



MINUTES

REGULAR MEETING

September 14, 2023

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Chairperson Jan VanDerKley at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, September 14, 2023.

ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Matt Huber, Pat McGinnis, Rick Fuller, Dale Deleeuw, Scott Ernstes, Don Martin, Steven Leuty, Jan VanDerKley, Scott Merlo, Greg McComb, William Fales (arrived at 3:43)

Others Present: Jeff Heppler, Chad Tackett, Kevin Catlin, Jeff Troyer, Victoria Rose, Jon Moored, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. Minutes of the July 13, 2023, Regular Meeting

“Motion by Mr. Fuller, second by Mr. Martin to approve the minutes of the July 13, 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. Administrative Monthly Report

Mr. Troyer provided a review of the monthly report that was included in the packet. He noted the final documents for the Motorola project have been signed. He also stated the migration of partner agencies, i.e., Animal Control, Medical Examiner, to electronic notification is continuing.

2. July and August Reconciliation Reports

Mr. Troyer stated the reconciliation reports for July and August were in the packet. He noted MiClass is performing well.

3. Year-to-Date Budget Performance Report

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

4. Correspondence

Mr. Troyer stated there was no correspondence to present.

B. Committee Reports

1. Executive Committee – Jan VanDerKley

a. Meeting minutes from Regular Meeting July 12<sup>th</sup> (Informational only)

Ms. VanDerKley stated there was no quorum at the Executive Committee, so discussion was held but no action taken. She noted she will recuse herself during the discussion of the WMUK tower co-location request.

b. WMUK Tower Co-location Request

Mr. McGinnis stated the Executive Director will be working with WMUK to evaluate the feasibility of their co-location request.

2. Personnel Committee – Pat McGinnis

Mr. McGinnis had nothing to report from the Personnel Committee.

3. Technical Advisory Committee

a. Meeting Minutes from Regular Meeting July 12<sup>th</sup> (Informational Only)

b. Joint Request for Proposal – CAD and Mobile, RMS, and JMS

Mr. Merlo stated TAC passed a motion to approve the dispatch portion of the joint RFP.

Mr. Troyer stated the draft RFP was included in the packet. If approved for release, it is tentatively scheduled to go out on Monday. The bid opening and pre-proposal meeting will be held at KCCDA, with proposals due December 9<sup>th</sup> and a recommendation back to the Board within six months.

“Motion by Mr. McGinnis, second by Mr. Huber to approve the CAD and Mobile Computing section of the RFP and allow the Executive Director to proceed with the release of the General Terms and Conditions and Exhibit as presented.”

On a voice vote, MOTION CARRIED.

Mr. Huber thanked Mr. Troyer for his leadership on the RFP project.

4. Finance Committee – Don Martin

Mr. Martin had nothing to report from the Finance Committee.

C. Old Business

There was none.

D. New Business

1. Audio Visual Recommendation for Meeting/Board and Admin Conference Rooms

Mr. Troyer stated one of the projects for this year was to upgrade the Board room audio/visual capabilities for hybrid meetings. When staff were meeting with vendors, the Admin Conference room was included as an optional quote. Four quotes were received, and IT recommends contracting with Third Coast Technology's quote for both rooms.

“Motion by Mr. McComb, second by Mr. Ritsema to approve Third Coast Tech, LLC's proposal totaling \$57,702 to upgrade the Chief Switalski Meeting and Administrative Conference Rooms as presented.”

On a voice vote, MOTION CARRIED.

ITEM 7 – OTHER ITEMS

A. Announcements and Member Comments

Mr. Catlin asked for clarification on the conditional bond issue.

Mr. Troyer stated Dispatch is not doing anything less than what we or any other agency has always done. The Technical Advisory Committee (TAC) serves as the LEIN oversight policy committee and has the authority when it comes to LEIN policies. Entering of bonds and orders was discussed at the last TAC meeting and the committee feels court paperwork staying at the courts is the safest pathway for citizens and causes the least liability and delays for all agencies. TAC will be submitting a letter to the Board of Commissioners explaining this and asking for them to support funding for the Courts to enter their own conditions and orders.

Dr. Fales stated there was a significant change in the EMS system when Pride shut down, making Life EMS the default for all the county except Ross Township. Mr. Troyer, Ms. Rose, and their team prepared a plan that made the transition seamless. He stated he pulled data for the two months after the change and countywide response times have improved in almost every area. He noted ECHO calls were rolled out last fall and there have been a number of cases where it has created good outcomes for citizens. He expressed his appreciation to Mr. Troyer and his team.

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

ITEM 8 - ADJOURNMENT

The meeting was adjourned at 4:18 p.m.

---

Chris McComb  
Deputy Clerk of KCCDA Board of Directors