



MINUTES

REGULAR MEETING

September 12, 2024

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Treasurer Don Martin at 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, September 12, 2024.

ITEM 2 – ROLL CALL

Members Present: Matt Huber, Adam Herringa, Jim VanDyken, Jeff Hepler, Don Martin, Tracie Moored, Scott Merlo, Greg McComb

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

ITEM 3 – APPROVAL OF MEETING MINUTES

A. Minutes of the July 11, 2024, Regular Meeting

“Motion by Mr. Hepler, second by Mr. Martin to approve the minutes of the July 11, 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. July and August Reconciliation Report

Mr. Troyer stated the May and June Reconciliation Reports were included in the packet and there were no anomalies.

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

- a. Mr. Troyer stated Kalamazoo Township Manager Tracy Moored is the second primary for the Township and Steven Leuty will be the alternate. Ms. Moored will also be on the Personnel Committee. He noted that Ms. Moored has served on the Board before in her other roles. He also noted that for full disclosure she was the mother of KCCDA Network and Systems Administrator Jon Moored.
- b. Western Michigan University appointed Corey Ghiringhelli to replace Tracie Moored as alternate to Jan VanDerKley.

B. Committee Reports

1. Executive Committee – Don Martin

- a. Meeting Minutes from July 2, 2024, Regular Meeting

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

2. Personnel Committee

The Committee had nothing to report.

3. Technical Advisory Committee – Scott Merlo

- a. Meeting minutes from July 10, 2024

Mr. Merlo stated the minutes were included for review.

- b. Semco Energy License Agreement

Mr. Troyer explained the Semco Energy License Agreement is similar to Consumers Energy, but Semco doesn't have a substantial service area in this county. The agreement will be for a flat dollar amount, there will be no access to tower sites, and there will be no equipment at the sites. Usage will be evaluated, and the agreement will be brought back to the Board if modifications are needed.

“Motion by Mr. Huber, Second by Mr. Merlo to approve the Semco Energy License Agreement as presented.”

On a roll call vote, MOTION CARRIED.

c. Recommendation: Non-Emergency Call-Taking AI Solution

Mr. Merlo stated TAC voted for a unanimous recommendation to adopt the AI Solution for non-emergency call taking.

Mr. Troyer stated that both the Finance Committee and TAC approved of the recommendation to adopt this solution. Staff have been exploring AI in Quality Assurance and non-emergency call taking. The call taking solution has been presented at national conferences and the vendor has been highly recommended. Saginaw County went live with this solution two weeks ago. Staff has been working with Aurelian for about two months evaluating. Mr. Troyer presented a demonstration, noting this solution can process 80-90% of the calls it receives.

4. Finance Committee – Don Martin

a. DRAFT Meeting Minutes from August 27

b. 2024 Capital Projects Fund Budget Amendment – Revision II

C. Old Business

There was none.

D. New Business

1. 2024 Capital Projects Fund Budget Amendment – Revision II

Mr. Troyer stated the 2024 capital projects fund budget amendment is included in the packet. Finance approved and recommended. When we did R I, the recommendation had not been made for CAD. We have since decided to stay with Tyler, this amendment removes that expenditure. Security camera project completed. New capital project, AI, included. Supporting documentation included.

“Motion by Mr. McComb, Second by Mr. Merlo to approve the 2024 Capital Projects Fund Budget Amendment with total expenditures of \$607,918.”

On a roll call vote, Yes – 8, No – 0. **MOTION CARRIED.**

ITEM 7 – OTHER ITEMS

A. Announcements and Member Comments

There were none.

B. Next regular scheduled meeting – November 14, 2024 (Chief Switalski Meeting Room)

ITEM 8 - ADJOURNMENT

The meeting was adjourned at 4:09 p.m.

Chris McComb
Deputy Clerk of KCCDA Board of Directors