



## MINUTES

### REGULAR MEETING

May 8, 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, May 8, 2025.

#### ITEM 2 – ROLL CALL

Members Present: Jim Ritsema, Pat McGinnis, Nick Arnold, Jeff Heppler, Mike Bentley, Tracie Moored, Jan VanDerKley, Scott Merlo, Greg McComb

Others Present: 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 March 13, 2025, Regular 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. He also presented an overview of the process and results for the current ECO I and II posting.

##### 2. March and April Reconciliation Reports

Mr. Troyer stated the reconciliation reports were included in the packet and the MI Class accounts continue to perform well.

3. Year-to-date Budget Performance Reports

a. 2025 General Fund

b. 2025 Capital Projects Fund

Mr. Troyer stated the reports were included in the packet.

4. Correspondence

Mr. Troyer stated that the Board of Commissioners appointed Scott Smith from Climax as the KCFCA alternate.

B. Committee Reports

1. Executive Committee – Jan VanDerKley

Ms. VanDerKley stated the Committee did not have a quorum and therefore did not meet.

2. Personnel Committee – Pat McGinnis

Mr. McGinnis stated the Personnel Committee had nothing to report.

3. Technical Advisory Committee – Scott Merlo

Mr. stated the Technical Advisory Committee had nothing to report.

4. Finance Committee – Tracie Moored

Ms. Moored stated the Committee would like to present the audit and two budget adjustments.

a. 2024 Financial Audit Presentation

Brian Hake of Krugel Lawton presented an overview of the 2024 financial audit.

Ms. VanDerKley thanked Krugel Lawton for their work.

“Motion by Mr. Ritsema, second by Mr. Heppler to accept and place the 2024 Financial Audit on file as presented.”

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

b. 2025 General Fund Budget Amendment – REVISION I

Mr. Troyer stated this was an annual revision. He reviewed the major changes requested, which included new QA software.

“Motion by Mr. McComb, second by Mr. Heppler to adopt the proposed fiscal year 2025 General Fund Budget Amendment – REVISION I as presented.”

On a roll call vote, Yes – 9, No – 0. **MOTION CARRIED.**

c. 2025 Capital Projects Fund Budget Amendment – REVISION I

Mr. Troyer reviewed the proposed budget amendments.

“Motion by Mr. McComb, second by Ms. Moored to adopt the proposed fiscal year 2025 Capital Projects Fund Budget Amendment – REVISION I as presented.”

On a roll call vote, Yes – 9, No – 0. **MOTION CARRIED.**

C. Old Business

1. Back-Up Dispatch Center Lease Agreement

Mr. Troyer stated the dispatch executed a lease with the City of Portage, however, they have since changed their ideas on what the building will be used for. There is a new partnership being discussed and he will update the Board as things progress.

D. New Business

There was none.

ITEM 6 – OTHER ITEMS

A. Announcements and Member Comments

Dr. McGinnis welcomed Mr. Arnold to the Board.

B. Next regular scheduled meeting – July 10, 2025 (Chief Switalski Meeting Room)

ITEM 7 - ADJOURNMENT

The meeting was adjourned at 3:54 p.m.

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Chris McComb  
Deputy Clerk of KCCDA Board of Directors