



## MINUTES

### REGULAR MEETING

March 13, 2025

#### ITEM 1 – CALL TO ORDER

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority Board was called to order by Chair Jan VanDerKley at 3:00 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, March 13, 2025.

#### ITEM 2 – ROLL CALL

Members Present: Jan VanDerKley, Scott Merlo, Pat MGinnis (arrived at 3:35), Nick Arnold, Dale Deleeuw, Rick Fuller, William Fales, Greg McComb

Others Present: Mike Bentley, Jeff Troyer, Victoria Rose, Chris McComb

#### ITEM 3 – APPROVAL OF MEETING MINUTES

“Motion by Mr. McComb, second by Mr. Merlo to approve the meeting minutes of the January 9, 2025, Regular Meeting and the February 20, 2025, Special Meeting as presented.”

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

#### ITEM 4 - CITIZENS' TIME

There was none.

#### ITEM 5 – FOR CONSIDERATION

##### A. Executive Director Report

##### 1. Administrative Monthly Report

Mr. Troyer stated the report was included in the packet, including additional statistics from Aurelian on non-emergency call handling. These are standard reports, and administration is still working on some of the information provided. There were over 10,000 calls routed through Aurelian in February, and the system was able to resolve about 54%. There were four reports of people who didn't like the system, but staff are continuing to monitor and expand functionality. Staff is also working to roll out a plan to streamline private property impounds. Mr. Troyer noted that Telecommunicator Week is April 13-19, and staff are planning a fun-filled week, giveaways, and food.

## 2. January and February Reconciliation Reports

Mr. Troyer stated the only thing to note in the Reconciliation Reports was that January was a little higher for expenditure due to larger contracts plus HSA deposits.

## 3. Year-to-date Budget Performance Reports

### a. 2024 General Fund & Capital Projects Fund

### b. 2025 General Fund & Capital Projects Fund

Mr. Troyer stated the only thing to note was that the internet service was over-expended. Several towers were transitioned from AT&T to different services, but they continued to bill us for the old and added the new.

## 4. Correspondence

Mr. Troyer stated that the City of Portage has appointed Nicholas Arnold to replace Victor Ledbetter on the Board of Directors and the Finance Committee.

## B. Committee Reports

### 1. Executive Committee – Jan VanDerKley

Ms. VanDerKley stated the Committee met and the minutes are included in the packet. The Committee has no action items.

### 2. Personnel Committee – Pat McGinnis

Mr. McGinnis presented the Executive Director's Performance Evaluation, an annual process for the Committee. He thanked the Board members who participated.

Ms. VanDerKley congratulated Mr. Troyer on an outstanding evaluation.

"Motion by Mr. Fuller, second by Mr. Fales to approve the Executive Director's Performance Appraisal with an overall score of 4.15."

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

3. Technical Advisory Committee – Scott Merlo

a. Meeting Minutes – January 8 and March 5

b. Resolution 2025-01 – Radio Template Project

Mr. Merlo presented the resolution for the radio template project. He explained that it allows delegation of authority for the Executive Director to work with each agency individually. He noted that each agency's assistance will be capped at \$8000.

Mr. Troyer stated he found it easiest to go to each agency to keep track of funds. He stated this offer will be opened to everyone.

“Motion by Mr. McComb, second by Mr. Merlo to approve Resolution #2025-01 – Policy and Delegation of Certain Authority Regarding KCCDA's Radio Template Project for Agencies Directly Dispatched by KCCDA.”

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

c. MOU Template – KCCDA Imprivata End-User Agreement

Mr. Merlo presented the Imprivata End-User Agreement that allows an agency to use Imprivata's multi-factor authentication through KCCDA.

Mr. Troyer stated there aren't a significant number of users through dispatch. This is a standard template MOU and classifies agencies into two categories, smaller agencies will require more IT work and larger agencies that can have their own IT handle their issues.

“Motion by Mr. McGinnis, second by Mr. Fuller to approve the standard template MOU for end-user agencies to utilize the Imprivata system which includes an administrative fee of five percent for large agencies and fifteen percent for small agencies.”

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

4. Finance Committee – Tracie Moored

Ms. Moored stated the Committee is scheduled to meet on 4/29 to review the first draft of the audit.

5. Old Business

There was none.

6. New Business

There was none.

## ITEM 7 – OTHER ITEMS

### A. Announcements and Member Comments

Dr. Fales stated the county participates in national cardiac arrest statistics. Kalamazoo County is number one in the country. Our county was at 65% in 2024, while the state and national numbers are in the 30s. This is probably one of the highest survival rates ever recorded. We could not have reached that number without the work of each component.

### B. Next regular scheduled meeting – May 8, 2025 (Chief Switalski Meeting Room)

## ITEM 8 - ADJOURNMENT

The meeting was adjourned at 4:11 p.m.

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Chris McComb  
Deputy Clerk of KCCDA Board of Directors