



## **MEETING MINUTES**

### **Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE March 5, 2025 – Regular Meeting**

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#### **ITEM 1 – CALL TO ORDER**

The Regular Meeting of the Technical Advisory Committee was called to order by Chief Scott Merlo at 10:00 a.m. on Wednesday, March 5, 2025, in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan.

#### **ITEM 2 –ROLL CALL**

Members Present: Scott Merlo (WMUPD), Matt Huber (KDPS), Bryan Ergang (KTPD), Mike Bentley (KCMCA), Nicholas Arnold (PDPS), Gerry Leudecking

Others Present: Logan Bishop, Ryan McGregor, Jeff Troyer, Torie Rose, Jon Moored, Marty Ftacek, Justin Johnson and Chris McComb

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

A. Regular Meeting Minutes from January 8, 2025

“Motion by Mr. Arnold, second by Mr. Huber to approve the Regular Meeting Minutes from January 8, 2025, as presented.”

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

#### **ITEM 4 - CITIZENS' TIME**

There was none.

#### **ITEM 5 – FOR CONSIDERATION**

A. Administrative Monthly Report

Mr. Troyer stated the Administrative Report will be distributed when completed. He highlighted that progress had been made on the backup center in Portage and the Tyler upgrade and Windows migration were well underway. He stated staff was finalizing quotes on the Vesta refresh project.

B. Old Business

1. UPDATE: AI Non-Emergency Call Taking

Mr. Troyer stated that the Suggestions, Complaints and Accolades Form in the packet would include items sent from Portage. He requested that agencies send anything about dispatch to Administration. The resistance level on the AI system has been increased to three and Aurelian has made enhancements to the transcription functionality. He noted that the resistance level will not be increased again any time soon.

Ms. Rose asked if anyone found any calls for service that were not being entered into CAD timely that were handled by AI, to please let Administration know.

## C. New Business

### 1. Calhoun County Law Enforcement – Transition o AES Encryption

Mr. Troyer stated that on June 1, Calhoun County will transition the law enforcement agencies in their county to AES encryption. This was just a heads up for cross county line discussions. Calhoun will be transitioning the fire agencies to the MPSCS system as well and KCCDA will be meeting with Calhoun County Consolidated Dispatch Authority soon to discuss interoperability for agencies providing mutual aid.

### 2. REVISED LOA Talk-group Access – Kalamazoo County Emergency Management

Mr. Troyer stated that Emergency Management requested the primary law enforcement talkgroups to be programmed into their radios including the radio cache. He recommended approval of the request after an MOU is executed between Emergency Management and KCCDA, background checks and fingerprints are completed, as well as all required CJIS Security Awareness Training. Troyer advised it will go a long way for the relationship between KCCDA and Emergency Management. He noted that no agency can give Emergency Management access to their single agency because talk-groups are assigned to more than one agency, so the approval needs to be from all agencies. Discussion occurred.

“Motion by Mr. Arnold, second by Mr. Huber, to deny the Kalamazoo County Emergency Management access to KCCDA talk-groups.”

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

### 3. REVISED SOP 04.02 – Mayday Firefighter Emergency

Ms. Rose stated she received a request from the KCCDA Training Supervisor to change the firefighter mayday alert tone. It has been Alert Tone 1, and the request is to change it to Alert Tone 3 so it will be easier to identify. Fire and Law Comm Ops were both in favor of the change.

“Motion by Mr. Ergang, second by Mr. McGregor to change the firefighter Mayday Alert Tone from Alert Tone 1 to Alert Tone 3.”

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

### 4. REVISED SOP 09.06 – Mass Casualty Incident

Mr. Troyer presented revised SOP 09.06, noting the mass casualty incident group reviewed the proposed changes. He noted the Supervisor would reach out to the NCC and acquire special event talk-groups. Different plan levels were presented. Mr. Troyer recommended approval.

“Motion by Mr. Huber, second by Mr. Ergang to approve revised SOP 09.06 – Mass Casualty Incident as presented.

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

#### 5. Additional CAD Disposition Codes

Mr. Rose stated she was asked by Kalamazoo Township to bring this item forward. Axon is used for body cameras and the retention period is not long. If the seven disposition codes provided are used, agencies can change the retention period. Law Comm Ops approved the proposed codes. An X will be used at the beginning of each code, so they all fall to the bottom of the list.

“Motion by Mr. Arnold, second by Mr. Ergang to approve the additional disposition codes proposed with the addition of an X at the beginning.”

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

#### 6. Standard MOU – Imprivata End-User Agency Agreement

Mr. Troyer stated the MOU would allow law enforcement agencies to join KCCDA’s Imprivata multi-factor authentication system with an administrative fee. Charges are broken down by number of users. KCCDA IT would support smaller agencies, but larger agencies would need to have their own support, as most smaller agencies don’t have IT support. If approved, the MOU will be sent to the Board for approval due to the charging of administrative fees.

“Motion by Mr. Arnold, second by Mr. McGregor to approve the MOU - Imprivata End-User Agency Agreement as presented.”

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

#### 7. Resolution 2025-01 – Radio Template Project

Mr. Troyer stated the Board approved \$60,000 allocated for radio template updating. Due to the assets being in MPSCS’s radio management system, this resolution will allow for delegation of authority for the Executive Director to work with agencies individually. The project caps each agency at \$8,000. The Executive Director reports back to the Board on expenses.

Motion by Mr. Huber, second by Mr. Arnold to approve Resolution 2025-01 – Radio Template Project as presented.”

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

#### ITEM 7 – OTHER ITEMS

##### D. Announcements and Member Comments

There were none.

E. Next Meeting

The next regular scheduled Technical Advisory Committee meeting will be Wednesday, May 7, 2025, at 10:00 am, and will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, MI 49009.

ITEM 7 - **ADJOURNMENT**

F. Adjournment

The meeting adjourned at 10:41 a.m.