



MINUTES

REGULAR MEETING

May 9, 2024

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Vice Chairperson James 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 9, 2024.

ITEM 2 – ROLL CALL

Members Present: Tracey Moored, Jim Ritsema, Matt Huber, Don Martin, Steven Leuty, Dale Deleeuw, Greg McComb, Rick Fuller, Scott Ernstes, Craig Dieringer, Pat McGinnis (by phone)

Others Present: Kevin Catlin, Jeff Troyer, Victoria Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. Minutes of the March 14, 2024, Regular Meeting

“Motion by Mr. Martin, second by Mr. McComb to approve the minutes of the March 14, 2024, Regular Meeting as presented.”

On a voice vote, MOTION CARRIED.

ITEM 5 – CITIZENS’ TIME

There was none.

ITEM 6 - FOR CONSIDERATION

A. Executive Director Report

1. Administrative Monthly Report

Mr. Troyer presented a timeline for the May 7<sup>th</sup> tornado events.

Mr. Fuller stated the dispatch center was on top of it when the second tornado came in. It was a very tense moment, and he is very thankful for the work dispatch did.

2. March and April Reconciliation Report

Mr. Troyer stated the March and April Reconciliation Reports were included in the packet and there were no anomalies.

3. Year-to-Date Budget Performance Report

- a. Fiscal Year 2023
- b. Fiscal Year 2024 – General Fund & Capital Projects Fund

Mr. Troyer stated the General and Capital Projects Fund performance reports were included in the packet.

4. Correspondence

There was none.

B. Committee Reports

1. Executive Committee – Jan VanDerKley

- a. Meeting Minutes from January 9, 2024, Regular Meeting

Mr. Ritsema stated the minutes included in the packet. The Committee met Tuesday and they look forward to the audit presentation coming up.

2. Personnel Committee – Pat McGinnis

Mr. McGinnis stated he had nothing to report.

3. Technical Advisory Committee – Scott Ernstes

- a. Meeting minutes from March 6, 2024
- b. CAD and Mobile System Proposals – Administration’s Recommendations

Mr. Troyer stated the minutes were included in the packet. The Committee received a recommendation from Administration regarding the CAD and Mobile System proposals, and it is included in the packet. TAC unanimously supported the recommendation to move forward with the current system and turn down the proposals that were submitted.

- c. Prepared Live

Mr. Troyer announced that the dispatch center began using Prepared Live, allowing them to bring different media into the dispatch center. This is an all-in-one solution, all texts come in on this as well as video. Mr. Troyer presented a short demonstration and noted the system also has translation functionality.

4. Finance Committee – Don Martin

- a. Meeting minutes from April 30, 2024
- b. 2024 General Fund Budget Amendment – REVISION I

Mr. Troyer presented a review of the General Fund Budget Amendment.

“Motion by Mr. Leuty, second by Mr. Fuller to approve 2024 General Fund Budget Amendment – REVISION I resulting in total expenditures equal to \$9,174,629 as presented.”

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

c. 2024 Capital Projects Fund Budget Amendment – REVISION I

Mr. Troyer presented the Capital Projects Fund Amendment. He noted the budget amendment was put together before the CAD and Mobile System recommendation, so it is still in this budget revision.

“Motion by Mr. McComb, second by Mr. Leuty to approve the 2024 Capital Projects Fund Budget Amendment – REVISION I resulting in total expenditures equal to \$2,249,000 as presented.”

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

C. Old Business

There was none.

D. New Business

1. Fiscal Year 2023 Financial Audit Presentation

Brian Hake, Manager at Kruggel Lawton, presented the 2023 financial audit. He stated the Authority was issued an unmodified opinion and it was a successful audit.

ITEM 7 – OTHER ITEMS

A. Announcements and Member Comments

Mr. Fuller reiterated that he was thankful for the work dispatch did during the tornado.

Mr. McGinnis stated he was also thankful.

B. Next regular scheduled meeting – July 11, 2024 (Chief Switalski Meeting Room)

ITEM 8 - ADJOURNMENT

The meeting was adjourned at 4:12 p.m.

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Chris McComb  
Deputy Clerk of KCCDA Board of Directors