



NOTICE and AGENDA for **Kalamazoo County Consolidated Dispatch Authority** **Executive Committee** **January 7, 2025**

PLEASE TAKE NOTICE that a REGULAR Meeting of the Kalamazoo County Consolidated Dispatch Authority Executive Committee will be held on **Tuesday, January 7, 2025** at 4:00 p.m. in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo Michigan for consideration of items, namely, on this Agenda.

ITEM 1 – CALL TO ORDER

ITEM 2 – ROLL CALL

Jan Van Der Kley, Chairperson		Jim Ritsema, Vice-Chairperson	
Rick Fuller, Clerk		Tracie Moored, Treasurer	
Pat McGinnis, Personnel Committee Chairperson			

ITEM 3 – APPROVAL OF MEETING MINUTES

- A. Meeting Minutes from November 5, 2024

ITEM 4 – CITIZENS’ TIME

The Committee welcomes members of the public to express their ideas or concerns about issues affecting Kalamazoo County Consolidated Dispatch Authority. Members of the public wishing to speak are requested to stand and state their full name and address for the record. Each member of the public is limited to four minutes or less.

ITEM 5 – FOR CONSIDERATION

- A. Old Business

- B. New Business
 - 1. Draft Board Agenda for January 9th

ITEM 6 – OTHER ITEMS

- B. Announcements and Member Comments
- C. Next Regular Meeting – March 4, 2025, at 4:00 p.m.

ITEM 7 – ADJOURNMENT

KCCDA meetings are open to all without regard to religion, race, color, national origin, sex, sexual orientation, gender identity or expression, height, weight, familial status, marital status, disability, or any other legally protected class. The KCCDA will provide special aid or assistance to attend a KCCDA meeting and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities, upon four (4) business days’ notice to the KCCDA. Individuals with disabilities requiring auxiliary aids or services should contact KCCDA by emailing admin@kccda911.org or calling (269) 488-8911.



MEETING MINUTES

Kalamazoo County Consolidated Dispatch Authority EXECUTIVE COMMITTEE November 5, 2024

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Executive Committee, held in the Chief Switalski Meeting Room at KCCDA was called to order by Jan VanDerKley at 4:00 p.m. on Tuesday, November 5, 2024.

ITEM 2 – ROLL CALL

Members Present: Jan VanDerKley, Jim Ritsema, Don Martin, Patrick McGinnis

Others Present: Jeff Troyer, Torie Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. Meeting Minutes from July 2, 2024

“Motion by Mr. Martin, second by Mr. McGinnis to approve the meeting minutes from July 2, 2024, as presented.”

On a voice vote, MOTION CARRIED.

ITEM 4 – CITIZENS' TIME

There was none.

ITEM 5 – FOR CONSIDERATION

A. Old Business

There was none.

B. New Business

1. Board of Directors Treasurer

Mr. Troyer stated the November meeting will be Don Martin's last meeting. Mr. Martin has recommended Tracie Moored, Kalamazoo Township Superintendent, as his replacement.

“Motion by Mr. Ritsema, second by Ms. VanDerKley to nominate Tracie Moored to replace Don Martin as the Treasurer of the Kalamazoo County Consolidated Dispatch Authority Board of Directors.”

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

Ms. VanDerKley thanked Mr. Martin for everything he has contributed and for being a key part of the consolidated process.

Mr. Martin stated this has been his favorite position.

2. 2025 Executive Committee Meeting Dates

Mr. Troyer presented the 2025 Executive Committee meeting dates.

“Motion by Mr. McGinnis, second by Mr. Ritsema to approve the proposed 2025 Executive Committee meeting dates as presented.”

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

3. Draft Board Agenda for November 14

Mr. Troyer reviewed the draft agenda and proposed budget for the November 14 Board meeting.

ITEM 6 – **OTHER ITEMS**

A. Announcements and Member Comments

There were none.

B. Next Meeting – January 7, 2024, at 4:00 p.m.

ITEM 7 – **ADJOURNMENT**

The meeting was adjourned at 4:31 p.m.



NOTICE and AGENDA for
Kalamazoo County Consolidated Dispatch Authority
BOARD OF DIRECTORS
January 9, 2025 – Regular Meeting

PLEASE TAKE NOTICE that a REGULAR Meeting of the Kalamazoo County Consolidated Dispatch Authority (KCCDA) Board of Directors will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, Michigan on **Thursday, January 9th, 2025** at 3:30 p.m. for consideration of items, namely, on this Agenda.

ITEM 1 – CALL TO ORDER

ITEM 2 – ROLL CALL

Western Michigan University <i>Jan VanDerKley, Chairperson (Alt. C. Ghiringhelli)</i>	City of Kalamazoo <i>Jim Ritsema, Vice-Chairperson (Alt. J. Chamberlain)</i>	
Western Michigan University <i>Scott Merlo (Alt. T. Unangst)</i>	City of Kalamazoo <i>Matt Huber (Alt. D. Boysen)</i>	
City of Portage <i>Pat McGinnis (Alt. A. Herringa)</i>	Township of Kalamazoo <i>Tracie Moored, Treasurer (Alt. S. Leuty)</i>	
City of Portage <i>Victor Ledbetter (Alt. P. Randall)</i>	Township of Kalamazoo <i>Don Martin (Alt. S. Leuty)</i>	
Kalamazoo County Board of Commissioners <i>Dale Deleeuw (Alt. J. Heppler)</i>	Kalamazoo County Fire Chiefs Association <i>Greg McComb (Alt. C. Tackett)</i>	
Kalamazoo County Sheriff <i>Richard Fuller, Secretary (Alt. J. VanDyken)</i>	Michigan State Police <i>Scott Ernstes (Alt. D. Hinz)</i>	
Kalamazoo County Medical Control Authority <i>William Fales (Alt. M. Bentley)</i>		

ITEM 3 – ORGANIZATIONAL ITEMS

- A. Election of 2025 Officers – Chairperson, Vice-Chairperson, Treasurer and Clerk

ITEM 4 – APPROVAL OF MEETING MINUTES

- A. November 14th – Regular Meeting

ITEM 5 – CITIZENS’ TIME

The Board welcomes members of the public to express their ideas or concerns about issues affecting Kalamazoo County Consolidated Dispatch Authority. Members of the public wishing to speak are requested to stand or raise your hand. Please wait for the Chairperson to acknowledge you. Once acknowledged, please state your full name and address for the record, followed by your comments. Each member of the public is limited to four minutes or less.

ITEM 6 – FOR CONSIDERATION

- A. Executive Director Report
 - 1. Administrative Monthly Report
 - 2. November and December Reconciliation Reports
 - 3. Year-to-Date Budget Performance Report (2024)
 - 4. Correspondence
- B. Committee Reports
 - 1. Executive Committee – Jan Van Der Kley
 - 2. Personnel Committee – Pat McGinnis
 - a. Earned Sick Time Act Compliance
 - b. Executive Director Performance Appraisal

3. Technical Advisory Committee – Scott Merlo
 4. Finance Committee – Don Martin
- C. Old Business
 - D. New Business

ITEM 7 – OTHER ITEMS

- A. Announcements and Member Comments
- B. Next regular scheduled meeting – March 13th (Chief Switalski Meeting Room)

ITEM 8 – ADJOURNMENT

KCCDA meetings are open to all without regard to religion, race, color, national origin, sex, sexual orientation, gender identity or expression, height, weight, familial status, marital status, disability, or any other legally protected class. The KCCDA will provide special aid or assistance to attend a KCCDA meeting and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities, upon four (4) business days' notice to the KCCDA. Individuals with disabilities requiring auxiliary aids or services should contact KCCDA by emailing admin@kccda911.org or calling (269) 488-8911.

Executive Director Performance Appraisal

EMPLOYEE NAME: Jeffery Troyer

POSITION TITLE: Executive Director

REVIEW PERIOD: February 2024 - January 2025

APPRAISAL DATE: _____



INSTRUCTIONS:

The Executive Director shall provide to the Personnel Committee a summary of accomplishments, including the mutually agreed upon goals/performance objectives for the review period. In the form, you will be asked to rate the Executive Director's performance for a number of essential job functions.

The Committee will convene a regular meeting in late January or early February to discuss each category and come to a consensus on an agreeable score for each sub-categorical. The categorical score will be formulated by the average of the sub-categorical ratings or if no sub-categories exist (mutually agreed upon goals/performance objectives), the categorical score will be inserted by the Committee. Committee members should be prepared to offer supporting comments for any areas in which you feel the Executive Director either excelled or performed poorly.

Each item will be scored on a one (1) thru (5) scale, as follows:

- 5 -- Far Exceeds Normal Job Expectations**
Performance always exceeds normal job requirements/expectations and shows exceptional commitment to the position and tasks involved. Displays significant work effort that far exceeds the normative responsibilities.
- 4 -- Exceeds Normal Job Expectations**
Performance often exceeds normal job requirements/expectations.
- 3 -- Achieves Normal Job Expectations**
Performance meets normal job requirements/expectations but does rarely exceeds them.
- 2 -- Below Normal Job Expectations**
Performance is below normal job requirements/expectations in important areas and immediate improvement is required.
- 1 -- Far Below Normal Job Expectations**
Performance is significantly below normal job requirements/expectations especially in essential areas. Reassignment or termination should be considered.

Following the evaluation session, the Committee and the Executive Director will work to develop goals/performance objectives for the next review period. The Committee shall take action to present the completed performance appraisal and the mutually agreed upon goals/performance objectives for the next review period to the Board of Directors at their next regular scheduled meeting for consideration.

The Board of Directors shall review, consider any changes/modifications and ultimately approve the performance appraisal at which time the Board Chair, Personnel Committee Chair and the Executive Director shall sign the form.

CATEGORY 1: Operational Management		6.875% of Score	Overall Rating: ####
		<u>Sub-Category Rating</u>	
1a --	Knowledge of PSAP/ECC statutory requirements and best practices	_____	_____
	Seeks input from agencies and workgroups/committees on issues impacting the operation	_____	_____
1b --	and develops, recommends and implements countywide operational procedures accordingly	_____	_____
1c --	Analyze/Identify issues effecting the operation and develops strategies and plans for the future	_____	_____
1d --	Effectively manages time and competing priorities	_____	_____

CATEGORY 2: Financial Management		6.875% of Score	Overall Rating: ####
		<u>Sub-Category Rating</u>	
2a --	Develops and adequately implements and manages the budget including plans for short and long-term capital improvement projects	_____	_____
	Knowledge of Generally Accepted Accounting Principles, the Uniform Budget and	_____	_____
2b --	Accounting Act and adequately balances KCCDA's general ledger against financial statements	_____	_____
2c --	Develops efficient and innovative strategies to minimize business costs	_____	_____
2d --	Develops and recommends fiscal policies with strong checks and balances	_____	_____

CATEGORY 3: HR and Personnel Management		6.875% of Score	Overall Rating: ####
		<u>Sub-Category Rating</u>	
3a --	Adequately promotes and recruits quality personnel and ensures all required personnel meet the State 911 Committee's minimum training standards	_____	_____
3b --	Works well and maintains good interpersonal relations with various employee groups (union and non-union) and addresses employee needs while remaining fiscally responsible	_____	_____
3c --	Treats all employees equally and with respect; creates a healthy work environment	_____	_____

CATEGORY 4: Project Management		6.875% of Score	Overall Rating: ####
		<u>Sub-Category Rating</u>	
4a --	Analyzes and determines appropriate measures, priorities, and coordinates measures to achieve project goals	_____	_____
4b --	Produces clear project status reports and communicates candidly and tactfully with groups, committees and the board of project status; including any challenges or obstacles	_____	_____
4c --	Analyzes, recommends and communicates project go-live plans that minimize service interruptions for residents and end-user agencies.	_____	_____

CATEGORY 5: Leadership Skills		6.875% of Score	Overall Rating: ####
		<u>Sub-Category Rating</u>	
5a --	Acts with integrity, treats others with respect and dignity, and promotes and encourages teamwork	_____	_____
5b --	Participates and collaborates with partner agencies/entities to resolve county-wide challenges/problems	_____	_____
5c --	Acknowledges the success of employees, recognizes their contributions and provides mentorship to others	_____	_____
5d --	Delegates key responsibilities to team members on a rational basis	_____	_____

CATEGORY 6: Communication Skills		6.875% of Score	Overall Rating: ####
		<u>Sub-Category Rating</u>	
6a --	Written and verbal communications with staff, end-user agencies/partners, Committees and the Board are candid and tactful	_____	_____
6b --	Provides timely and quality reports to end-user agencies/partners, Committees and the Board	_____	_____
6c --	A constructive communicator capable of discussing difficult issues effectively and to the point; handles confrontational communication with ease	_____	_____
6d --	Facilitator of difficult conversations among team members and/or other parties that result in new ideas and compromised solutions	_____	_____

CATEGORY 7: Professionalism		6.875% of Score	Overall Rating: ####
		<u>Sub-Category Rating</u>	
7a --	Acts ethically and honestly and represents KCCDA well in front of all audiences	_____	_____
7b --	Projects a professional image in dress and appearance	_____	_____
7c --	Acceptable to feedback and handles setbacks and failures constructively	_____	_____
7d --	Displays a passionate and positive attitude	_____	_____

CATEGORY 8: Board Relations		6.875% of Score	Overall Rating: ####
		<u>Sub-Category Rating</u>	
8a --	Provides timely communications to Board Members on important topics impacting the organization	_____	_____
8b --	Prepares, distributes and posts Committee and Board meeting materials in accordance with Michigan's Open Meetings Act	_____	_____
8c --	Responds to Committee and Board member questions and concerns in a timely manner	_____	_____

GOAL/PERFORMANCE OBJECTIVE #1**22.50% of Score****Rating:** _____

Continue to strategically recruit quality staff members and remain consistent or increase the overall number of positions filled to meet organizational needs. This should include recommendations, if necessary, for recruitment and retention incentives.

GOAL/PERFORMANCE OBJECTIVE #2**22.50% of Score****Rating:** _____

Complete the proposal evaluation process and make recommendation(s) on KCCDA's Computer Aided Dispatch and Mobile Computing System. This should include a thorough vendor evaluation process with involvement from key stakeholders (dispatch staff, end-user agencies, Technical Advisory Committee, etc.).

GOAL/PERFORMANCE OBJECTIVE #3**0% of Score****Rating:** _____
PERFORMANCE APPRAISAL SUMMARY

	<u>Overall</u>		<u>Wiegthed</u>
	<u>Rating</u>	<u>Weight</u>	<u>Score</u>
CATEGORY 1: Operational Management	#DIV/0!	6.875%	#DIV/0!
CATEGORY 2: Financial Management	#DIV/0!	6.875%	#DIV/0!
CATEGORY 3: HR and Personnel Management	#DIV/0!	6.875%	#DIV/0!
CATEGORY 4: Project Management	#DIV/0!	6.875%	#DIV/0!
CATEGORY 5: Leadership Skills	#DIV/0!	6.875%	#DIV/0!
CATEGORY 6: Communication Skills	#DIV/0!	6.875%	#DIV/0!
CATEGORY 7: Professionalism	#DIV/0!	6.875%	#DIV/0!
CATEGORY 8: Board Relations	#DIV/0!	6.875%	#DIV/0!
GOAL/PERFORMANCE OBJECTIVE #1	0.0000	22.50%	0.0000
GOAL/PERFORMANCE OBJECTIVE #2	0.0000	22.50%	0.0000
GOAL/PERFORMANCE OBJECTIVE #3	0.0000	0%	0.0000
			#DIV/0!

SIGNATURES:*Personnel Committee Chairperson*

Date: _____

Board of Directors Chairperson

Date: _____

Executive Director

Date: _____