



MINUTES

REGULAR MEETING

November 9, 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, William Fales, Scott Ernestes, Don Martin, Steven Leuty, Jan VanDerKley, Scott Merlo, Greg McComb

Others Present: Kevin Catlin, Craig Dieringer, Tracie Moored, Jeff Troyer, Victoria Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. Minutes of the September 14, 2023, Regular Meeting

“Motion by Mr. Merlo, second by Mr. Fuller to approve the minutes of the September 14, 2023, Regular Meeting as presented.”

On a voice vote, MOTION CARRIED.

ITEM 4 – CITIZENS' TIME

There was none.

ITEM 5 – PUBLIC HEARING – 2024 BUDGET PROPOSAL

The Public Hearing for the KCCDA 2024 Budget Proposal was opened at 3:30 p.m.

There were no comments.

The Public Hearing for the KCCDA 2024 Budget Proposal was closed at 3:33 p.m.

ITEM 6 - FOR CONSIDERATION

A. Executive Director Report

1. Administrative Monthly Report

Mr. Troyer stated the monthly reports were all included in the packet. He noted that on Tuesday at 5 a.m., dispatch staff transitioned operations upstairs to allow for a deep clean and carpet cleaning in the dispatch center. He also stated he would be sending out notification that KCCDA will be hosting a holiday luncheon for municipal leaders. The Government Stakeholders Holiday Luncheon will be held December 6. The Township Supervisors meeting will be held at 10 a.m. for about one hour, then there will be a sharing hour, then lunch will be provided with presentation of public safety trends for the year.

B. Committee Reports

1. Executive Committee – Jan VanDerKley

- a. Meeting notes (Informational only, no quorum) from September 5, 2023, Regular Meeting

Ms. VanDerKley stated the meeting notes were presented in the packet.

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 September 6 and November 1 (Informational Only)
- b. Prepared Live – Text-to-911, Pictures and Video (INdigital Agreement Amendment)

Mr. Troyer stated the TAC Committee had demonstrations for two products and preferred Prepared Live over Carbyne. Carbyne would only provide pictures and video, no text-to-911. Prepared teams with INdigital for all three so the dispatchers will not need to log into another app. The INdigital agreement will be amended \$15,000 in this year's budget.

“Motion by Mr. Ritsema, second by Mr. Martin to authorize the Executive Director to execute the amendment to the existing INdigital services and support agreement after budget appropriation and final review by legal counsel.”

On a voice vote, MOTION CARRIED.

4. Finance Committee – Don Martin

- a. Meeting Minutes from Regular Meeting October 31, 2023
- b. Resolution 2023-03 – Establishment of the Capital Projects Fund and Authorizing and Appropriating an Initial Installment/Transfer to the fund

Mr. Troyer stated that the Motorola Lease Purchase Agreement was a multi-year project, with all revenue accounted for in year one and delivery in the next two years so revenue and expenditures appeared off. Our Auditors and Legal Counsel helped establish the capital projects fund, so projects as such can be recorded outside the general fund moving forward. This appropriates an initial transfer from the General Fund to this fund, occurring this year, so when the audit is done it will show funds earmarked for the new fund.

“Motion by Mr. Fuller, second by Mr. Merlo to approve Resolution 2023-03: Establishment of the Capital Projects Fund and Authorizing and Appropriating an Initial Installment/Transfer to the Fund.”

On a voice vote, MOTION CARRIED.

- c. 2023 Budget Amendment – Revision II

Mr. Troyer reviewed the 2023 Budget Amendment.

“Motion by Mr. Martin, second by Mr. Leuty to approve the 2023 Budget Amendment Revision II as presented; including total expenditures of \$8,463,620.”

On a roll call vote, Yes – 12, No – 0. MOTION CARRIED.

- d. 2024 Budget Proposal

Mr. Troyer reviewed the 2024 Budget Proposal.

“Motion by Mr. McGinnis, second by Mr. Huber to approve the 2024 Budget consisting of \$8,919,629 in General Fund expenditures and Capital Fund expenditures totaling \$2,290,000.”

On a roll call vote, Yes – 12, No – 0. MOTION CARRIED.

C. Old Business

There was none.

D. New Business

1. 2024 Board of Directors Regular Meeting Dates

Mr. Troyer presented the proposed 2024 Board of Directors Meeting Dates

“Motion by Mr. Merlo, second by Mr. Martin to approve the 2024 KCCDA Board of Directors meeting dates as presented.”

On a voice vote, MOTION CARRIED.

ITEM 7 – OTHER ITEMS

A. Announcements and Member Comments

Ms. VanDerKley wished everyone a Happy Thanksgiving and Happy Holidays.

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

ITEM 8 - ADJOURNMENT

The meeting was adjourned at 4:19 p.m.

Chris McComb
Deputy Clerk of KCCDA Board of Directors