,307.00          | \$295,307.00          | \$0.00                |
| 573.000 Local Community Stabilization Share  | 298,200.00                | 596,400.00            | 298,200.00            |                    |                    |                    | \$298,200.00          | \$596,400.00          | \$298,200.00          |
| 615.010 Surcharge Revenue - State 911        | 143,650.00                | 484,000.00            | 340,350.00            | 23,725.00          | 45,000.00          | 21,275.00          | \$167,375.00          | \$529,000.00          | \$361,625.00          |
| 615.020 Surcharge Revenue - Local 911        | 281,150.04                | 1,120,000.00          | 838,849.96            |                    |                    |                    | \$281,150.04          | \$1,120,000.00        | \$838,849.96          |
| 651.000 Charges for Services - User Fees     | 15,960.00                 | 15,960.00             | 0.00                  |                    |                    |                    | \$15,960.00           | \$15,960.00           | \$0.00                |
| 665.000 Interest Earned                      | 67,976.24                 | 85,000.00             | 17,023.76             |                    |                    |                    | \$67,976.24           | \$85,000.00           | \$17,023.76           |
| 667.000 Rent/Lease Revenue                   | 8,700.00                  | 7,200.00              | (1,500.00)            |                    |                    |                    | \$8,700.00            | \$7,200.00            | \$ (1,500.00)         |
| 671.000 Miscellaneous Revenue                | 70.32                     | 50.00                 | (20.32)               |                    |                    |                    | \$70.32               | \$50.00               | \$ (20.32)            |
| <b>Total Income</b>                          | <b>\$4,235,763.60</b>     | <b>\$9,015,436.00</b> | <b>\$4,779,672.40</b> | <b>\$23,725.00</b> | <b>\$45,000.00</b> | <b>\$21,275.00</b> | <b>\$4,259,488.60</b> | <b>\$9,060,436.00</b> | <b>\$4,800,947.40</b> |
| <b>GROSS PROFIT</b>                          | <b>\$4,235,763.60</b>     | <b>\$9,015,436.00</b> | <b>\$4,779,672.40</b> | <b>\$23,725.00</b> | <b>\$45,000.00</b> | <b>\$21,275.00</b> | <b>\$4,259,488.60</b> | <b>\$9,060,436.00</b> | <b>\$4,800,947.40</b> |
| <b>Expenses</b>                              |                           |                       |                       |                    |                    |                    |                       |                       |                       |
| 700 thru 718 Personnel Services              |                           |                       |                       |                    |                    |                    | \$0.00                | \$0.00                | \$0.00                |
| 702.010 Salaries - Administration            | 150,634.26                | 316,346.00            | 165,711.74            |                    |                    |                    | \$150,634.26          | \$316,346.00          | \$165,711.74          |
| 702.020 Wages - Regular                      |                           |                       |                       |                    | 13,000.00          | 13,000.00          | \$0.00                | \$13,000.00           | \$13,000.00           |
| 702.021 Administrative Support               | 89,361.87                 | 199,924.00            | 110,562.13            |                    |                    |                    | \$89,361.87           | \$199,924.00          | \$110,562.13          |
| 702.022 Dispatch Supervisors                 | 187,081.49                | 412,736.00            | 225,654.51            |                    |                    |                    | \$187,081.49          | \$412,736.00          | \$225,654.51          |
| 702.023 ECO II's                             | 727,179.82                | 1,766,034.00          | 1,038,854.18          |                    |                    |                    | \$727,179.82          | \$1,766,034.00        | \$1,038,854.18        |
| 702.024 ECO I's                              | 215,178.31                | 446,003.00            | 230,824.69            |                    |                    |                    | \$215,178.31          | \$446,003.00          | \$230,824.69          |
| 702.026 Bereavement                          | 827.28                    |                       | (827.28)              |                    |                    |                    | \$827.28              | \$0.00                | \$ (827.28)           |
| 702.027 Incentive/Stipend Pay                | 281,550.00                | 281,550.00            | 0.00                  |                    |                    |                    | \$281,550.00          | \$281,550.00          | \$0.00                |
| 702.040 Wages - Short Term Disability        | (1,918.87)                |                       | 1,918.87              |                    |                    |                    | \$ (1,918.87)         | \$0.00                | \$1,918.87            |
| <b>Total 702.020 Wages - Regular</b>         | <b>1,499,259.90</b>       | <b>3,106,247.00</b>   | <b>1,606,987.10</b>   |                    | <b>13,000.00</b>   | <b>13,000.00</b>   | <b>\$1,499,259.90</b> | <b>\$3,119,247.00</b> | <b>\$1,619,987.10</b> |
| 702.030 Wages - Overtime                     |                           | 365,976.00            | 365,976.00            |                    |                    |                    | \$0.00                | \$365,976.00          | \$365,976.00          |
| 702.031 Administrative Support               | 418.16                    |                       | (418.16)              |                    |                    |                    | \$418.16              | \$0.00                | \$ (418.16)           |
| 702.032 Dispatch Supervisors                 | 45,851.30                 |                       | (45,851.30)           |                    |                    |                    | \$45,851.30           | \$0.00                | \$ (45,851.30)        |
| 702.033 ECO II's                             | 101,105.52                |                       | (101,105.52)          |                    |                    |                    | \$101,105.52          | \$0.00                | \$ (101,105.52)       |
| 702.034 ECO I's                              | 16,249.37                 |                       | (16,249.37)           |                    |                    |                    | \$16,249.37           | \$0.00                | \$ (16,249.37)        |
| <b>Total 702.030 Wages - Overtime</b>        | <b>163,624.35</b>         | <b>365,976.00</b>     | <b>202,351.65</b>     |                    |                    |                    | <b>\$163,624.35</b>   | <b>\$365,976.00</b>   | <b>\$202,351.65</b>   |
| 702.050 CTO Pay                              | 8,974.50                  | 23,000.00             | 14,025.50             |                    |                    |                    | \$8,974.50            | \$23,000.00           | \$14,025.50           |
| 706.000 Wages - Holiday Premium              | 56,656.33                 | 155,311.00            | 98,654.67             |                    |                    |                    | \$56,656.33           | \$155,311.00          | \$98,654.67           |
| 712.000 Payment in Lieu of Benefits          | 28,000.00                 | 53,300.00             | 25,300.00             |                    |                    |                    | \$28,000.00           | \$53,300.00           | \$25,300.00           |
| 715.010 Auto Allowance                       | 4,343.52                  | 8,683.00              | 4,339.48              |                    |                    |                    | \$4,343.52            | \$8,683.00            | \$4,339.48            |
| <b>Total 700 thru 718 Personnel Services</b> | <b>1,911,492.86</b>       | <b>4,028,863.00</b>   | <b>2,117,370.14</b>   |                    | <b>13,000.00</b>   | <b>13,000.00</b>   | <b>\$1,911,492.86</b> | <b>\$4,041,863.00</b> | <b>\$2,130,370.14</b> |
| 719 thru 725 Benefits and Taxes              |                           |                       |                       |                    |                    |                    | \$0.00                | \$0.00                | \$0.00                |
| 719.000 Workers Comp Insurance               | 2,865.00                  | 12,856.00             | 9,991.00              |                    |                    |                    | \$2,865.00            | \$12,856.00           | \$9,991.00            |
| 720.010 Medical/Health Insurance             | 168,000.18                | 371,492.00            | 203,491.82            |                    |                    |                    | \$168,000.18          | \$371,492.00          | \$203,491.82          |
| 720.020 Dental Insurance                     | 13,713.48                 | 29,707.00             | 15,993.52             |                    |                    |                    | \$13,713.48           | \$29,707.00           | \$15,993.52           |





# Kalamazoo County Consolidated Dispatch Authority

## Budget vs. Actuals: 2023 Budget - REVISION I

January - December 2023

|  | 2911 - GENERAL OPERATIONS |                     |                   | 2913 - TRAINING |           |           | TOTAL               |                       |                     |
|--|---------------------------|---------------------|-------------------|-----------------|-----------|-----------|---------------------|-----------------------|---------------------|
|  | ACTUAL                    | BUDGET              | REMAINING         | ACTUAL          | BUDGET    | REMAINING | ACTUAL              | BUDGET                | REMAINING           |
| 720.030 Vision Insurance                     | 2,591.20                  | 5,637.00            | 3,045.80          |                 |           |           | \$2,591.20          | \$5,637.00            | \$3,045.80          |
| 720.040 Life Insurance                       | 5,533.51                  | 9,058.00            | 3,524.49          |                 |           |           | \$5,533.51          | \$9,058.00            | \$3,524.49          |
| 720.050 Unemployment                         |                           | 9,000.00            | 9,000.00          |                 |           |           | \$0.00              | \$9,000.00            | \$9,000.00          |
| 720.060 HSA Contributions                    | 71,100.00                 | 75,633.00           | 4,533.00          |                 |           |           | \$71,100.00         | \$75,633.00           | \$4,533.00          |
| 720.070 Short-Term Disability Insurance      | 19,835.08                 | 35,664.00           | 15,828.92         |                 |           |           | \$19,835.08         | \$35,664.00           | \$15,828.92         |
| 721.000 Social Security                      | 116,750.43                | 248,364.00          | 131,613.57        |                 |           |           | \$116,750.43        | \$248,364.00          | \$131,613.57        |
| 722.000 Medicare                             | 27,304.54                 | 58,085.00           | 30,780.46         |                 |           |           | \$27,304.54         | \$58,085.00           | \$30,780.46         |
| 725.010 Retirement - MERS DC                 | 134,790.67                | 294,721.00          | 159,930.33        |                 |           |           | \$134,790.67        | \$294,721.00          | \$159,930.33        |
| 725.020 Retirement - MERS 457                | 9,166.66                  | 21,997.00           | 12,830.34         |                 |           |           | \$9,166.66          | \$21,997.00           | \$12,830.34         |
| 725.030 Retirement - MERS HCSP               | 31,387.92                 | 61,566.00           | 30,178.08         |                 |           |           | \$31,387.92         | \$61,566.00           | \$30,178.08         |
| <b>Total 719 thru 725 Benefits and Taxes</b> | <b>603,038.67</b>         | <b>1,233,780.00</b> | <b>630,741.33</b> |                 |           |           | <b>\$603,038.67</b> | <b>\$1,233,780.00</b> | <b>\$630,741.33</b> |
| 726 thru 799 Supplies                        |                           |                     |                   |                 |           |           | \$0.00              | \$0.00                | \$0.00              |
| 727.000 Office Supplies                      | 1,231.42                  | 15,000.00           | 13,768.58         |                 |           |           | \$1,231.42          | \$15,000.00           | \$13,768.58         |
| 730.000 Maintenance Supplies                 | 1,139.43                  | 6,000.00            | 4,860.57          |                 |           |           | \$1,139.43          | \$6,000.00            | \$4,860.57          |
| 740.000 Uniform Supplies                     |                           | 8,000.00            | 8,000.00          |                 |           |           | \$0.00              | \$8,000.00            | \$8,000.00          |
| 760.000 Kitchen Supplies                     | 98.83                     | 1,750.00            | 1,651.17          |                 |           |           | \$98.83             | \$1,750.00            | \$1,651.17          |
| 764.000 Food Supplies                        | 202.74                    | 1,750.00            | 1,547.26          |                 |           |           | \$202.74            | \$1,750.00            | \$1,547.26          |
| <b>Total 726 thru 799 Supplies</b>           | <b>2,672.42</b>           | <b>32,500.00</b>    | <b>29,827.58</b>  |                 |           |           | <b>\$2,672.42</b>   | <b>\$32,500.00</b>    | <b>\$29,827.58</b>  |
| 800 thru 969 Services & Other Charges        |                           |                     |                   |                 |           |           | \$0.00              | \$0.00                | \$0.00              |
| 801.010 Contractual Services                 | 373,273.28                | 719,486.00          | 346,212.72        |                 |           |           | \$373,273.28        | \$719,486.00          | \$346,212.72        |
| 805.010 Professional Services - Audit        | 5,000.00                  | 6,500.00            | 1,500.00          |                 |           |           | \$5,000.00          | \$6,500.00            | \$1,500.00          |
| 810.000 Administrative Fees                  |                           | 3,600.00            | 3,600.00          |                 |           |           | \$0.00              | \$3,600.00            | \$3,600.00          |
| 813.000 Legal Fees                           | 3,190.40                  | 20,000.00           | 16,809.60         |                 |           |           | \$3,190.40          | \$20,000.00           | \$16,809.60         |
| 820.010 Interpreter Fees                     | 2,859.01                  | 7,000.00            | 4,140.99          |                 |           |           | \$2,859.01          | \$7,000.00            | \$4,140.99          |
| 835.010 Medical Services - Physical Exams    | 1,010.00                  | 2,500.00            | 1,490.00          |                 |           |           | \$1,010.00          | \$2,500.00            | \$1,490.00          |
| 835.020 Medical Services - Drug Testing      | 515.00                    | 1,500.00            | 985.00            |                 |           |           | \$515.00            | \$1,500.00            | \$985.00            |
| 850.010 Telephone Service                    | 7,497.23                  | 14,500.00           | 7,002.77          |                 |           |           | \$7,497.23          | \$14,500.00           | \$7,002.77          |
| 850.020 Internet Service                     | 38,240.00                 | 98,920.00           | 60,680.00         |                 |           |           | \$38,240.00         | \$98,920.00           | \$60,680.00         |
| 850.030 Copying                              |                           | 2,500.00            | 2,500.00          |                 |           |           | \$0.00              | \$2,500.00            | \$2,500.00          |
| 850.040 Mailing                              |                           | 3,000.00            | 3,000.00          |                 |           |           | \$0.00              | \$3,000.00            | \$3,000.00          |
| 870.010 Travel - Training/Registration       | 5,737.54                  | 8,000.00            | 2,262.46          | 10,901.00       | 24,000.00 | 13,099.00 | \$16,638.54         | \$32,000.00           | \$15,361.46         |
| 870.020 Travel - Lodging                     | 4,242.32                  | 11,500.00           | 7,257.68          | 514.58          | 2,500.00  | 1,985.42  | \$4,756.90          | \$14,000.00           | \$9,243.10          |
| 870.030 Travel- Meals/Food                   | 585.19                    | 5,000.00            | 4,414.81          | 193.32          | 2,500.00  | 2,306.68  | \$778.51            | \$7,500.00            | \$6,721.49          |
| 870.040 Travel - Mileage                     | 975.17                    | 5,000.00            | 4,024.83          | 390.68          | 2,500.00  | 2,109.32  | \$1,365.85          | \$7,500.00            | \$6,134.15          |
| 870.050 Travel - Other                       | 1,343.08                  | 8,500.00            | 7,156.92          | 40.00           | 500.00    | 460.00    | \$1,383.08          | \$9,000.00            | \$7,616.92          |
| 871.010 Education Expense                    |                           | 2,000.00            | 2,000.00          |                 |           |           | \$0.00              | \$2,000.00            | \$2,000.00          |
| 900.000 Printing                             |                           | 2,000.00            | 2,000.00          |                 |           |           | \$0.00              | \$2,000.00            | \$2,000.00          |
| 905.000 Advertising                          | 484.00                    | 5,500.00            | 5,016.00          |                 |           |           | \$484.00            | \$5,500.00            | \$5,016.00          |
| 915.000 Dues & Subscriptions                 | 1,377.00                  | 9,000.00            | 7,623.00          |                 |           |           | \$1,377.00          | \$9,000.00            | \$7,623.00          |
| 920.010 Utilities - Gas                      | 3,675.87                  | 8,000.00            | 4,324.13          |                 |           |           | \$3,675.87          | \$8,000.00            | \$4,324.13          |



# Kalamazoo County Consolidated Dispatch Authority

## Budget vs. Actuals: 2023 Budget - REVISION I

January - December 2023

|  | 2911 - GENERAL OPERATIONS |                       |                        | 2913 - TRAINING    |                    |                       | TOTAL                 |                       |                        |
|--|---------------------------|-----------------------|------------------------|--------------------|--------------------|-----------------------|-----------------------|-----------------------|------------------------|
|  | ACTUAL                    | BUDGET                | REMAINING              | ACTUAL             | BUDGET             | REMAINING             | ACTUAL                | BUDGET                | REMAINING              |
| 920.020 Utilities - Electricity                          | 24,138.50                 | 55,000.00             | 30,861.50              |                    |                    |                       | \$24,138.50           | \$55,000.00           | \$30,861.50            |
| 920.030 Utilities - Water & Sewer                        | 1,903.05                  | 4,000.00              | 2,096.95               |                    |                    |                       | \$1,903.05            | \$4,000.00            | \$2,096.95             |
| 934.010 Repair & Maintenance - Equipment                 | 12,002.59                 | 25,000.00             | 12,997.41              |                    |                    |                       | \$12,002.59           | \$25,000.00           | \$12,997.41            |
| 955.000 Miscellaneous Operating                          | 6,078.04                  | 20,000.00             | 13,921.96              |                    |                    |                       | \$6,078.04            | \$20,000.00           | \$13,921.96            |
| 958.010 Insurance Premium                                | 0.00                      | 60,000.00             | 60,000.00              |                    |                    |                       | \$0.00                | \$60,000.00           | \$60,000.00            |
| <b>Total 800 thru 969 Services &amp; Other Charges</b>   | <b>494,127.27</b>         | <b>1,108,006.00</b>   | <b>613,878.73</b>      | <b>12,039.58</b>   | <b>32,000.00</b>   | <b>19,960.42</b>      | <b>\$506,166.85</b>   | <b>\$1,140,006.00</b> | <b>\$633,839.15</b>    |
| 970 thru 989 Equipment & Capital Outlay                  |                           |                       |                        |                    |                    |                       | \$0.00                | \$0.00                | \$0.00                 |
| 976.000 Project Costs                                    | 1,750.00                  | 45,000.00             | 43,250.00              |                    |                    |                       | \$1,750.00            | \$45,000.00           | \$43,250.00            |
| 980.000 Equipment/Software - Capital                     | 333,041.56                | 514,855.00            | 181,813.44             |                    |                    |                       | \$333,041.56          | \$514,855.00          | \$181,813.44           |
| 980.010 Equipment/Software - Small                       | 10,130.00                 | 25,000.00             | 14,870.00              |                    |                    |                       | \$10,130.00           | \$25,000.00           | \$14,870.00            |
| 980.020 Facility - Capital                               | 9,592.10                  | 588,700.00            | 579,107.90             |                    |                    |                       | \$9,592.10            | \$588,700.00          | \$579,107.90           |
| <b>Total 970 thru 989 Equipment &amp; Capital Outlay</b> | <b>354,513.66</b>         | <b>1,173,555.00</b>   | <b>819,041.34</b>      |                    |                    |                       | <b>\$354,513.66</b>   | <b>\$1,173,555.00</b> | <b>\$819,041.34</b>    |
| 990 thru 994 Debt Service                                |                           |                       |                        |                    |                    |                       | \$0.00                | \$0.00                | \$0.00                 |
| 991.010 Loan/Lease - Principal                           |                           | 1,238,692.00          | 1,238,692.00           |                    |                    |                       | \$0.00                | \$1,238,692.00        | \$1,238,692.00         |
| 991.020 Loan/Lease - Interest                            |                           | 94,854.00             | 94,854.00              |                    |                    |                       | \$0.00                | \$94,854.00           | \$94,854.00            |
| <b>Total 990 thru 994 Debt Service</b>                   |                           | <b>1,333,546.00</b>   | <b>1,333,546.00</b>    |                    |                    |                       | <b>\$0.00</b>         | <b>\$1,333,546.00</b> | <b>\$1,333,546.00</b>  |
| <b>Total Expenses</b>                                    | <b>\$3,365,844.88</b>     | <b>\$8,910,250.00</b> | <b>\$5,544,405.12</b>  | <b>\$12,039.58</b> | <b>\$45,000.00</b> | <b>\$32,960.42</b>    | <b>\$3,377,884.46</b> | <b>\$8,955,250.00</b> | <b>\$5,577,365.54</b>  |
| NET OPERATING INCOME                                     | <b>\$869,918.72</b>       | <b>\$105,186.00</b>   | <b>\$ (764,732.72)</b> | <b>\$11,685.42</b> | <b>\$0.00</b>      | <b>\$ (11,685.42)</b> | <b>\$881,604.14</b>   | <b>\$105,186.00</b>   | <b>\$ (776,418.14)</b> |
| NET INCOME   | <b>\$869,918.72</b>       | <b>\$105,186.00</b>   | <b>\$ (764,732.72)</b> | <b>\$11,685.42</b> | <b>\$0.00</b>      | <b>\$ (11,685.42)</b> | <b>\$881,604.14</b>   | <b>\$105,186.00</b>   | <b>\$ (776,418.14)</b> |



STATE OF MICHIGAN  
DEPARTMENT OF TREASURY  
LANSING

GRETCHEN WHITMER  
GOVERNOR

RACHAEL EUBANKS  
STATE TREASURER

May 22, 2023

**Request for Improvement  
of Deficiencies -  
Corrective Action Plan**

Fiscal Year: 2022

Municipality Code: 397530

Report ID Number: 142219

**Sent Via Email**

Kalamazoo County Consolidated Dispatch Authority  
jtroyer@kccda911.org

Dear Governing Body:

The Community Engagement and Finance Division has received the audit report for the fiscal year referenced above. It is the responsibility of this division to administer certain State statutes. Consequently, your audit has been reviewed to determine compliance with budgeting, accounting, auditing, and statutory compliance related activities. This review has identified issues that we believe need your attention.

Please note the following issues corresponding to response(s) on the auditing procedures report:

- Expenditures have exceeded revenues for the last three years. Please provide an explanation for this trend.

The matter(s) described above are either violations of state statute or are deficiencies of the local unit that may impede the local unit's ability to comply with state statute.

Additional deficiencies in your report are usually found in the form of comments and recommendations located toward the end of the report or may be filed separately. The plan should identify each Auditing Procedure Report question listed above, each additional deficiency, the corrective action to be taken, the supporting documentation requested, if any, and the date in which the action is to be implemented.

Therefore, within **30 days** from the date of this letter, please submit to us a detailed Corrective Action Plan to resolve the above-mentioned matter(s), including other deficiencies noted in your audit report. To submit your Corrective Action Plan, visit the department's online filing site at [Michigan.gov/localfinancialreporting](https://www.michigan.gov/localfinancialreporting) and select the File Online Reports tab. You must request local unit user access if one does not already exist. We do not accept hard-copy or emailed responses. Please combine multiple documents as only one document can be uploaded.

Failure to respond within 30 days or an inability to demonstrate that corrective action has been implemented may result in one or more of the following:

- Denial of subsequent year qualified status under Public Act 34 of 2001, the Revised Municipal Finance Act (possibly preventing your municipality the ability to borrow money);
- Subject the local unit to an audit and/or review performed by Department of Treasury auditors at the expense of the local unit.

Please contact the audit review staff at [LAFD\\_Audits@michigan.gov](mailto:LAFD_Audits@michigan.gov) if you have any questions.

Sincerely,



Cary Jay Vaughn, CPA, CGFM  
Community Engagement and Finance Division



# Kalamazoo County Consolidated Dispatch Authority



June 20, 2023

State of Michigan  
Department of Treasury  
Community Engagement and Finance Division

Regarding your Request for Improvement of Deficiencies (Corrective Action Plan)  
Fiscal Year: 2022  
Municipality Code: 397530  
Report ID Number: 142219

Dear Treasury Agent,

We received your letter dated May 22, 2023, in which you requested a response/explanation as to why and the plan to address expenditures which have exceeded revenues for the last three years.

Kalamazoo County Consolidated Dispatch Authority (KCCDA) began a three-year capital improvement project totaling \$8.2 million in September of 2020. KCCDA authorized the use of fund balance to pay for twenty-five percent (25%) of the total project up front and a capital lease agreement was entered into for the remainder of the project. In accordance with the Government Finance Officers Association guidance on capital leases, the Blue Book states *“at the inception of a capital lease, governmental funds are required to report a financing source and an expenditure, just as though they had entered into a regular borrowing and then applied the proceeds of the borrowing to the purchase of the capital asset.”* The other financing source revenue was reported entirely in 2020 and therefore in subsequent years (2021 and 2022) a corresponding capital asset expenditure was reported for services and assets delivered without an offsetting revenue. KCCDA is expecting to complete the three-year capital improvement project this year (2023) and will have a \$162,019 of services and assets delivered which fund balance will be utilized.

Therefore, the two primary reasons for expenditures exceeding revenues over the last three years are the result of a planned expenditure of over \$2 million of fund balance as a front-loaded payment for KCCDA’s budgeted multi-year capital improvement project and accounting requirements to comply with the capital lease accounting guidelines for reporting revenues and expenditures. In all circumstances, the use of fund balance was approved to offset these expenditures. Given this explanation, KCCDA believes that the recent years revenue to expenditure deficiency resulted from the planned capital improvement project and accounting requirements related thereto; and will correct as a matter of course in fiscal year 2024. KCCDA management will, however, continue to diligently monitor the guidance on capital lease accounting and the appropriate budgeting process.



# Kalamazoo County Consolidated Dispatch Authority



In addition to the specific response/explanation request, KCCDA's 2022 audit also contained an additional deficiency related to the Preparation of GAAP Financial Statements. As is the case with many small and medium-sized governmental entities, KCCDA relies on its independent external auditors to assist in the preparation of the government-wide financial statements, fund financial statements, and notes to financial statements as part of its external financial reporting process. In accordance with GAAP, independent external auditors, by definition, cannot be considered part of the KCCDA's internal controls. Therefore, KCCDA's decision to outsource and utilize the independent external auditors to assist in the preparation of its annual financial statements is a deficiency. This decision is based on the determination that it is more cost effective to outsource this function rather than invest the time and incur the expense to obtain the necessary training and expertise for KCCDA to prepare this information internally.

KCCDA is aware of this deficiency but has determined that the cost of contracting a qualified independent third party to prepare the financial statements would not be cost effective.

Sincerely,

A handwritten signature in blue ink that reads 'Jeffery Troyer'.

Jeffery Troyer  
Executive Director  
Kalamazoo County Consolidated Dispatch Authority

cc: KCCDA Board of Directors



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:  Agency:

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

Topic:

**Brief Description:**

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

**Proposed Motion:**

No action

Agenda Request Approved:  Meeting Date:  Time:

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



## **MEETING MINUTES for**

# **Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE May 3, 2023 – Regular Meeting**

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### **ITEM 1 – CALL TO ORDER**

The Regular Meeting of the Technical Advisory Committee was called to order by Chief Scott Merlo at 10:00 a.m. on Wednesday, May 3, 2023, in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan.

### **ITEM 2 –ROLL CALL**

Members Present: Scott Merlo (WMUPD), Scott Ernstes (MSP), Matt Huber (KDPS), Bryan Ergang (KTPD), Craig Dieringer (KCMCA), Jeff Christensen (KCSO), Nick Arnold (PDPS), Gerry Leudeking (KCFCFA)

Others Present: Jeff Heppler, David Boysen, Chip Everett, Steve Stryd, Jeff Troyer, Torie Rose, Jon Moored, Marty Ftacek, Justin Johnson, and Chris McComb

### **ITEM 3 – CITIZENS' TIME**

There was none.

### **ITEM 4 – FOR CONSIDERATION**

#### **A. Administrative Monthly Report**

Mr. Troyer stated the report was sent out after the packet.

Mr. Troyer stated WMU BTR2 should be in service by May 12 and the project closed out by the end of the month.

Mr. Moored stated the VXRail server room environment upgrade has begun. The new is up and running, migration starts next Monday. There is no expected down time.

#### **B. Old Business**

##### **1. MPSCS Kalamazoo Subsystem Project (Update)**

Mr. Troyer covered this under the Administrative Report.

##### **2. Cost Analysis for KCCDA to host Law Enforcement Hexagon RMS/JMS (Update)**

Mr. Troyer stated that KCCDA IT presented the group with a cost analysis at the March meeting and promised to share with the Committee legal counsel's opinion as to whether or not the cost of the same would be a permissible use of 911 millage monies. Troyer shared the counsel's opinion with the Committee.

#### **C. New Business**

##### **1. Conditional Bonds**



Discussion occurred on the entering of conditional bonds. Judge D'Angelo requested to be added to the agenda which was agreed upon but did not attend the meeting. The Committee still had a lengthy discussion.

Mr. Ernstes stated that on April 25, Van Buren County Dispatch advised Kalamazoo County Courts were sending Kalamazoo conditional bonds to them. Van Buren Dispatch will not entering them and they are being sent back to the courts.

Mr. Troyer stated it has only been in the last twelve months that the courts have sent us anything other than protected parties.

Mr. Ernstes stated that we need a special meeting to discuss what is best for the citizens of the county, who is best to enter them and who is doing it now. Ernstes encouraged KCCDA Board of Commissioner representatives, victim advocate's group, the courts and TAC all be involved in the meeting.

Mr. Troyer stated that before anything can be considered by anyone, we need to know what the volume is. He noted that the Board is aware of this situation and that this committee is handling it. He stated he would work with Chair Merlo and Vice-Chair Ernstes to schedule a special meeting.

## 2. Radio ID's

Mr. Troyer stated IT is working on sorting agencies so a list will be sent out soon. We are asking all agencies to please take an inventory and confirm the information.

## 3. Radio Call Signs and Comm Plans

Mr. Troyer stated that we would like you to request all agencies' cooperation and make your staff use their full four-digit call signs. When a large incident occurs and everyone is on primary talkgroup, we have multiple agencies using the same three-digit call sign and it causes a lot of confusion. In addition, if a field unit needs to process a LEIN request, all agencies use a common talkgroup 39LEIN. The shortened call signs are a problem because there are duplicates and our staff member working LEIN doesn't know who is calling. He noted there will soon be a subgroup developed to create a large incident communications plan.

## 4. MDOC Absconder Unit Investigator – Request for LE Talk Group Access

Mr. Troyer stated there has been a request from the MDOC Absconder Unit for access to three primary law enforcement talk groups.

“Motion by Mr. Ernstes, second by Mr. Huber to allow access to the MDOC Absconder Unit access to three primary law enforcement talk groups as presented.”

On a voice vote, MOTION CARRIED.

## ITEM 6 – OTHER ITEMS

### D. Announcements and Member Comments

There were none.

### E. Next Meeting

The next regular scheduled Technical Advisory Committee meeting will be Wednesday, July 12, 2023, at 10:00 am, and will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, MI 49009.

**ITEM 7 - ADJOURNMENT**

F. Adjournment

The business meeting ended at 11:00 a.m. There was no quorum present, and no business conducted after 11:00 a.m.

G. Carbyne Demo

Lori Harpring from Carbyne performed a demonstration of their Universe product.

The presentation concluded at 12:05 p.m.



## **MEETING MINUTES for**

### **Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE May 25, 2023 – Special Meeting**

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#### **ITEM 1 – CALL TO ORDER**

The Special Meeting of the Technical Advisory Committee was called to order by Chief Scott Merlo at 12:00 p.m. on Thursday, May 25, 2023, in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan.

#### **ITEM 2 –ROLL CALL**

Members Present: Scott Merlo (WMUPD), Scott Ernstes (MSP), Matt Huber (KDPS), Bryan Ergang (KTPD), Craig Dieringer (KCMCA), Rick Fuller (KCSO), Nick Arnold (PDPS), Gerry Luedecking (KCFCA)

Others Present: Judges Gary Giguere, Jr., Rebecca D’Angelo, Namita Sharma, Christopher Haenicke, and Kathleen Hemingway, Prosecutor Jeff Getting, District Court Administrator Kevin Tatroe, Circuit/Probate Court Administrator Chad Kewish, County Board of Commissioners Jeff Heppler and Dale Deleeuw, David Boysen, Steve Stryd, Jeffrey Lillard, Logan Bishop, John Hurst, Chris Franks, Timothy Unangst, Patrice Lewis (YWCA), Mallory Kruienza (YWCA), Jeff Troyer, Torie Rose, Jon Moored, Marty Ftacek, Justin Johnson, and Chris McComb

#### **ITEM 3 – CITIZENS’ TIME**

There was none.

#### **ITEM 4 – FOR CONSIDERATION**

- A. Old Business
- B. New Business
  - 1. Conditional Bonds

Mr. Troyer presented a survey conducted by KCCDA Deputy Director Rose that showed how LEIN responsibilities are handled in counties with comparable sized dispatch centers. He also presented communication that was sent from the courts to five Chiefs of Police including the Sheriff and the joint response from those same individuals.

Mr. Merlo directed the introduction of all attendees of the meeting.

An open discussion about entering Conditional Bonds into LEIN was held between all parties present and the Committee. At the end of the discussion, the Committee requested the following information be provided before the next TAC meeting:

- What specific Conditional Bonds are the Courts asking KCCDA to enter?
- How many Conditional Bonds are we talking about (year-to-date monthly stats)?
- What would it take for the Courts to enter their own paperwork?

Mr. Troyer advised all parties present that he would send a follow-up email clarifying what the Committee was asking for in the coming days.

**ITEM 6 – OTHER ITEMS**

D. Announcements and Member Comments

There were none.

E. Next Meeting

The next regular scheduled Technical Advisory Committee meeting will be Wednesday, July 12, 2023, at 10:00 am, and will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, MI 49009.

**ITEM 7 - ADJOURNMENT**

F. Adjournment

The meeting adjourned at 1:06 p.m.



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:  Agency:

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

Topic:

### Brief Description:

The attached resolution will be considered by TAC on Wednesday, July 11<sup>th</sup>. Administration recommends approval.

### Proposed Motion:

Motion to approve Resolution 2023-02 – Policy and Delegation of Certain Authority Regarding Utilization of KCCDA MPSCS Member Fee Credits by Agencies as presented.

Agenda Request Approved:  Meeting Date:  Time:

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



# Kalamazoo County Consolidated Dispatch Authority



## RESOLUTION 2023-02

### **Policy And Delegation of Certain Authority Regarding Utilization of KCCDA MPSCS Member Fee Credits by Agencies Directly Dispatched by KCCDA**

**WHEREAS**, the Kalamazoo County Consolidated Dispatch Authority (“KCCDA”) Board of Directors (“Board”) approved a Memorandum of Agreement (“MOA”) on September 26, 2022 with the State of Michigan, by its Department of Technology, Management, and Budget (“DTMB-MPSCS”); and

**WHEREAS**, the MOA acknowledges the KCCDA Simulcast System, by providing Michigan Public Safety Communications System (“MPSCS”) members seamless roaming enhanced MPSCS radio coverage, is a valuable investment and enhancement to the MPSCS in the amount of \$8,267,966; and

**WHEREAS**, the MOA provides Allowable Infrastructure Credits for KCCDA to utilize for MPSCS Member Fees (radio initialization and pager talkgroup fees) as identified in MPSCS Policy 1.1.1, equal to five percent (5%) of the original infrastructure investment totaling \$413,398; and

**WHEREAS**, the MOA shall be for a maximum of ten (10) years after the date of beneficial use of the KCCDA Simulcast System, or when KCCDA’s credits are exhausted, whichever comes first; and

**NOW, THEREFORE, BE IT RESOLVED** the Board delegates to the Executive Director, authority to approve and/or utilize KCCDA MPSCS Member Fee credits under the following terms and conditions:

1. A balance of at least Sixty-Thousand Dollars (\$60,000) shall be reserved for KCCDA’s exclusive use including KCCDA initiated projects. In the event a balance remains of the reserved funds twelve months before expiration, the balance of the credits shall be subject to the remainder of these terms and conditions.
2. KCCDA MPSCS Member Fee credits above the balance in paragraph 1 may, upon approval of the Executive Director be utilized by Law Enforcement Agencies, Fire Departments, and Kalamazoo County Medical Control Authority Physician units who are directly dispatched by KCCDA and directly attributable to the delivery of 9-1-1 service as defined/permitted by the Michigan State 9-1-1 Committee’s Allowable/Disallowable Usage of 9-1-1 fees list.
3. An Agency or group of agencies meeting the criterion above, shall submit a written request to the Executive Director detailing proposed use and amount of MPSCS Member Fee

credits they are requesting approval and authorization. The agency(ies) shall supply additional information as deemed appropriate by the Executive Director including but not limited to information to verify eligibility of the proposed use/device. The Executive Director shall provide a written response to the agency's request within thirty calendar days after receipt of the written request.

4. Requests will be accepted on a first-come first-serve basis and cannot be post-dated.
5. No individual agency shall be authorized to use more than Twenty Thousand Dollars (\$20,000) of MPSCS Member Fee Credits per calendar year.
6. Any agency authorized for MPSCS Member Fee credit use, must install the recommended template (KCCDA Dispatch Zone) as approved by the KCCDA Technical Advisory Committee into any device.

**BE IT FURTHER RESOLVED** the Executive Director is authorized to coordinate the use of KCCDA MPSCS Member Fee credits with the DTMB-MPSCS.

**BE IT FURTHER RESOLVED** the Executive Director shall maintain an accounting of all MPSCS Member Fee credits authorized and provide an annual report to the Board.

I, Christine McComb, Assistant Clerk for the Kalamazoo County Consolidated Dispatch Authority Board of Directors, hereby certify the foregoing resolution was adopted by the Board of Directors at the regular meeting of said Board held on \_\_\_\_\_, 2023, at which meeting a quorum was present.

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SIGNATURE



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Administration Agency: KCCDA

Phone Number: Length of Time Needed: 3 mins Agenda Item #: 5D-1

Topic: Policy REVISION – 3.13 Employee Compensation

### Brief Description:

The administrative team is recommending personnel policy 3.13 – Employee Compensation be revised. The collective bargaining agreement for call-takers and dispatchers stipulates “The Employer reserves the right to place newly hired employees at advanced steps in the wage schedule where it views such action is necessary or appropriate”. The language in the current policy, only allows management to offer up to step 3 on the wage scale without Board Approval. We propose to allow management to place a new employee at advanced steps on the wage scaled based upon prior experience without Board approval, so it matches the collective bargaining agreement terminology.

We’ve had two instances recently where this presented a problem due to the competitive job market and the timing to get such approval to offer beyond step 3. For example – When Pride Care terminated services in Kalamazoo County, their dispatch center staff began reaching out. Thankfully, we were able to recruit two of them without going above step 3 but if we needed to go to step 4 or 5 (experience warranted it), a Special Board Meeting would have been necessary prior to us providing that person a job offer and we possibly may have missed our opportunity.

The attached policy has the proposed changes tracked.

### Proposed Motion:

Motion to approve the revision to Personnel Policy 3.13 – Employee Compensation.

Agenda Request Approved: 06/21/23 Meeting Date: 07/13/2023 Time:

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



## **Collective Bargaining Agreement ARTICLE 12: WAGE RATES**

### Section 12.1. Regular Wage Rates.

During the term of this Agreement, wages shall be paid as set forth in Appendix A to this Agreement during the term of the Agreement. Employees shall begin at the "Start" rate and shall progress from step to step in the wage schedule upon completion of the specified periods of employment in the classification; provided, however, that layoffs and leaves of absence periods shall not be included in computing the required time. The Employer reserves the right to place newly hired employees at advanced steps in the wage schedule where it views such action as necessary or appropriate.

## **KCCDA Employee Handbook & Personnel Policies**

### **Section 3.13. Employee Compensation.**

The Authority maintains a pay range/wage scale for each job classification. An employee's regular straight time rate of pay is established by the employee's placement on the range/scale. Employees normally begin at the "start" rate and progress from step to step in the pay range upon completion of the specified period of time in that classification.

Employees who are promoted to a higher paid classification will be placed at the lowest step on that pay range which provides them with an increase in pay, and will progress from step to step in the new wage classification upon completion of the specified period of time in that classification. The Executive Director may withhold a step increase from employees whose performance has not been satisfactory. The Executive Director may initially place a new employee at advanced steps on the wage scale based upon prior experience ~~but may not exceed step three (3) without Board approval.~~

The pay range for each job classification will be related to the duties and responsibilities of the position, the educational requirement for that position, the prevailing rates of pay for comparable work, increases in the cost of living, the financial condition of the Authority and other relevant considerations. The Executive Director will review these factors and make recommendations for changes to the pay ranges on an annual basis as part of the budgetary process.

All employees should routinely examine each paycheck received in a timely manner to ensure that proper payment has been made. If an employee believes an improper overpayment has been made, he/she should immediately contact his/her supervisor or the Executive Director.



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Administration Agency: KCCDA

Phone Number: Length of Time Needed: 3 mins Agenda Item #: 5D-2

Topic: NEW Fiscal Policy – Disposal of Surplus Property

### Brief Description:

The attached New Fiscal Policy is presented for consideration – Disposal of Surplus Property. The administrative team drafted this policy based on several examples and templates sent by Cohl Stoker & Toskey.

### Proposed Motion:

Motion to approve New Fiscal Policy 01.09 Disposal of Surplus Property as presented.

Agenda Request Approved: 06/21/23 Meeting Date: 07/13/2023 Time:

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

**KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY**  
**Fiscal Policies and Processes**

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***Policy 1.09***

**DISPOSAL OF SURPLUS PROPERTY**

**PURPOSE**

To dispose or sell Authority owned Surplus Property.

**POLICY**

Surplus Property is defined as Authority owned property that is no longer needed or has no practical use to the Authority (hereafter “Property”). Property shall be disposed of in accordance with this policy. All property shall be disposed of “as is” and “where is” with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or useability of the property offered.

The Authority and staff shall comply with procedures recommended by the Auditor including documentation or verification for audit purposes regarding the disposition of Authority property.

**RESPONSIBILITIES**

The Executive Director is responsible for determining the method of disposal in accordance with this policy and the coordination of the disposal process for Property other than real property. Disposition of ownership or possessory right with respect to real property, including ownership in fee, an easement, a leasehold, or any subsurface or mineral rights, in any amount, requires action by the Authority’s Board of Directors.

- A. Property acquired or purchased with grant funds shall only be disposed of in accordance with applicable grant requirements.
  
- B. Computer and Electronic Data Storage Equipment is defined as any equipment that contains electronic data, has contained electronic data, or is procured or managed by the Authority. This includes, but is not limited to Computers, Laptops, Tablets, Servers, Backup Tapes and Media Switches, Routers and Hubs, Phones, Printers, Fax Machines, Copiers, Scanners, Monitors, and External Hard Drives. Authority IT staff and/or contractors/consultants shall wipe any data or configuration on the equipment as deemed appropriate by current IT and CJIS standards. For servers, backup media, or any equipment in which data wiping is not feasible, IT staff will physically remove the data storage components for destruction of the data or configuration by physical or other permanent means.

1. If deemed appropriate by the Executive Director, certain types of computer and electronic data equipment may be disposed of in accordance with the Methods of Disposal section of this policy.
2. Flash memory devices, such as USB thumb drives or SD cards, may be disposed of so long as the memory does not nor has ever contained KCCDA data. If the device has contained KCCDA data, it shall be turned into the Network and Systems Administrator for proper wiping and disposal.
3. Any optical media, including writable CD and DVD media, containing KCCDA data shall be disposed of in accordance with shredding procedures.
4. Any electronic data consisting of records covered by the Michigan record retention policies shall be retained until such time as noted in KCCDA's record retention policy, where under storing the records is no longer required or that the records have no further value.

#### METHODS OF DISPOSAL

Based on review and determination by the Executive Director, with input from administrative staff, the following methods will be considered for disposal of surplus property:

- A. Cannibalizing
  1. Surplus Property may be disassembled and used for parts when this is the most cost-effective method of disposal for KCCDA.
- B. Trade-in of Surplus Property
  1. Surplus Property may be used in trade if determined to provide maximum benefit for KCCDA.
- C. Sale of Surplus Property
  1. Property may be sold by soliciting written bids/quotations or other similar means as approved by the Executive Director.
    - a. The Executive Director shall approve the sale of property for bids/quotes received that are less than \$10,000.
    - b. When the bid/quote is \$10,000 or more, the Board of Directors shall approve the sale of the property.
  2. Surplus Property may be sold using internet auction sites.
    - a. All persons, organizations and agencies are eligible to participate in the internet auction.

- b. Administrative staff shall provide logistical support including photos and descriptions of the auction item. Any expense incurred in conducting the auction shall be deducted from the auction receipts.
  - c. All Property sold under this method, shall be listed for a minimum of ten (10) calendar days prior to the auction.
  - d. If Property under this method does not sell after two consecutive auctions, the Executive Director will determine another method of disposal.
3. Surplus Property may be sold as scrap (metal and other components) through a reputable recycling dealer without competitive bids if the value of the scrap is less than \$1,000.
  4. KCCCA reserves to itself the right and prerogative: to reject any and all proposals, responses, offers and/or bids to purchase any Property; to reject any proposals, responses, offers and/or bids; or to reject any offer which in the discretion of KCCDA untimely, incomplete, irregular, not responsive or not responsible; or to withdraw solicitation (including on an auction site) of any Property prior to the acceptance of or entry into any purchase agreement. KCCDA reserves the right to waive informalities or irregularities in any of the processes, procedures, terms or conditions set forth in this Policy.
- D. Property Having No Value
1. Property that has no practical value may be disposed of in the proper manner for the item.
  2. If Property cannot be recycled or disposed of in the regular solid waste disposal process, administration shall make arrangements to take the property to the appropriate disposal location.
  3. No Surplus Property shall be given to KCCDA officials or employees.

UNAUTHORIZED DISPOSAL

- A. Transferring, selling, donating, scrapping, recycling, or disposing of Property by KCCDA officials or employees for personal gain or to benefit the interest of any person or party other than the KCCDA, including handling or disposal of trash or junk except as directed by KCCDA personnel lawfully and duly authorized and designated to direct such activity, is strictly forbidden.
- B. KCCDA officials or employees may not bid on or seek to purchase nor purchase Property offered for sale or salvage under this Policy.

- C. KCCDA officials or employees shall not claim ownership of, give away, recover, or salvage any materials abandoned, disposed or stored upon KCCDA premises, including trash or other materials, placed in, upon or in the vicinity of recycling or collection cans, dumpsters or bins located on KCCDA premises, or collection or debris piles, or other KCCDA storage or disposal facilities or refuse sites, and including any such facility or site belonging to any KCCDA tenant.

Furthermore, KCCDA officials and employees shall not obtain Property or the proceeds from the disposal of Property designated for disposal as trash, scrap, or as recyclables, except as lawfully authorized by the Executive Director. This prohibition includes giving any such Property or proceeds to any person or party other than for the duly authorized benefit and interest of the KCCDA, or authorizing any other person or party to accept, receive or take any such surplus property to benefit their own interest, except as provided herein above.