



**NOTICE and AGENDA for**  
**Kalamazoo County Consolidated Dispatch Authority**  
**Executive Committee**  
**March 4, 2025**

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**PLEASE TAKE NOTICE** that a REGULAR Meeting of the Kalamazoo County Consolidated Dispatch Authority Executive Committee will be held on **Tuesday, March 4, 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 January 7, 2025

**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 March 13<sup>th</sup>

**ITEM 6 – OTHER ITEMS**

- B. Announcements and Member Comments
- C. Next Regular Meeting – May 6, 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](mailto:admin@kccda911.org) or calling (269) 488-8911.



# **MEETING MINUTES**

## **Kalamazoo County Consolidated Dispatch Authority EXECUTIVE COMMITTEE January 7, 2025**

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### **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, January 7, 2025.

### **ITEM 2 – ROLL CALL**

Members Present: Jan VanDerKley, Rick Fuller, Pat McGinnis, Jim Ritsema, Tracie Moored

Others Present: Jeff Troyer, Torie Rose, Chris McComb

### **ITEM 3 – APPROVAL OF MEETING MINUTES**

A. Meeting Minutes from November 5, 2024

“Motion by Mr. Fuller, second by Mr. Ritsema to approve the meeting minutes from November 5, 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. Draft Board Agenda for January 9

Mr. Troyer stated he received Kalamazoo Township's appointment of a second primary and an alternate as well as the Sheriff's replacement for Jim VanDyken. He shared the revised agenda.

The Committee discussed Board of Director officer positions, and the Chair, Vice Chair, Secretary and Treasurer all stated they would like to remain in their position.

Mr. Troyer presented information on the Earned Sick time Act proposal that was taken to the to the Personnel Committee.

**ITEM 6 – OTHER ITEMS**

A. Announcements and Member Comments

Mr. Fuller reminded everyone that Undersheriff VanDyken's retirement celebration would be held the following Friday and everyone was invited.

B. Next Meeting – March 4, 2025, at 4:00 p.m.

**ITEM 7 – ADJOURNMENT**

The meeting was adjourned at 4:26 p.m.



**NOTICE and AGENDA for**  
**Kalamazoo County Consolidated Dispatch Authority**  
**BOARD OF DIRECTORS**  
**March 13, 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, March 13<sup>th</sup>, 2025** at 3:30 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 Ernstes (Alt. D. Hinz)</i>	
<b>Kalamazoo County Medical Control Authority</b> <i>William Fales (Alt. M. Bentley)</i>		

**ITEM 3 – APPROVAL OF MEETING MINUTES**

- A. January 9<sup>th</sup> – Regular Meeting
- B. February 20<sup>th</sup> – Special Meeting

**ITEM 4 – 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 5 – FOR CONSIDERATION**

- A. Executive Director Report
  - 1. Administrative Monthly Report
  - 2. January and February Reconciliation Reports
  - 3. Year-to-Date Budget Performance Reports
    - a. 2024
    - b. 2025
  - 4. Correspondence:
- B. Committee Reports
  - 1. Executive Committee – Jan Van Der Kley
  - 2. Personnel Committee – Pat McGinnis
    - a. Executive Director Performance Appraisal
  - 3. Technical Advisory Committee – Scott Merlo

- a. Resolution 2025-01 – Radio Template Project
- 4. Finance Committee – Tracie Moored
  - C. Old Business
  - D. New Business

**ITEM 6 – OTHER ITEMS**

- A. Announcements and Member Comments
- B. Next regular scheduled meeting – May 8<sup>th</sup> (Chief Switalski Meeting Room)

**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](mailto: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: 2-Feb-25



## 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.

<b>CATEGORY 1: Operational Management</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.25</u></b>
		<u>Sub-Category Rating</u>	
1a --	Knowledge of PSAP/ECC statutory requirements and best practices		<u>4.889</u>
	Seeks input from agencies and workgroups/committees on issues impacting the		
1b --	operation and develops, recommends and implements countywide operational procedures accordingly		<u>3.944</u>
1c --	Analyze/Identify issues effecting the operation and develops strategies and plans for the future		<u>4.111</u>
1d --	Effectively manages time and competing priorities		<u>4.056</u>

<b>CATEGORY 2: Financial Management</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.06</u></b>
		<u>Sub-Category Rating</u>	
2a --	Develops and adequately implements and manages the budget including plans for short and long-term capital improvement projects		<u>4.2</u>
	Knowledge of Generally Accepted Accounting Principles, the Uniform Budget and		
2b --	Accounting Act and adequately balances KCCDA's general ledger against financial statements		<u>4.089</u>
2c --	Develops efficient and innovative strategies to minimize business costs		<u>4.089</u>
2d --	Develops and recommends fiscal policies with strong checks and balances		<u>3.867</u>

<b>CATEGORY 3: HR and Personnel Management</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>3.87</u></b>
		<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		<u>3.833</u>
	Works well and maintains good interpersonal relations with various employee groups		
3b --	(union and non-union) and addresses employee needs while remaining fiscally responsible		<u>3.833</u>
3c --	Treats all employees equally and with respect; creates a healthy work environment		<u>3.944</u>

<b>CATEGORY 4: Project Management</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.23</u></b>
		<u>Sub-Category Rating</u>	
4a --	Analyzes and determines appropriate measures, priorities, and coordinates measures to achieve project goals		<u>4.1</u>
	Produces clear project status reports and communicates candidly and tactfully with		
4b --	groups, committees and the board of project status; including any challenges or obstacles		<u>4.475</u>
4c --	Analyzes, recommends and communicates project go-live plans that minimize service interruptions for residents and end-user agencies.		<u>4.1</u>

<b>CATEGORY 5: Leadership Skills</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.10</u></b>
		<u>Sub-Category Rating</u>	
5a --	Acts with integrity, treats others with respect and dignity, and promotes and encourages teamwork		<u>4.278</u>
5b --	Participates and collaborates with partner agencies/entities to resolve county-wide challenges/problems		<u>4.311</u>
5c --	Acknowledges the success of employees, recognizes their contributions and provides mentorship to others		<u>3.978</u>
5d --	Delegates key responsibilities to team members on a rational basis		<u>3.833</u>

<b>CATEGORY 6: Communication Skills</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.18</u></b>
		<u>Sub-Category Rating</u>	
6a --	Written and verbal communications with staff, end-user agencies/partners, Committees and the Board are candid and tactful		<u>4.422</u>
6b --	Provides timely and quality reports to end-user agencies/partners, Committees and the Board		<u>4.333</u>
6c --	A constructive communicator capable of discussing difficult issues effectively and to the point; handles confrontational communication with ease		<u>4.2</u>
6d --	Facilitator of difficult conversations among team members and/or other parties that result in new ideas and compromised solutions		<u>3.756</u>

<b>CATEGORY 7: Professionalism</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.36</u></b>
		<u>Sub-Category Rating</u>	
7a --	Acts ethically and honestly and represents KCCDA well in front of all audiences		<u>4.611</u>
7b --	Projects a professional image in dress and appearance		<u>4.444</u>
7c --	Acceptable to feedback and handles setbacks and failures constructively		<u>3.889</u>
7d --	Displays a passionate and positive attitude		<u>4.5</u>

<b>CATEGORY 8: Board Relations</b>		<b>6.875% of Score</b>	<b>Overall Rating: <u>4.23</u></b>
		<u>Sub-Category Rating</u>	
8a --	Provides timely communications to Board Members on important topics impacting the organization		<u>4.533</u>
8b --	Prepares, distributes and posts Committee and Board meeting materials in accordance with Michigan's Open Meetings Act		<u>4.056</u>
8c --	Responds to Committee and Board member questions and concerns in a timely manner		<u>4.111</u>



**GOAL/PERFORMANCE OBJECTIVE #1****22.50% of Score****Rating: 4.09**

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: 4.19**

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 Rating</u>	<u>Weight</u>	<u>Wiegthed Score</u>
<b>CATEGORY 1: Operational Management</b>	4.25	6.875%	0.2922
<b>CATEGORY 2: Financial Management</b>	4.06	6.875%	0.2792
<b>CATEGORY 3: HR and Personnel Management</b>	3.87	6.875%	0.2661
<b>CATEGORY 4: Project Management</b>	4.23	6.875%	0.2905
<b>CATEGORY 5: Leadership Skills</b>	4.10	6.875%	0.2819
<b>CATEGORY 6: Communication Skills</b>	4.18	6.875%	0.2872
<b>CATEGORY 7: Professionalism</b>	4.36	6.875%	0.2998
<b>CATEGORY 8: Board Relations</b>	4.23	6.875%	0.2910
<b>GOAL/PERFORMANCE OBJECTIVE #1</b>	4.09	22.50%	0.9200
<b>GOAL/PERFORMANCE OBJECTIVE #2</b>	4.19	22.50%	0.9422
<b>GOAL/PERFORMANCE OBJECTIVE #3</b>	0.0000	0%	0.0000
			<b>4.1501</b>

**SIGNATURES:***Personnel Committee Chairperson*

\_\_\_\_\_

Date: \_\_\_\_\_

*Board of Directors Chairperson*

\_\_\_\_\_

Date: \_\_\_\_\_

*Executive Director*

\_\_\_\_\_

Date: \_\_\_\_\_



# Kalamazoo County Consolidated Dispatch Authority



## RESOLUTION 2025-01

### **Policy And Delegation of Certain Authority Regarding KCCDA's Radio Template Project for Agencies Directly Dispatched by KCCDA**

**WHEREAS**, the Kalamazoo County Consolidated Dispatch Authority ("KCCDA") Board of Directors ("Board") approved Sixty Thousand Dollars (\$60,000) for a radio template update project for Unified Communications as part of KCCDA's 2025 Capital Project Fund Budget; and

**WHEREAS**, the Michigan Public Safety Communications System ("MPSCS") requires all radio assets to be managed in the Radio Management System by the agencies directly dispatched by KCCDA; and

**WHEREAS**, the agencies directly dispatched by KCCDA and their respective radio vendor(s) mutually have access and control within the MPSCS Radio Management System to submit requests for radio asset additions, deletions, and template changes; and

**NOW, THEREFORE, BE IT RESOLVED** the Board delegates to the Executive Director, authority to approve and/or utilize an amount not to exceed Sixty Thousand Dollars (\$60,000) for the radio template update project under the following terms and conditions:

1. Eligible agencies directly dispatched by KCCDA shall be defined as Law Enforcement Agencies, Fire Departments, Emergency Management, and Kalamazoo County Medical Control Authority Physician units who are directly attributable to the delivery of 9-1-1 service as defined/permitted by the Michigan State 9-1-1 Committee's Allowable/Disallowable Usage of 9-1-1 fees list.
2. All radios eligible for this project must install the Unified Communications Plan template minimum required talkgroups in the primary dispatch zone as approved by the KCCDA Technical Advisory Committee.
3. An agency or group of agencies meeting the criterion above, shall submit a written request to the Executive Director detailing the proposed number of radios they wish to have re-templated and the preferred contractor/vendor they intend to utilize for the reprogramming. The agency(ies) shall supply additional information as deemed appropriate by the Executive Director including but not limited to information to verify eligibility of the proposed use/device and a copy of the proposed template to verify

eligibility. The Executive Director shall provide a written response to the agency's request within twenty calendar days after receipt of the written request.

4. The Executive Director shall work with the agency or group of agencies to obtain a detailed quote from the agency's contractor/vendor who will complete the re-templating of the radio(s). The Executive Director is authorized to approve or deny the contractor's/vendor's quote. If approved, KCCDA shall issue a purchase order for the work to be completed subject to the terms and conditions defined by KCCDA fiscal policies.
5. Requests will be accepted on a first-come first-serve basis and cannot be post-dated.
6. No individual agency shall be authorized to use more than Eight Thousand Dollars (\$8,000).

**BE IT FURTHER RESOLVED** the Executive Director shall maintain an accounting of all monies authorized under this project and provide a summary report to the Board at each meeting for the remainder of the calendar year or until the amount budgeted is expended; whichever comes first.

I, Christine McComb, Assistant Clerk for the Kalamazoo County Consolidated Dispatch Authority Board of Directors, hereby certify the foregoing resolution was adopted by the Board of Directors at the regular meeting of said Board held on \_\_\_\_\_, 2023, at which meeting a quorum was present.

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SIGNATURE