



# **NOTICE and AGENDA for**

## **Kalamazoo County Consolidated Dispatch Authority Personnel Committee April 17, 2025**

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**PLEASE TAKE NOTICE** that a Meeting of the Kalamazoo County Consolidated Dispatch Authority (KCCDA) Personnel Committee will be held on **Thursday, April 17<sup>th</sup>** 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**

Pat McGinnis, Chairperson		Rick Fuller	
Bryan Ergang		Jim Ritsema	
Scott Merlo		Tracie Moored	
Jeff Heppler or Dale Deleeuw (Alt)			

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

- A. February 12 – Regular Meeting

### **ITEM 4 – CITIZENS' TIME**

The Committee welcome 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. MERS Defined Contribution Plan #110512 – Employee Loans

### **ITEM 6 – OTHER ITEMS**

- C. Announcements and Member Comments
- D. Next Meeting – TBD

### **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.



***Personnel Committee  
February 12, 2025  
3:30 p.m.***

**ITEM 1 – CALL TO ORDER**

The Personnel Committee Meeting was called to order at 3:30 p.m. by Personnel Committee Chairperson Pat McGinnis in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Friday, February 16, 2025.

**ITEM 2 – ROLL CALL**

Members Present: Pat McGinnis, Portage City Manager; Scott Merlo, Chief, WMU Police Department; Jeff Heppler, Kalamazoo County Board of Commissioners; Jim Ritsema, City of Kalamazoo Manager; Tracie Moored, Kalamazoo Township Superintendent

Others Present: Jeff Troyer, Executive Director; Torie Rose, Deputy Director; Chris McComb, Executive Administrative Assistant

**ITEM 3 – APPROVAL OF MEETING MINUTES**

**A. January 3, 2025 – Regular Meeting**

“Motion by Mr. Ritsema, second by Mr. Merlo, to approve the minutes of the January 2, 2025, Regular Meeting as presented.”

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

**ITEM 4 - CITIZENS' TIME**

There was no citizen comment.

## ITEM 5 – FOR CONSIDERATION

### A. Old Business

#### 1. Revised Personnel Policies – ESTA Compliance

- a. 4.7 – Michigan Paid Sick Leave
- b. 6.1 – Paid Time Off

Mr. Troyer stated he received input from many different sources and there are many different interpretations on how to proceed with ESTA. He stated that as of his last conversation with legal counsel, the proposed policies do meet the current ESTA proposal. Counsel recommended that the policies be approved with the caveat the Executive Director can change or terminate the new policy dependent on the final ESTA terms.

Mr. McGinnis stated he was happy with what was been presented.

“Motion by Mr. Ritsema, second by Mr. Heppler to recommend Board approval of revised policies 4.7 and 6.1 as presented.”

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

### B. New Business

#### 1. Executive Director 2024 Performance Appraisal

Mr. McGinnis stated all the combined scores on the appraisal were above average. He stated he would send the appraisals to everyone for review, and he would present them to the Board at the March meeting.

“Motion by Mr. Heppler, second by Mr. Merlo to receive the 2024 Executive Director Performance Appraisal and recommend Board approval.”

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

## ITEM 6 – OTHER ITEMS

### A. Announcements and Member Comments

Mr. Merlo thanked Mr. Troyer and told him to keep up the good work.

Mr. Ritsema agreed with Mr. Merlo.

### B. Next Meeting

The next meeting is to be determined.

## ITEM 7 - ADJOURNMENT

The meeting was adjourned at 4:07 p.m.



# Kalamazoo County Consolidated Dispatch Authority



**TO:** Personnel Committee Members

**FROM:** Jeff Troyer, Executive Director

A handwritten signature in blue ink, appearing to be 'JT' or similar, written over the name 'Jeff Troyer'.

**DATE:** April 14, 2025

**SUBJECT:** MERS Defined Contribution Plan #110512 – Employee Loans

KCCDA's MERS Defined Contribution Plan #110512 (all employees except the Executive Director) does not currently allow for employee loans. This is something the Board of Directors considered when the plans were initially created as the Board had to designate whether to allow loans in the original plan documents. This was discussed again two or three months into COVID when administration was asked to bring several options to the Board to assist employee families who may be going through a hardship due to layoffs, business closures, etc. In both instances, the Board of Directors were not in favor of employee loans against the retirement account.

In mid-March, Administration received a request from John Bastian, ECO-II & UAW Local President, asking about adding loan options to the Emergency Communications Officers (ECO) Defined Contribution plan. The original email request is attached.

Administration conversed with Board Chairperson Van Der Kley who requested the Personnel Committee meet and discuss the topic. If the Committee and Board of Directors choose to modify the plan, it will require approval of a revised MERS Defined Contribution Plan Adoption Agreement and completion of the MERS Defined Contribution Loan Addendum.

**From:** [John Bastian](#)  
**To:** [Jeff Troyer](#)  
**Subject:** DC Provision  
**Date:** Thursday, March 13, 2025 10:21:02 PM

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Hey Jeff,

This is in reference to our defined contribution plan. I noticed we don't offer the option to take loans out from our vested balance. I've worked for other employers who have allowed this, albeit with traditional 401k plans, not like the 401a we have here. I wanted to know if it is at all possible to add the provision that allows us to be able to, or if it's something that can even be done after the fact. I think it could be beneficial to retaining employees, as well as giving employees the extra ability to be able to handle unexpected life events, for a down payment on a home, put in a new deck, or even go on a vacation. The loan is paid back through an automatic payroll deduction, and you can only use it once you've been vested for two years, which would promote an extra incentive on staying longer, and working during the duration of paying back yourself for the loan as opposed to a higher interest rate from say a bank or other financial origin.

JOHN MJ BASTIAN

ECO-II

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

7040 STADIUM DRIVE, KALAMAZOO, MI 49009

(269)488-8911

[www.kccda911.org](http://www.kccda911.org)