



MINUTES

REGULAR MEETING

July 11, 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, July 11, 2024.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Matt Huber, Pat McGinnis, Rick Fuller, Dale Deleeuw, Don Martin, Steven Leuty, Scott Merlo, Greg McComb

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

ITEM 3 – APPROVAL OF MEETING MINUTES

A. Minutes of the May 9, 2024, Regular Meeting

“Motion by Mr. Martin, second by Mr. Deleeuw to approve the minutes of the May 9, 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 review of the Administrative Monthly Report that was included in the packet.

2. May and June Reconciliation Report

Mr. Troyer stated the May and June Reconciliation Reports were included in the packet and there were no anomalies. He noted the MiClass was doing well and earning \$20,000 each month in interest.

3. Year-to-Date Budget Performance Report

- a. 2024 – General Fund
- b. 2024 – Capital Projects Fund

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

4. Correspondence

Mr. Troyer stated he received one item after the packets went out. New Kalamazoo Township Manager Tracy Moored will now be the second primary for the Township and Steven Leuty will be the alternate. Ms. Moored will also be on the Personnel Committee.

B. Committee Reports

1. Executive Committee – Jim Ritsema

- a. Meeting Minutes from May 7, 2024, Regular Meeting

Mr. Ritsema stated the minutes included in the packet. The Committee met Tuesday and reviewed the agenda.

2. Personnel Committee – Pat McGinnis

The Committee had nothing to report.

3. Technical Advisory Committee – Scott Merlo

- a. Meeting minutes from May 1, 2024

Mr. Merlo stated the minutes were included and the Committee reviewed a policy revision.

4. Finance Committee – Don Martin

Mr. Martin stated the Committee had not met.

C. Old Business

There was none.

D. New Business

1. Security Camera Upgrade Project

Mr. Troyer stated the upgrade was scheduled for last year but wasn't completed. Staff has obtained three quotes to increase the resolution from our existing cameras and for infrared cameras outside the building due to past issues in the parking lot. The budgeted amount in 2023 was \$15,000. Staff is asking for the Board to authorize the project and accept Trace3's quote of \$10,918. If approved, this will be included in REVISION II.

“Motion by Mr. Fuller, Second by Mr. Merlo to approve the Trace3 quote for the Security Camera Upgrade Project to be paid from the Capital Projects Fund.”

On a roll call vote, **MOTION CARRIED.**

2. MI Tri-Share Employer Agreement with the United Way of Northwest Michigan

Mr. Troyer stated the Board approved to participate in Tri-Share and adopted the employer agreement. Tri-Share had five regional hubs at that time, but that is changing, and the State is switching to one state-wide administrator, United Way. The employee pays their 1/3 to the childcare center currently, we are invoiced by and pay the State then the State pays childcare for the other 2/3. They will now require the employer to collect the employee’s share of care. The change is effective August 1, but we have asked for additional time because there will be significant changes in our administrative guidelines.

“Motion by Mr. McGinnis, Second by Mr. Leuty to approve the Michigan Tri-Share Employer Agreement with United Way of Northern Michigan and authorize the Executive Director to execute the document.”

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

3. Resolution 2024-01 – Emergency Communications Officer Positions

Mr. Troyer explained that we currently have thirty-six full-time ECO II’s and twelve full-time ECO I’s. Administration is asking to adjust to twenty-eight ECO II’s and sixteen ECO I’s. This will allow the hiring of additional new ECO I’s if there are current that are transitioning to ECO II.

“Motion by Mr. Huber, Second by Mr. McComb to approve Resolution 2024-01 – Emergency Communications Officer Positions as presented.”

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

ITEM 7 – OTHER ITEMS

A. Announcements and Member Comments

Mr. Fuller announced several departmental promotions.

Mr. McGinnis announced Portage Fire Department promotions.

B. Next regular scheduled meeting – September 12, 2024 (Chief Switalski Meeting Room)

ITEM 8 - ADJOURNMENT

The meeting was adjourned at 3:51 p.m.

Chris McComb
Deputy Clerk of KCCDA Board of Directors