



**NOTICE and AGENDA for**  
**Kalamazoo County Consolidated Dispatch Authority**  
**BOARD OF DIRECTORS**  
**February 20, 2025 – Special Meeting**

**PLEASE TAKE NOTICE** that a SPECIAL 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, February 20<sup>th</sup>, 2025** at 3:00 p.m. for consideration of items, namely, on this Agenda.

**ITEM 1 – CALL TO ORDER**

**ITEM 2 – ROLL CALL**

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

**ITEM 3 – 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 4 – FOR CONSIDERATION**

- A. Committee Reports
  - 1. Personnel Committee – Pat McGinnis
    - a. REVISED Policy 4.7 – Michigan Paid Sick Leave
    - b. REVISED Policy 6.1 – Paid Time Off Accrual
- B. Old Business
- C. New Business

**ITEM 7 – OTHER ITEMS**

- A. Announcements and Member Comments
- B. Next regular scheduled meeting – March 13<sup>th</sup> (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](mailto:admin@kccda911.org) or calling (269) 488-8911.



# KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

## Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:  Agency:

Phone Number:  Length of Time Needed:  Agenda Item #:

Topic:

### Brief Description:

The Personnel Committee presents the following policy revisions to make KCCDA compliant with Michigan’s new Earned Sick Time Act rules set to take effect on February 21<sup>st</sup>, 2025.

- Policy 4.7 – Michigan Paid Sick Leave  
This policy replaces the existing 4.7 – Michigan Paid Medical Leave and applies to any employee who is not for PTO (Paid Time Off) accrual under Section 6 of the policy handbook. The revised policy incorporates 1 hour of Sick Leave for every 30 hours worked (continual accrual) and provides for the use of the sick leave including specifics about qualifying events, processes, and restrictions in accordance with ESTA.
- Policy 6.1 – Paid Time Off Accrual  
The existing PTO accrual policy and the proposed revised policy is included for comparative purposes. There are three main changes to this policy:
  1. Incorporates a 1-hour accrual for 30 to 59.99 hours of credited service and a 2-hour accrual for 60 to 79.99 (80 or more hours remains the same).
  2. The annual carry-over limit has been eliminated.
  3. The pay-out limit has been increased.
 A person’s PTO can be used in accordance with section 4.7 including the maximum amount per calendar year.

The Committee recommends the Board approve the policies however in the event of an amendment, addition, deletion, or other change, or change in interpretation of the ESTA, or any government, judicial, or legal action which enjoins or suspends implementation of the ESTA; then the KCCDA Executive Director is authorized to terminate, suspend, or amend these policies, in whole or in part.

### Proposed Motion:

Motion to approve the proposed changes to policy 4.7 and 6.1 Furthermore, in the event of an amendment, addition, deletion, or other change, or change in interpretation of the ESTA, or any government, judicial, or legal action which enjoins or suspends implementation of the ESTA; then the KCCDA Executive Director is authorized to terminate, suspend, or amend these policies, in whole or in part.

Agenda Request Approved:  Meeting Date:  Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to [admin@kccda911.org](mailto:admin@kccda911.org). If you have any questions regarding this form, please feel free to contact KCCDA’s administrative office at (269) 488-8911.

\*\*\*\*\*DRAFTED 2/3/25 to comply with rules as they Exist Today\*\*\*\*\*

**NEW POLICY** (accrual on 1<sup>st</sup> check date after 2/21/25)

#### **Section 4.7. Michigan Paid Sick Leave**

All employees *who are not eligible for PTO under Section 6 of this document* shall be eligible to accrue paid sick leave at the rate of one (1) hour for every thirty (30) hours worked in accordance with Michigan's Earned Sick Time Act (ESTA). Current employees may begin using their accrued leave time as it accrues. Employees hired after February 21, 2025, may not begin using their accrued time until the sixtieth (60th) calendar day after commencing their employment with KCCDA.

Employees may use up to a maximum of seventy-two (72) hours of accrued paid sick leave per calendar year.

Earned but unused paid sick leave may be carried over from one year to the next, but payment will not be made for unused sick leave time upon employee's separation from employment for any reason. If an employee separates from their employment and is rehired within 6 months of separation, the employee's accrued but unused sick time shall be reinstated in full and the employee shall immediately begin accruing paid sick time as set forth in this Policy.

Paid sick leave time may be used, at a minimum, in quarter-hour increments for the following reasons:

- (1) when time off work is needed for personal or a family member's illness, injury or health condition;
- (2) for various reasons in the event the employee or employee's family member is a victim of domestic violence or sexual abuse (*i.e.*, counseling, attendance at criminal proceedings, to relocate);
- (3) for meetings at a child's school or place of care related to the child's health, disability or effects of domestic violence or sexual assault on the child; or
- (4) in cases of public health emergency where a public health official has:
  - closed Employer's office;
  - closed the school of the employee's child who needs home care; or
  - determined that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

A family member includes:

- a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner or a child to whom the employee stands in loco parentis;

- a biological parent, foster parent, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child;
- a person to whom the employee is legally married under the laws of any state or domestic partner;
- a grandparent;
- a grandchild;
- a biological, foster or adopted sibling; and
- any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

The use of paid sick leave must be approved by the employee's supervisor, the Deputy Director, or Executive Director. An employee requesting paid sick leave shall submit a request at least seven (7) days prior to the first day of sick leave. If the need for sick leave is not foreseeable, an employee must give notice of the need for such sick leave as soon as practicable and within two hours from the start of the employee's shift. If the employee's absence due to illness or injury exceeds the amount of accrued paid sick leave, the employee must seek and obtain approval for other leave such as Family Medical Leave or Unpaid Personal Leave.

For earned paid sick leave time of more than three (3) consecutive days, the Employer may require reasonable documentation demonstrating that the earned paid sick leave time has been used for an above-stated purpose. Upon request, an employee shall provide the documentation to the Employer in a timely manner. Documentation signed by a health care professional indicating that sick time is necessary is reasonable documentation for purposes of this subsection. Documentation providing details of the nature of the illness is not required.

In cases of domestic violence or sexual assault, one of the following types of documentation selected by the employee shall be considered reasonable documentation: (a) a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault; (b) a signed statement from a victim and witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization; or (c) a court document indicating that the employee or employee's family member is involved in legal action related to domestic violence or sexual assault. The Employer shall not require documentation explaining the details of the violence.

In cases where documentation is requested, the Employer shall pay any out-of-pocket costs incurred by the employee in obtaining the documentation. All documentation received by the Employer pursuant to this Policy shall be kept confidential and shall not be disclosed except to the employee or with the employee's permission.

Retaliatory actions against an employee for requesting or using paid sick leave time is prohibited. If an employee believes that the Employer has violated this Policy, that employee may bring a civil action or file a complaint with the Michigan Department of Licensing and Regulatory Affairs.

## **EXISTING POLICY**

### **Section 6.1. Paid Time Off (PTO) Accrual.**

Regular full-time employees will accrue Paid Time Off (PTO) benefits in accordance with the following schedule for each full payroll period the employee is paid at least 80 hours of credited service: regular hours worked and approved PTO (excludes employees on short-term disability).

Seniority Required	Hours Accrued	Annual Carry-Over Limit*	Pay-out Limit
1st through 4th year	6.00/pay period	136 hours	136 hours
5th through 9th year	7.25/pay period	176 hours	176 hours
10th through 14th year	8.50/pay period	216 hours	216 hours
15th through 19th year	9.75/pay period	256 hours	256 hours
20 years or more	11.00/pay period	290 hours	290 hours

\*Annual Carry-Over Limit applies to the employee's Anniversary Date

## **REVISED POLICY**

### **Section 6.1. Paid Time Off (PTO) Accrual.**

Regular full-time employees will accrue Paid Time Off (PTO) benefits in accordance with the following schedule for each full payroll period the employee is paid based on the hours of credited service: regular hours worked and approved PTO (excludes employees on short-term disability).

<i>Hours of Credited Service</i>	<i>Seniority Required</i>	<i>PTO Hours Accrued</i>	<i>Maximum Pay-out Limitations</i>
30 to 59.99	None	1.00	180 hours
60 to 79.99	None	2.00	
80 hours or more	Start Date thru 4th year	6.00	220 hours
	Start of 5th thru 9th year	7.25	
	Start of 10th thru 14th year	8.50	
	Start of 15th thru 19th year	9.75	
	Start of 20 years or more	11.00	

PTO hours accrued but unused, shall carry-over from year to year and may may be utilized in accordance with section 6.3 for pre-scheduling PTO or for reasons and processes identified in section 4.7 – Michigan Paid Sick Leave.