



NOTICE and AGENDA for
Kalamazoo County Consolidated Dispatch Authority
BOARD OF DIRECTORS
January 8, 2026 – 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, January 8, 2026** at 3:30 p.m. for consideration of items, namely, on this Agenda.

ITEM 1 – CALL TO ORDER

ITEM 2 – ROLL CALL

Western Michigan University <i>Jan VanDerKley, Chairperson (Alt. C. Ghiringhelli)</i>	City of Kalamazoo <i>Jim Ritsema, Vice-Chairperson (Alt. R. Tibbets)</i>	
Western Michigan University <i>Scott Merlo (Alt. T. Unangst)</i>	City of Kalamazoo <i>Matt Huber (Alt. D. Boysen)</i>	
City of Portage <i>Pat McGinnis (Alt. A. Herringa)</i>	Township of Kalamazoo <i>Tracie Moored, Treasurer (Alt. D. Combs)</i>	
City of Portage <i>Nicole Miller (Alt. P. Randall)</i>	Township of Kalamazoo <i>Bryan Ergang (Alt. D. Combs)</i>	
Kalamazoo County Board of Commissioners <i>Dale Deleeuw (Alt. J. Heppeler)</i>	Kalamazoo County Fire Chiefs Association <i>Greg McComb (Alt. S. Smith)</i>	
Kalamazoo County Sheriff <i>Richard Fuller, Clerk (Alt. M. Greenlee)</i>	Michigan State Police <i>Scott Ernsts (Alt. D. Hinz)</i>	
Kalamazoo County Medical Control Authority <i>William Fales (Alt. M. Bentley)</i>		

ITEM 3 – ORGANIZATIONAL ITEMS

- A. Election of 2026 Officers – Chairperson, Vice-Chairperson, Treasurer and Clerk
(NOTE: Elected Chair will immediately assume role and preside over the meeting)
- B. Appointment of Personnel Committee Chairperson

ITEM 4 – APPROVAL OF MEETING MINUTES

- A. November 13th, 2025 – Regular Meeting

ITEM 5 – 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 confirm 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 6 – FOR CONSIDERATION

- A. Executive Director Reports
 1. Administrative Monthly Report
 2. November and December Reconciliation Reports
 3. Year-to-Date Budget Performance Reports
 - a. 2025 General Fund
 - b. 2025 Capital Projects Fund
 4. Correspondence
 - a. City of Portage – Board of Directors Appointment
 - b. City of Portage – Finance Committee Appointment

c. Portage Department of Public Safety – Technical Advisory Committee Appointment

B. Committee Reports

1. Executive Committee – Jan Van Der Kley
2. Personnel Committee – Pat McGinnis
 - a. December 1st DRAFT Meeting Minutes (Information Only)
 - b. Collective Bargaining Agreement with UAW Local 2290 Unit 5 (1/1/26 – 12/31/28)
 - c. Executive Director Performance Evaluation
 - d. Executive Director Employment Agreement (2/15/26 – 2/14/29)
3. Technical Advisory Committee – Scott Merlo (or newly elected Chair from meeting on 1/7)
4. Finance Committee – Tracie Moored

C. Old Business

D. New Business

1. 7040 Stadium Drive Facility Assessment and Drawings
2. Schley Nelson Architects Phase II Proposal (RFP #25-01)

ITEM 7 – OTHER ITEMS

- A. Announcements and Member Comments
- B. Next regular scheduled meeting – March 12, 2026 (Chief Switalski Meeting Room)

ITEM 8 – 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 or calling (269) 488-8911.

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:	KCCDA Organizational Items	Agency:	KCCDA
Phone Number:		Length of Time Needed:	5 mins
Topic:	Agenda Item #: 3A		
Election of 2026 Officers			

Brief Description:

In accordance with Article IV of the KCCDA Bylaws, the officer positions – Chairperson, Vice-Chairperson, Treasurer, and Clerk – shall be elected annually by the Board of Directors.

The presiding officer will open and accept nominations for all officer positions or a slate of officers for 2026. The following are officer positions that must be elected:

Chairperson

Vice-Chairperson

Treasurer

Clerk

NOTE: Each nomination must be made by a member and supported by another member and that nomination is considered accepted.

After all nominations, the presiding officer will close nominations.

The presiding officer will entertain a motion(s) to elect each officer position. This can be accomplished by a single motion that includes all officer positions that *are uncontested*.

If multiple nominations are received for an officer position, the presiding officer will entertain a motion to elect one of the nominees for that position. Each motion for an officer position shall be voted on by *roll call vote* until a successful motion is passed.

The newly elected officers shall assume their roles effective immediately (if the presiding officer changes, the newly elected officer will run the remainder of the meeting).

Proposed Motion:

Multiple – see details above.

Agenda Request Approved: 01/05/26 Meeting Date: 01/08/26 Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: KCCDA Organizational Items	Agency: KCCDA	
Phone Number: <input type="text"/>	Length of Time Needed: <input type="text"/> 2 mins	Agenda Item #: <input type="text"/> 3B
Topic: Appointment of Personnel Committee Chairperson		

Brief Description:

The Chairperson of the Board of Directors shall appoint a member of the Board of Directors to serve as the Personnel Committee Chairperson. In accordance with KCCDA Bylaws, the Personnel Committee Chairperson is also a member of the Executive Committee.

Proposed Motion:

No motion necessary.

Agenda Request Approved: 01/05/26 Meeting Date: 01/08/26 Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Administration **Agency:** KCCDA

Phone Number: **Length of Time Needed:** 1 min **Agenda Item #:** 4A

Topic: Approval of Meeting Minutes

Brief Description:

The attached meeting minutes are presented for consideration.

Proposed Motion:

Motion to approve the meeting minutes as presented.

Agenda Request Approved: Multiple **Meeting Date:** Multiple **Time:**

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.



MINUTES

REGULAR MEETING

November 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 3:30 p.m. in the Chief Switalski Meeting Room, Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan on Thursday, November 13, 2025.

ITEM 2 – ROLL CALL

Members Present: Jan VanDerKley, Scott Merlo, Jim Ritsema, Matt Huber, Pat McGinnis, Nick Arnold, Rick Fuller, Dale Deleeuw, Greg McComb, Scott Ernstes, Mike Bentley

Others Present: Jeff Troyer, Victoria Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

“Motion by Mr. Fuller, second by Mr. McComb to approve the meeting minutes of the September 11, 2025, Regular Meeting as presented.”

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

ITEM 4 - CITIZENS' TIME

There was none.

ITEM 5 – PUBLIC HEARING – 2026 BUDGET PROPOSAL

Chair VanDerKley opened the public hearing for comment on the 2026 Budget Proposal.

There was none.

ITEM 6 - FOR CONSIDERATION

A. Executive Director Report

1. Administrative Monthly Report

Mr. Troyer stated the report was included in the packet. He noted that the Government Stakeholders Luncheon would be December 17 and invitations would be sent soon. He also noted the fall deep cleaning of the dispatch center would be on November 18.

2. September and October Reconciliation Reports

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

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 there was no correspondence.

B. Committee Reports

1. Executive Committee – Jan VanDerKley

Ms. VanDerKley stated the committee did not have a quorum, so no minutes were taken.

2. Personnel Committee – Pat McGinnis

a. September 23rd DRAFT Meeting Minutes

b. Personnel Policy Revisions

i. 4.4 – Funeral Leave

ii. 7.11 – Short-term Disability Coverage

Mr. McGinnis stated the Personnel Committee minutes were in the packet for information.

b. Personnel Policy Revisions

i. 4.4 – Funeral Leave

ii. 7.11 – Short-term Disability Coverage

Mr. McGinnis stated the committee reviewed and approved two policy revisions and job description modifications.

Mr. Troyer explained the request was to change funeral leave to bereavement due to a shift in norm because more families are doing less formal services. He stated the second revision was to the Short-Term Disability weekly maximum allowance. The proposal was to increase the weekly maximum from \$600 to \$900 effective the first of the year.

“Motion by Mr. Ritsema, second by Mr. Ernstes to approve the revisions to KCCDA policy 4.4 – Funeral Leave and 7.11 – Short-term Disability Coverage effective January 1, 2026, as presented.”

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

c. Job Description Revisions

Mr. McGinnis explained that the request is for a title change for the Network Systems Administrator to IT Manager. That title is used on the Systems Support Specialist job description, so it needs to be changed on that as well.

“Motion by Mr. McGinnis, second by Mr. Merlo to approve the title revisions to the Network and Systems Administrator and Systems Support Specialist job descriptions as presented.”

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

d. Executive Director Performance Evaluation

Mr. Troyer noted that the Executive Director evaluations had been sent out. He stated the employment agreement would be negotiated with the Personnel Committee and brought to the January Board meeting for approval.

3. Technical Advisory Committee – Scott Merlo

Mr. Merlo stated the Technical Advisory Committee minutes were included for information.

4. Finance Committee – Tracie Moored

a. October 28th DRAFT Meeting Minutes

b. Capital Improvement Plan

Mr. Troyer stated the Finance Committee minutes and the updated Capital Improvement Plan were included in the packet.

c. Resolution #2025-03: Appropriation of Unassigned Fund Balance to Capital Projects Fund

Mr. Troyer stated the resolution allowed for the moving of unassigned funds to the Capital Projects Fund.

“Motion by Mr. Ritsema, second by Mr. Huber to approve Resolution 2025-03, which appropriates \$2,000,000 of unassigned General Fund balance to the Capital Projects Fund.”

On a roll call vote, Yes – 11, No – 0. **MOTION CARRIED.**

d. 2025 General Fund Budget Amendment – REVISION II

Mr. Troyer stated the amendment was included in the packet, along with the detailed memo to the Finance Committee and the Board. The Finance Committee has reviewed and approved.

“Motion by Mr. McComb, second by Mr. Fuller to approve the 2025 General Fund Budget Amendment – REVISION II as presented.”

On a roll call vote, Yes – 11, No – 0. **MOTION CARRIED.**

e. 2025 Capital Projects Fund Budget Amendment – REVISION II

Mr. Troyer stated the Capital Projects Fund template update and reprogramming would be carried forward and used next year. There are also funds allocated for backup center improvements – the county and city of Portage unable to come to terms on purchase of building. Funds were still allocated in budget.

“Motion by Mr. McComb, second by Mr. Ernstes to approve the 2025 Capital Projects Fund Budget Amendment – REVISION II as presented.”

On a roll call vote, Yes – 11, No – 0. **MOTION CARRIED**

f. 2026 General Fund and Capital Projects Fund Budget Proposal

Mr. Troyer presented a PowerPoint overview of the 2026 proposed budget.

Ms. VanDerKley requested the Personnel Committee do market comparables for the Executive Director position to ensure the wage was competitive.

Mr. Troyer noted that in 2026 Translators Consulting Group would be working with the Administrative Team to evaluate processes and working relationships.

Ms. VanDerKley thanked Mr. Troyer for an excellent presentation.

“Motion by Mr. Fuller, second by Mr. McComb to approve the 2026 General Fund and Capital Projects Fund Budget Proposal which includes General Fund expenditures equal to \$7,726,444 and Capital Projects Fund expenditures totaling \$5,826,120 as presented.”

On a roll call vote, Yes – 11, No – 0. **MOTION CARRIED.**

C. Old Business

There was none.

D. New Business

Ms. VanDerKley announced Mr. Armold would be retiring from the Portage Department of Public Safety. She thanked him for his service with PDPS and for his contributions to KCCDA.

Ms. VanDerKley presented a service appreciation clock to Jim Ritsema in honor of his years on the KCCDA Board. She thanked him for being a loyal, engaged member from the very beginning. She noted his calmness helped in many situations. She wished him the very best in his retirement.

Mr. Ritsema stated it has been a good journey with this Board and pulling it all together. He stated it was a big leap of faith for the agencies but thanks to Mr. Troyer’s leadership and past Board members, it’s going great.

1. 2026 Regular Meeting Dates

Mr. Troyer presented the listing of the 2026 Regular Meeting Dates for the KCCDA Board of Directors. As in the past, meetings will be held every other month on the second Thursday.

2. Closed Session MCL 15.268(c) – Strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement

“Motion by Mr. McComb, second by Mr. Merlo to retire to closed session per MCL 15.269(c).”

On a roll call vote, Yes – 11, No – 0. **MOTION CARRIED.**

The Board retired to closed session at 4:18 p.m.

The Board returned to open session at 4:31 p.m.

ITEM 7 – OTHER ITEMS

- A. Announcements and Member Comments

There were none.

- B. Next regular scheduled meeting – January 8, 2026 (Chief Switalski Meeting Room)

ITEM 8 - ADJOURNMENT

The meeting was adjourned at 4:31 p.m.

Chris McComb
Deputy Clerk of KCCDA Board of Directors

KCCDA Administrative Report

December 2025

(Completed January 6, 2026)

Meetings, Discussions, Conference Calls, & Events

The following is a summary of meetings/conference calls, events, and presentations attended by KCCDA's Administrative Team during the timeframe indicated above:

- 44 – Meetings, Video/Telephone Conferences, and Presentations

Tasks and/or Projects

The following are tasks carried out by the KCCDA Administration during this period.

- **2025 CAPITAL IMPROVEMENT PROJECTS**

The following is a list of Capital Improvement Projects approved for the current budget year:

- **#1 – MPSCS Template Programming Project (Budget: \$60,000)**
Administration has completed the recommended law enforcement template and is working on the fire template. Multiple agencies have started the re-templating process with their vendors. We continue to announce this project at all end-user meetings we attend. This project will continue into next year and is embedded in the End-user Radio Readiness Project for 2026.
- **#2 – Backup Dispatch Center (Budget: Design/Reno-\$500,000 & Equipment/Software- \$500,000)**
The City of Portage and Kalamazoo County were unable to reach terms for the purchase of the Industrial Drive facility. Administration is working with the City of Portage to evaluate options with the facility.
- **#3 – Tyler Technologies System – Windows Server Upgrade & Migration (Budget: \$100,328)**
The Tyler Technologies System server migration and upgrade was completed on August 26th. Tyler resources and IT staff from end-user agencies and KCCDA continued to work on a few core systems and ancillary issues into the following day. Everything is stable in the new environment, and the old environment was decommissioned on Monday, September 22nd at 9 a.m.
- **#4 – Vesta E911 Telephony System Refresh (Budget: \$250,000)**
INdigital installed the new hardware for workstations September 2nd – 5th. INdigital returned on October 1st and completed the Vesta Application upgrade. This project is complete, and final acceptance has been processed.

- *#5 – Stadium Drive Facility Upgrades (Budget: \$75,000)*
Administration met with Schley Nelson Architects on September 12th and conducted a site walkthrough to begin working on the facility assessment. A preliminary report was reviewed on November 25th. The final report is complete and will be presented to the Board of Directors at this week's meeting.
- *#6 – VHF Radio Communications Monitoring System Upgrade (Budget: \$34,670)*
The Statement of Work with Roe Comm was executed for this project on May 12th and we are still waiting on a delivery date for the new application/software. A new server to run this system was ordered and received before the end of December. Configuration of the upgraded application will carry forward into next year.
- **DECEMBER 17th – GOVERNMENT STAKEHOLDERS HOLIDAY LUNCHEON**
We hosted the Government Stakeholders Holiday Luncheon on December 17th. Approximately 50 people attended the event. The Luncheon consisted of the Monthly Township Supervisors Meeting, Round-Table Governmental Unit Hot Topic discussions, lunch, and administration provided a brief overview of the upcoming Radio Readiness Project.
- **RADIO READINESS PROJECT**
Administration continues to field questions and receive feedback in reference to the DRAFT guidelines for administering the Radio Readiness Project. This will be the primary topic of conversation/discussion at the January Technical Advisory Committee (TAC) meeting. Administration hopes TAC will have a final version of the guidelines for consideration and recommendation to the Board of Directors at the March meeting.
- **KCCDA STAFFING**
The following is a snapshot of KCCDA staffing levels as of January 5, 2026:

POSITION/TITLE	POSITIONS Budgeted	POSITIONS Filled	NOTES
ECO – I	16	11	
ECO – II	32	25	
PT ECO's	7	6	
Dispatch Supervisor	6	5	
TOTAL:	61	47	

PT ECO-II Brittany King resigned her position with KCCDA effective December 12th as she accepted a full-time position elsewhere.

We will be opening the ECO application process on January 20th for 48 hours and will conduct another condensed hiring cycle with ECO prospect days where pre-

employment skills testing, two rounds of interviews, and dispatch observations will all be conducted during three or four four-hour sessions.

- **MONTH END FINANCIALS**

The Michigan Class investment account and Mercantile General Business Checking were reconciled against the general ledger on January 6, 2026.

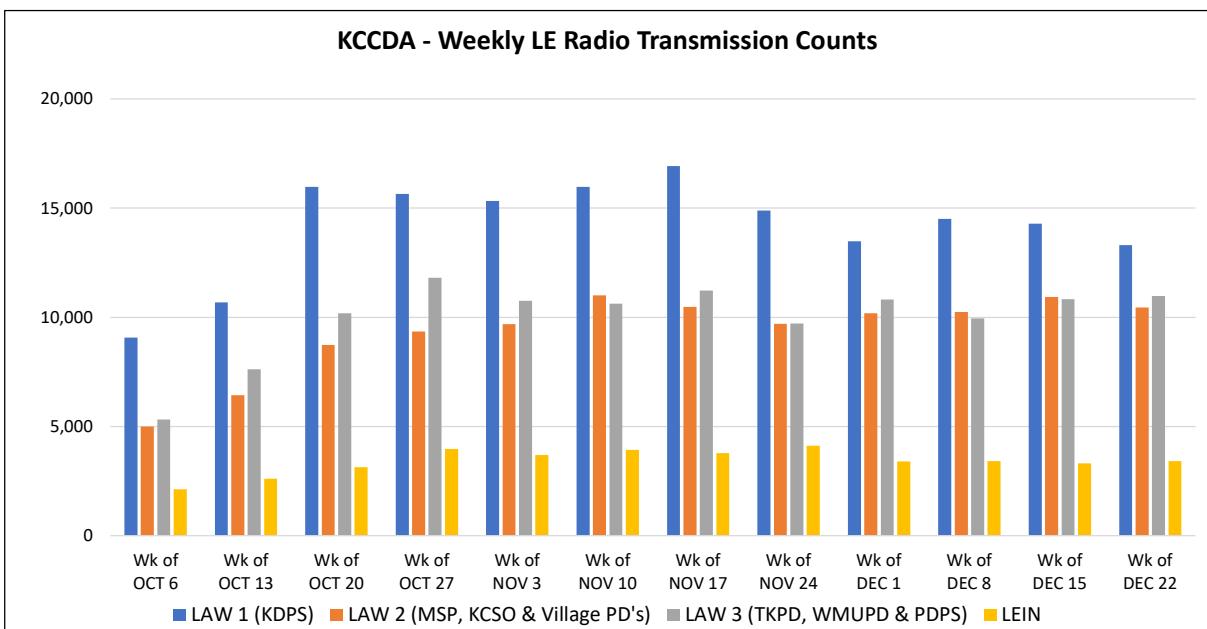
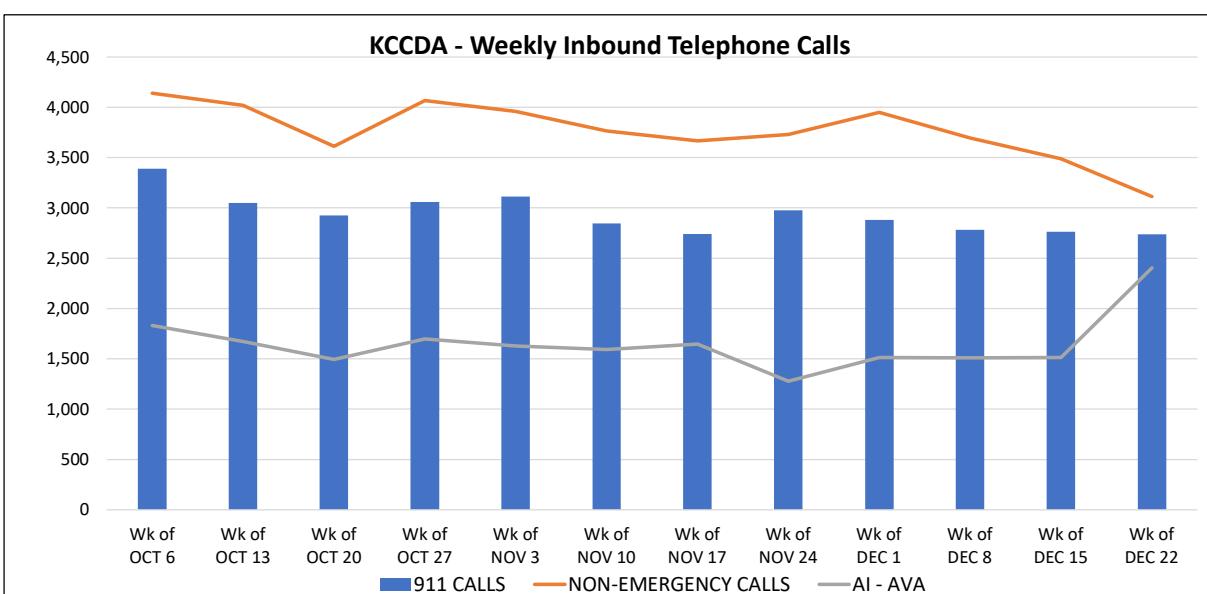
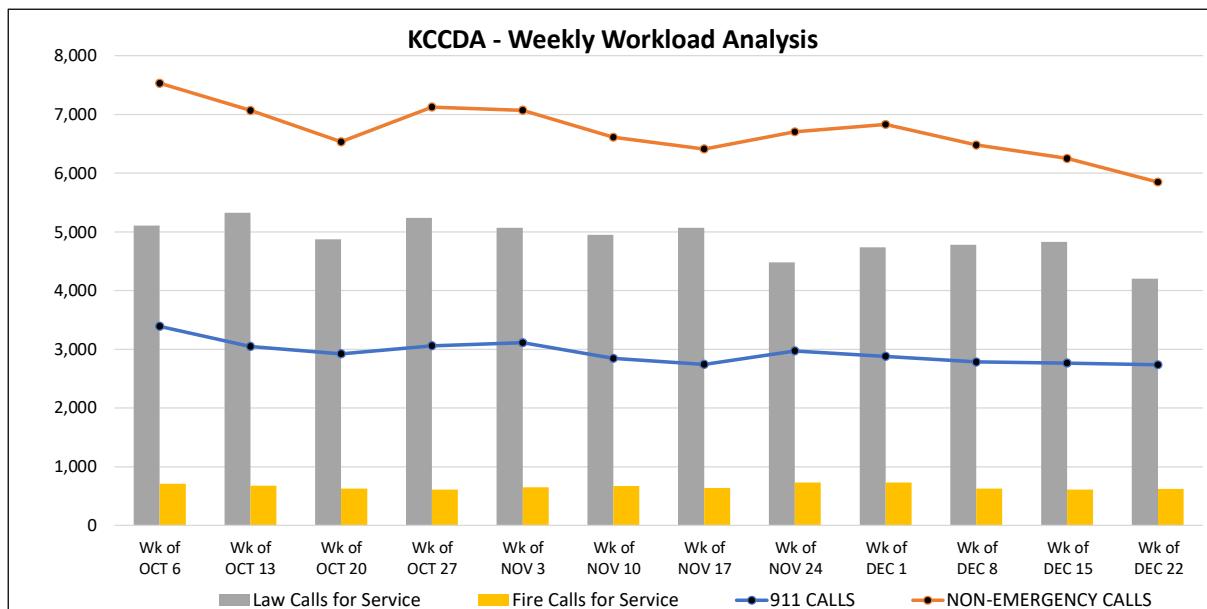
- **STATISTICS & METRICS**

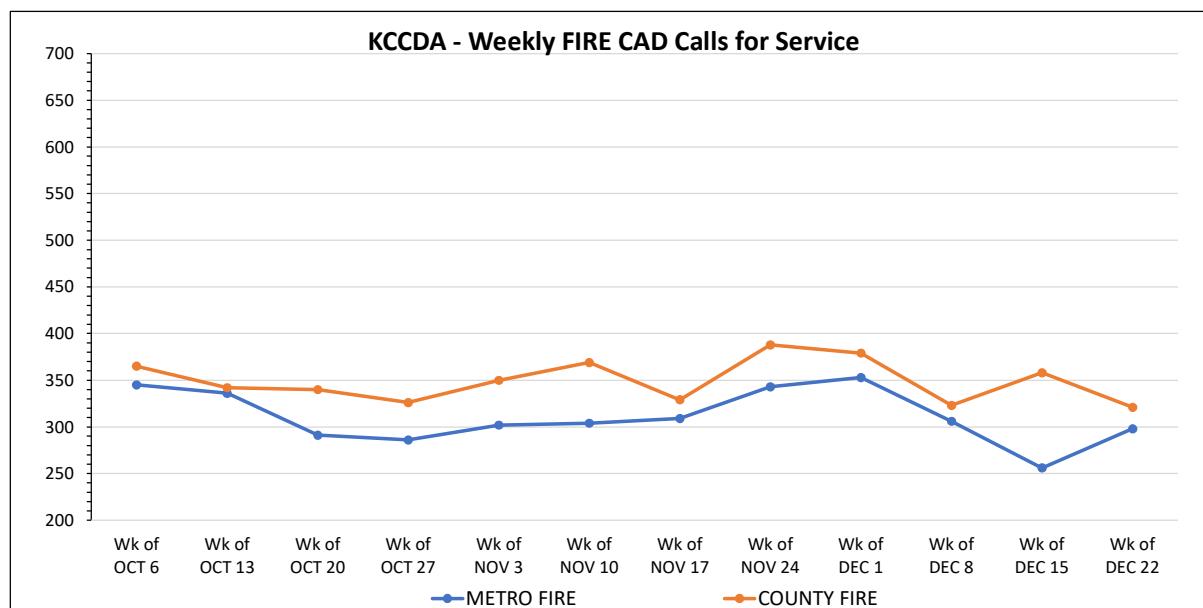
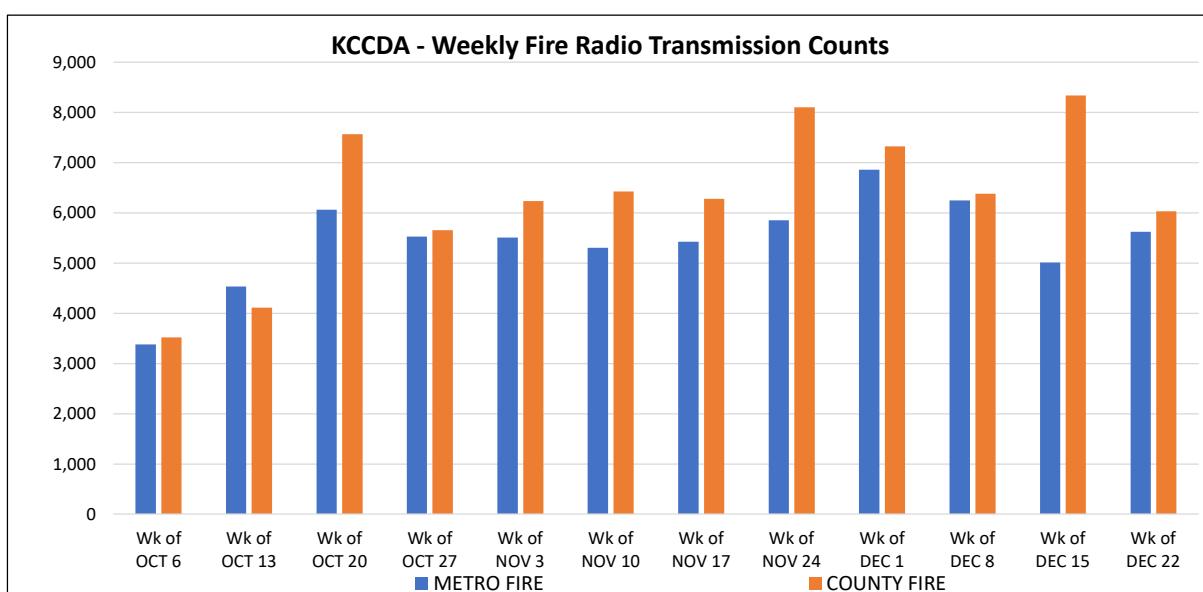
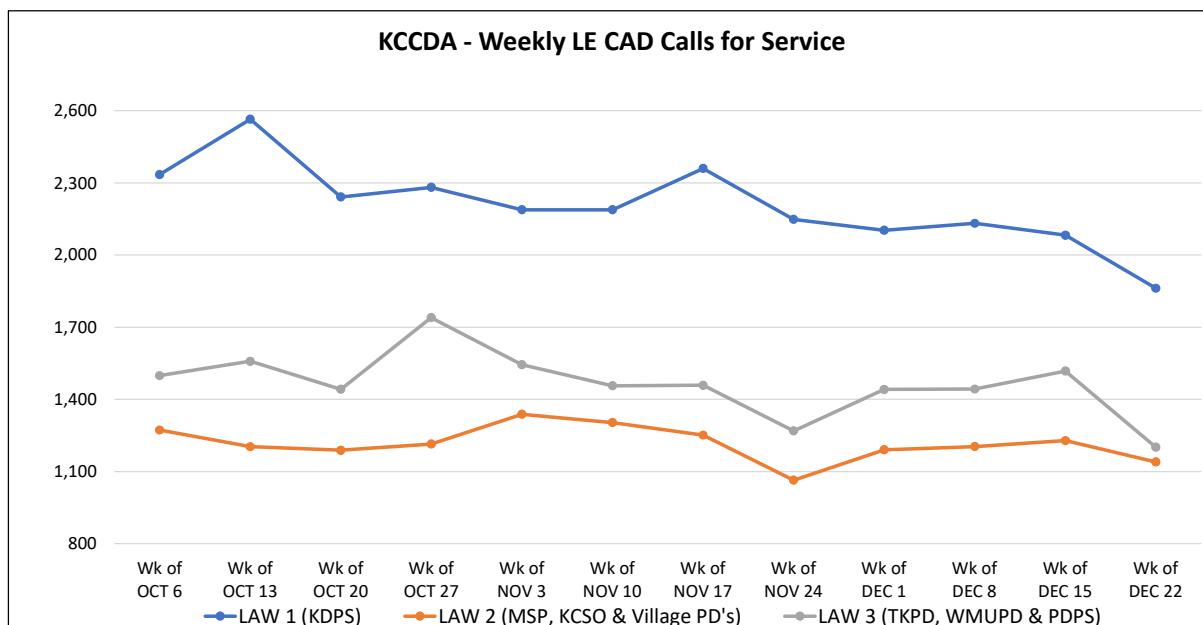
Attached are several different statistical and performance metrics reports:

- ✓ Monthly Accolades, Complaints and Suggestions
- ✓ Weekly Workload Graphs
- ✓ 2025 and 2024 Monthly workload statistics
- ✓ Emergency Call Wait Time Report
- ✓ Aurelian AI Non-Emergency Call Handling Statistics

December 2025 - Accolades, Complaints and Suggestions

Date Recvd	Related Dept	Received From	Incident Number	Date of Incident	Chief Accolade, Complaint or Suggestion	Investigative Results	KCCDA Actions (if any)
12/7/2025	KDPS	Lt Heyduck	CFS 4851	12/7/2025	ECO working call taking took a PI accident 911 call regarding a car that flipped into a residence. The homeowner was injured inside the residence. Lt Heyduck put the following message in the KDPS chat room: Can you pass along to the call taker reference the car through the house on Mount Olivet that the RP was very appreciative of them and were very pleased with how they handled the call.		ECO was notified of this information, and a copy of the message added to her file by supervisor Mayo.
12/16/2025	Cooper FD	AC Miles	CFS 1760/1800	12/14/2025	Other FD Agencies sent to Cooper FD calls	These are border streets for jurisdictions so depending on the side of the street. Within Tyler's system, if there is a border street, the correct fire department must be selected even if the correct incident location is selected. The icon to indicate this needs to happen is very small and easily missed.	We are evaluating ways to make this easier on the dispatch staff and will also contact the vendor to see if there is a better way to handle these.
12/19/2025	KCSO	Lt. Bishop	CFS 5350	12/18/2025	Ofcr relayed his vehicle was hit by a vehicle fleeing and the notes stated the deputy's vehicle was rammed. Difference in wording which changes the intent and possible response from other deputies.	In review the radio traffic, what was relayed in the complaint was accurate. The officer did state the vehicle was fleeing and just hit his vehicle. The notes do state "Rammed deputy's vehicle".	Email was sent to the ECO involved. The CFS along with the radio traffic was sent so the ECO could review the two. The ECO was reminded it is the dispatcher's job to document and relay verbatim or as close as reasonably possible to ensure accuracy.
12/31/2025	KDPS	Citizen	CFS 6613	12/31/2025	Citizen emailed KCCDA and wrote the following: I want to thank the dispatcher for being so clearly spoken and caring. She offered to stay on the phone with me until officers arrived, which was incredibly reassuring. I also want to sincerely apologize for being short with her during the call. I was shaking from adrenaline and was trying to focus entirely on the intruder rather than retreating to another room to talk. I hope she knows her presence on the line was a vital lifeline for me and I want her to know that she made me feel safe and secure.		Email was saved to the employee's file and was also shared with the employee.





2025 ALL RADIO TRANSMISSIONS

(Includes Dispatch to Field Units, Field Unit to Dispatch, and Field Unit to Field Unit)

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD TOTAL</u>
<u>Primary Dispatch:</u>													
LAW 1	65,625	62,252	80,213	76,824	81,754	84,888	86,024	79,529	79,490	59,817	68,313	61,086	885,815
LAW 2	46,481	38,959	43,957	44,590	47,716	49,501	51,864	49,620	47,594	34,745	43,529	46,730	545,286
LAW 3	51,781	44,828	52,683	54,064	51,437	50,040	50,197	52,806	51,200	40,523	45,579	46,382	591,520
METRO FIRE	28,194	22,388	26,509	27,077	29,311	27,719	29,403	29,065	25,863	22,431	23,762	26,556	318,278
COUNTY FIRE	28,503	23,272	22,461	26,778	30,469	26,650	26,138	32,479	27,713	24,298	28,352	32,325	329,438
LEIN	16,629	15,938	20,074	19,887	19,869	19,101	21,765	20,506	21,021	14,103	16,611	14,526	220,030
<u>Tactical Channels:</u>													
800-TAC 1	5,313	4,458	4,861	4,925	6,766	7,032	4,372	5,440	4,880	4,069	4,862	4,485	61,463
800-TAC 2	1,095	811	1,035	1,008	1,075	629	1,192	736	1,381	1,536	1,915	1,075	13,488
800-TAC 3	1,862	1,611	2,466	2,687	1,797	2,285	1,678	1,747	704	801	1,529	1,361	20,528
800-TAC 4	407	177	557	445	593	410	361	243	376	282	230	115	4,196
800-TAC 5	2,876	1,671	3,332	2,939	1,994	2,363	3,637	2,013	4,906	990	1,614	957	29,292
800-TAC 6	61	7	15	41	24	12	1	53	443	1,956	208	19	2,840
800-TAC 7	54	1	455	20	12	94	6	100	712	66	0	1	1,521
800-TAC 8	17	1	9	69	2	150	485	25	2	322	17	43	1,142
TOTAL:	248,898	216,374	258,627	261,354	272,819	270,874	277,123	274,362	266,285	205,939	236,521	235,661	3,024,837
<i>Compared to 2024:</i>	<i>-4.38%</i>	<i>-20.08%</i>	<i>-2.79%</i>	<i>1.61%</i>	<i>-7.30%</i>	<i>-8.98%</i>	<i>-5.08%</i>	<i>-5.62%</i>	<i>-5.41%</i>	<i>-32.03%</i>	<i>-8.19%</i>	<i>-3.61%</i>	

2025 TELEPHONE CALLS

KCCDA PHONE CALLS:	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
911 CALLS	11,992	10,486	13,394	12,912	15,908	14,742	14,898	15,095	14,355	13,968	12,566	12,466	162,782
NON-EMERGENCY	18,478	15,873	18,906	17,581	19,780	19,149	19,362	18,733	17,758	17,635	16,271	16,007	215,533
VOICE CALL TOTAL:	30,470	26,359	32,300	30,493	35,688	33,891	34,260	33,828	32,113	31,603	28,837	28,473	378,315
<i>Compared to 2024:</i>	<i>-10.73%</i>	<i>-17.14%</i>	<i>-4.56%</i>	<i>-13.15%</i>	<i>-11.79%</i>	<i>-18.74%</i>	<i>-11.77%</i>	<i>-13.75%</i>	<i>-18.60%</i>	<i>-16.62%</i>	<i>-13.54%</i>	<i>-9.30%</i>	
AI - AVA PROCESSED:	6,832	5,495	6,859	6,854	7,371	7,556	8,659	7,458	7,614	7,408	6,610	6,340	85,056

2025 CAD CALLS FOR SERVICE

(Does not include canceled calls)

DISPATCH POSITION:	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
LAW 1	8,929	9,072	10,570	10,140	10,952	10,474	11,044	8,641	10,417	10,259	9,505	8,968	118,971
LAW 2	5,096	4,779	5,769	5,160	5,547	5,397	5,580	4,486	5,571	5,534	5,273	5,280	63,472
LAW 3	6,352	5,909	6,790	7,484	6,593	6,153	6,868	5,382	6,726	6,986	6,157	6,121	77,521
METRO FIRE	1,340	1,257	1,536	1,392	1,488	1,441	1,539	1,219	1,379	1,419	1,345	1,350	16,705
COUNTY FIRE	1,488	1,355	1,565	1,344	1,721	1,442	1,465	1,217	1,319	1,541	1,514	1,581	17,552
TOTAL:	23,205	22,372	26,230	25,520	26,301	24,907	26,496	20,945	25,412	25,739	23,794	23,300	294,221
<i>Compared to 2024:</i>	<i>2.46%</i>	<i>-2.47%</i>	<i>10.77%</i>	<i>4.38%</i>	<i>1.89%</i>	<i>-2.91%</i>	<i>1.46%</i>	<i>-26.45%</i>	<i>-0.40%</i>	<i>1.22%</i>	<i>2.15%</i>	<i>1.91%</i>	

2024 ALL RADIO TRANSMISSIONS

(Includes Dispatch to Field Units, Field Unit to Dispatch, and Field Unit to Field Unit)

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>YTD TOTAL</u>
<u>Primary Dispatch:</u>													
LAW 1	73,288	75,661	76,498	74,428	85,154	88,703	83,996	83,476	81,217	77,842	68,382	65,001	933,646
LAW 2	49,179	45,252	47,042	46,212	55,355	54,311	54,862	53,151	51,477	48,830	47,139	48,137	600,947
LAW 3	47,151	51,462	52,755	54,106	58,563	58,421	62,310	61,496	58,380	59,938	55,542	47,167	667,291
METRO FIRE	29,369	27,038	26,124	25,595	29,000	32,478	28,557	29,852	30,620	25,726	25,885	26,824	337,068
COUNTY FIRE	30,135	24,413	27,692	24,326	27,950	30,838	26,289	26,698	25,314	25,729	24,515	27,366	321,265
LEIN	16,486	19,927	19,615	18,073	20,480	20,804	21,278	22,958	21,075	20,782	19,818	16,605	237,901
<u>Tactical Channels:</u>													
800-TAC 1	8,042	9,265	6,312	5,784	4,823	5,388	5,847	5,860	6,413	5,468	6,205	5,390	74,797
800-TAC 2	1,034	621	830	712	1,938	981	863	1,013	750	2,262	1,574	717	13,295
800-TAC 3	1,215	1,571	1,319	812	2,171	1,019	2,846	1,282	1,974	2,869	1,458	1,439	19,975
800-TAC 4	186	1350	1398	350	1,202	622	1617	745	116	314	398	1,090	9,388
800-TAC 5	3,330	3,086	6,006	6,680	5,502	1,411	2,538	3,067	3,139	1,961	4,952	4,440	46,112
800-TAC 6	285	179	14	3	4	108	46	132	112	11	13	3	910
800-TAC 7	3	1	241	50	118	100	107	62	11	162	8	0	863
800-TAC 8	86	6	6	20	464	13	38	0	101	7	3	0	744
TOTAL:	259,789	259,832	265,852	257,151	292,724	295,197	291,194	289,792	280,699	271,901	255,892	244,179	3,264,202
<i>Compared to 2023:</i>	<i>-2.09%</i>	<i>-3.56%</i>	<i>5.23%</i>	<i>-0.54%</i>	<i>6.00%</i>	<i>12.69%</i>	<i>1.87%</i>	<i>6.09%</i>	<i>5.29%</i>	<i>0.50%</i>	<i>3.43%</i>	<i>-6.46%</i>	

2024 TELEPHONE CALLS

PHONE CALLS	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
911 CALLS	11,786	10,943	12,336	12,815	15,155	15,331	14,396	14,516	13,804	13,280	12,050	12,147	158,559
NON-EMERGENCY	21,953	19,933	21,436	21,689	24,741	24,912	23,896	23,963	24,282	23,574	20,692	18,975	270,046
TOTAL:	33,739	30,876	33,772	34,504	39,896	40,243	38,292	38,479	38,086	36,854	32,742	31,122	428,605
<i>Compared to 2023:</i>	<i>-4.40%</i>	<i>-15.21%</i>	<i>-7.61%</i>	<i>-12.95%</i>	<i>-8.48%</i>	<i>-7.34%</i>	<i>-8.19%</i>	<i>0.60%</i>	<i>5.01%</i>	<i>0.87%</i>	<i>1.22%</i>	<i>-6.10%</i>	

2024 CAD CALLS FOR SERVICE

(Does not include canceled calls)

<u>DISPATCH POSITION:</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTAL</u>
LAW 1	9,554	9,576	10,108	10,435	10,753	11,106	11,131	10,763	10,225	9,955	8,913	8,808	121,327
LAW 2	4,854	5,046	5,178	5,242	5,731	5,486	5,462	5,783	5,583	5,481	5,195	5,318	64,359
LAW 3	5,398	5,847	5,697	6,130	6,384	6,017	6,755	7,090	6,983	7,341	6,588	5,912	76,142
METRO FIRE	1,331	1,191	1,170	1,310	1,366	1,436	1,383	1,371	1,377	1,269	1,292	1,379	15,875
COUNTY FIRE	1,498	1,265	1,252	1,284	1,570	1,587	1,377	1,477	1,345	1,380	1,295	1,438	16,768
TOTAL:	22,635	22,925	23,405	24,401	25,804	25,632	26,108	26,484	25,513	25,426	23,283	22,855	294,471
<i>Compared to 2023:</i>	<i>-2.90%</i>	<i>-5.67%</i>	<i>0.83%</i>	<i>3.02%</i>	<i>1.46%</i>	<i>5.12%</i>	<i>5.22%</i>	<i>9.30%</i>	<i>3.86%</i>	<i>5.78%</i>	<i>2.33%</i>	<i>-2.05%</i>	

Emergency Call Wait Time Range

For (Month)

Creation Date: 01/02/2026 09:15:15 AM

Date Range: 12/01/2025 12:00:00 AM - 12/31/2025 11:59:59 PM

Grouping: Month

Filter Criteria: Please, refer to the last page.



Detail Information

Month	None	0 - 10	11 - 20	21 - 30	31 - 40	41 - 50	51 - 60	>= 61	Total
Dec	Call Count	91	11,342	831	133	32	7	1	2
	Cumulative Percentage		92 %	99 %	100 %	100 %	100 %	100 %	12,439
Total	Call Count	91	11,342	831	133	32	7	1	2
	Cumulative Percentage		92 %	99 %	100 %	100 %	100 %	100 %	12,439

Emergency Call Wait Time Range

For (Month)

Creation Date: 01/02/2026 09:15:15 AM

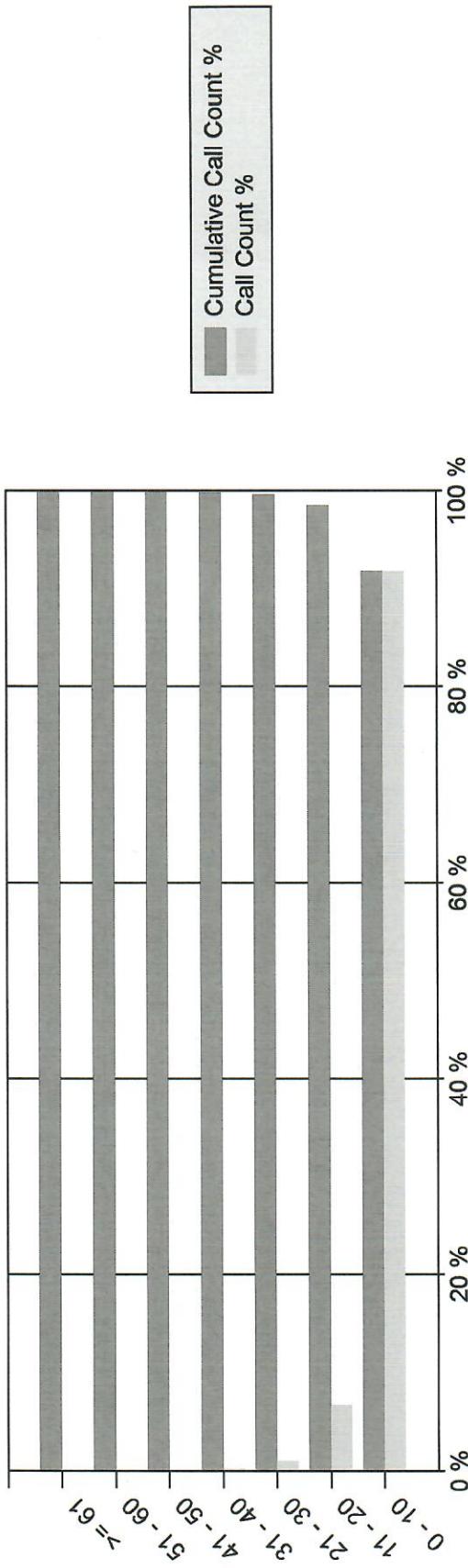
Date Range: 12/01/2025 12:00:00 AM - 12/31/2025 11:59:59 PM

Grouping: Month

Filter Criteria: Please, refer to the last page.

Summary Chart

Call Count % by Wait Time Range



Emergency Call Wait Time Range

For (Month)

Creation Date: 01/02/2026 09:15:15 AM

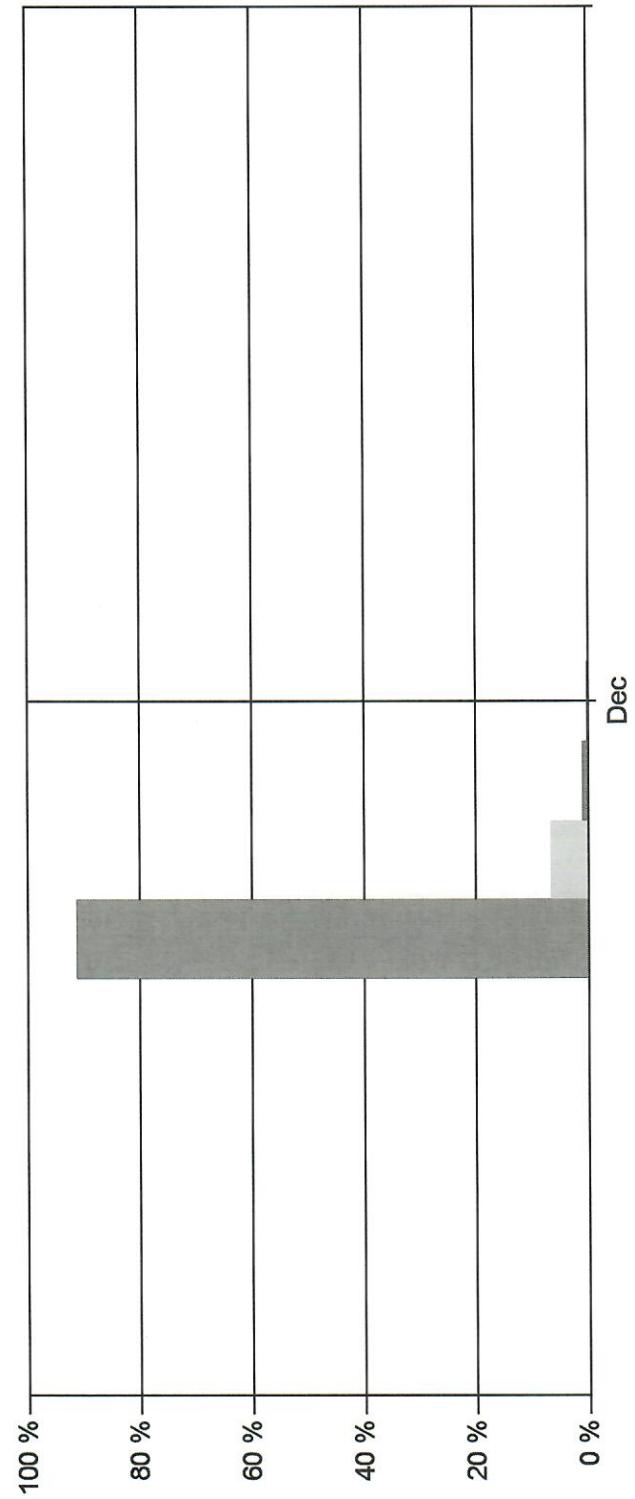
Date Range: 12/01/2025 12:00:00 AM - 12/31/2025 11:59:59 PM

Grouping: Month

Filter Criteria: Please, refer to the last page.

Detail Chart

Call Count % by Wait Time (Month)



Performance - Kalamazoo

Time Range

December 1, 2025 - December 31, 2025 X

10,512

Calls Handled i

4,172

Calls Transferred to Dispatch i

241

Allowlisted Calls i

987

Potential Emergency Calls i

39.69%

Calls Transferred to Dispatch i

3,221

Action Items Generated

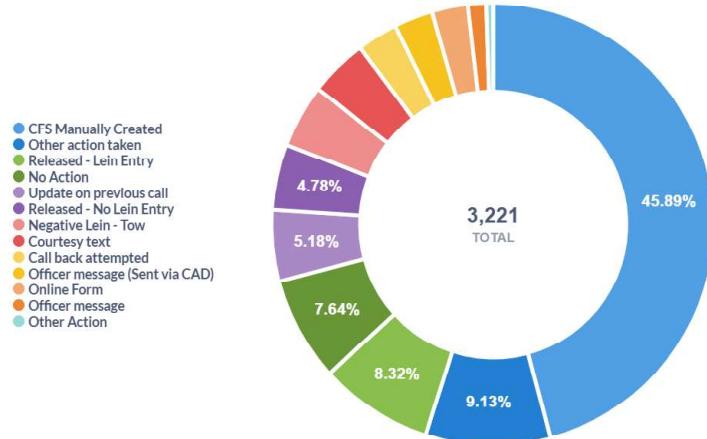
99.63%

Action Items Handled Successfully

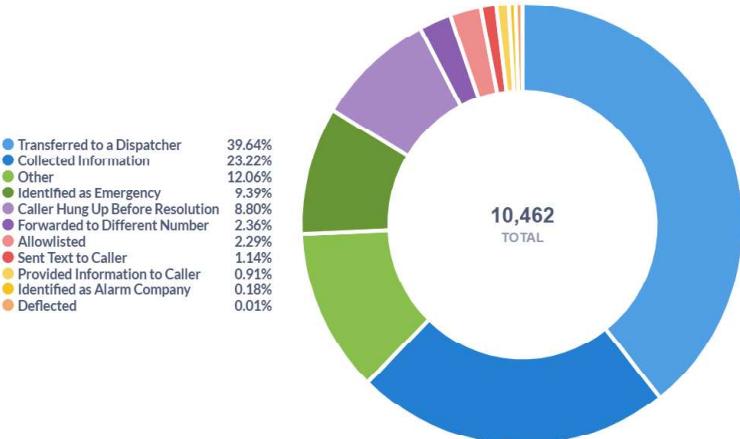
2.8

Median Time to Resolve Call (in Minutes) i

Action Items By Resolution Type

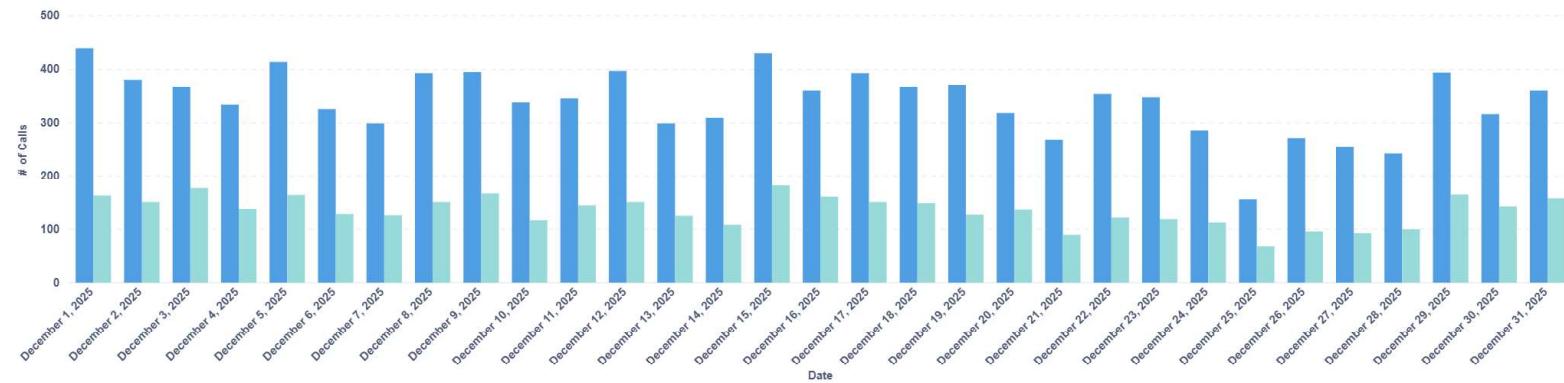


Call Outcome



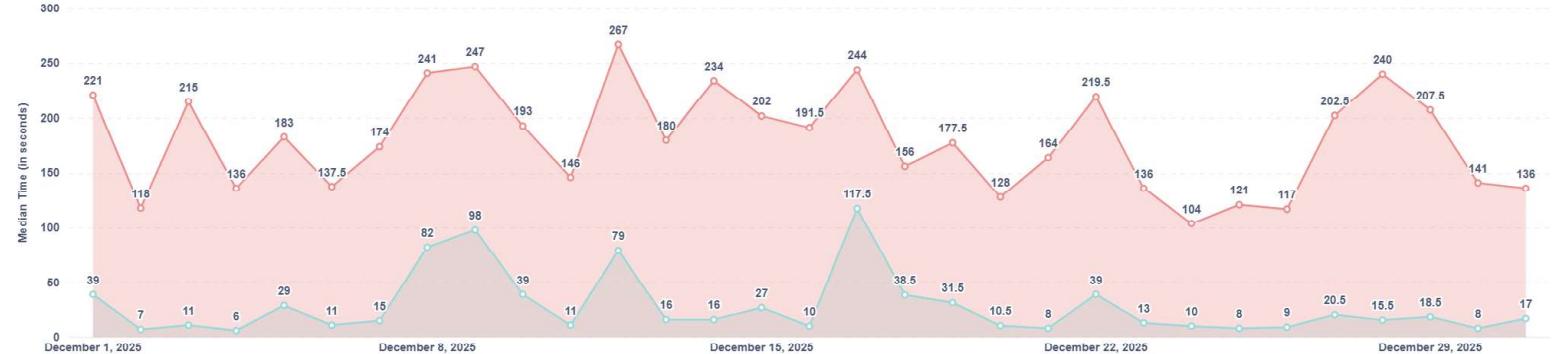
Total Calls Handled & Calls Transferred to Dispatch

Total Calls i Calls Transferred to Dispatcher i



Median Time to Acknowledgement & Resolution

Median of Time to Acknowledgement i Median of Time to Resolution i



Kalamazoo County Dispatch Authority

Mercantile General Busn. Checking, Period Ending 11/28/2025

RECONCILIATION REPORT

Reconciled on: 12/03/2025

Reconciled by: Jeff Troyer

Any changes made to transactions after this date aren't included in this report.

Summary

Statement beginning balance.....	522,358.51
Checks and payments cleared (49).....	507,200.31
Deposits and other credits cleared (5).....	635,783.46
Statement ending balance.....	<u>650,941.66</u>

Uncleared transactions as of 11/28/2025.....	-113,164.05
Register balance as of 11/28/2025.....	552,833.57
Cleared transactions after 11/28/2025.....	-15,056.96
Uncleared transactions after 11/28/2025.....	1,839,281.13
Register balance as of 12/03/2025.....	<u>2,377,058.74</u>

Details

Checks and payments cleared (49)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
09/11/2025	Bill Payment	4678	Township of Kalamazoo - Police Department	-22,264.75
10/28/2025	Bill Payment	4730	Besco	-162.00
10/28/2025	Bill Payment	4731	AT&T Mobility	-541.25
10/28/2025	Bill Payment	4739	Kzoom	-1,540.00
10/28/2025	Bill Payment	4737	Rose Pest Solutions	-106.00
10/28/2025	Bill Payment	4736	DirectTV	-149.99
10/28/2025	Bill Payment	4735	Costco Wholesale	-195.00
10/28/2025	Bill Payment	4734	Bronson Healthcare Group	-212.00
10/28/2025	Bill Payment	4733	Unum Insurance Company of America	-2,387.34
10/28/2025	Bill Payment	4732	Tyler Technologies, Inc.	-5,748.00
10/28/2025	Bill Payment	4725	Cameron VanZile	-6.44
10/28/2025	Bill Payment	4727	Cohl, Stoker & Toskey, P.C.	-1,303.14
10/28/2025	Bill Payment	4729	Republic Services	-346.97
10/28/2025	Bill Payment	4728	Consumers Energy	-4,303.33
11/13/2025	Bill Payment	4749	Dave Bunyon & Sons	-300.00
11/13/2025	Bill Payment	4761	Insight Public Sector, Inc.	-1,101.34
11/13/2025	Bill Payment	4762	One Way Products	-83.52
11/13/2025	Bill Payment	4746	DL Gallivan Office Solutions	-261.88
11/13/2025	Bill Payment	4747	Besco	-229.00
11/13/2025	Bill Payment	4760	Midwest Energy and Communications	-452.83
11/13/2025	Bill Payment	4750	Indigital	-74,403.29
11/13/2025	Bill Payment	4751	United Way of Northwest Michigan	-1,073.38
11/13/2025	Bill Payment	4752	Sohn Linen Service	-96.04
11/13/2025	Bill Payment	4754	Williams Building Services LLC	-2,660.00
11/13/2025	Bill Payment	4755	MLive Media Group	-63.51
11/13/2025	Bill Payment	4756	TransUnion Risk and Alternative Data Soluti...	-323.00
11/13/2025	Bill Payment	4757	Kalamazoo City Treasurer	-862.71
11/13/2025	Bill Payment	4758	Insight Direct USA	-4.62
11/13/2025	Bill Payment	4740	AT&T - Box 5019	-1,622.94
11/13/2025	Bill Payment	4741	Integrity Business Solutions	-394.08
11/13/2025	Bill Payment	4742	Cohl, Stoker & Toskey, P.C.	-396.00
11/13/2025	Bill Payment	4743	Dixon Lawn Care	-710.00
11/13/2025	Bill Payment	4744	Consumers Energy	-4,987.58
11/13/2025	Bill Payment	4745	Schley Nelson Architects, Inc.	-11,822.50
11/14/2025	Expense	11.14.25 Longevity	PAYROLL	-16,150.89
11/14/2025	Expense	111425	PAYROLL	-124,669.94
11/15/2025	Expense	111525	MERS - Alerus Financial	-300.00
11/15/2025	Expense		Mercantile Bank of Michigan	-60.00
11/15/2025	Expense	111525	MERS - Alerus Financial	-13,752.67
11/15/2025	Expense	111525	MERS - Alerus Financial	-10,363.76
11/19/2025	Expense	HMO DEC 25	Blue Cross Blue Shield of Michigan	-6,488.20
11/19/2025	Expense	HSA Dec 25	Blue Cross Blue Shield of Michigan	-34,811.14
11/19/2025	Expense	Nov 25	Consumers Life Insurance Company	-1,099.94
11/19/2025	Expense	Oct 25	Metronet	-4,345.89
11/28/2025	Expense	120125	PAYROLL	-138,987.49
11/29/2025	Expense	112825	MERS - Alerus Financial	-9,057.42
11/29/2025	Expense	112825	MERS - Alerus Financial	-5,157.14
11/29/2025	Expense	112825	MERS - Alerus Financial	-300.00
11/29/2025	Expense	112825	MERS - Alerus Financial	-541.40

Total

-507,200.31

Deposits and other credits cleared (5)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/05/2025	Deposit			422.86
11/14/2025	Transfer			500,000.00
11/19/2025	Deposit		Kalamazoo County - Surcharge REV	106,142.00
11/28/2025	Deposit		State of Michigan - Dept of Treasury	28,988.00
11/28/2025	Deposit		Mercantile Bank of Michigan	230.60

Total

635,783.46

Additional Information

Uncleared checks and payments as of 11/28/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
08/11/2022	Bill Payment	3024	Michael Gordon	-9.89
10/18/2022	Bill Payment	3094	Dena Dunn	-198.00
03/30/2023	Bill Payment	3357	Dena Dunn	-120.33
11/16/2023	Bill Payment	3730	Michigan Critical Power	-191.00
05/29/2024	Bill Payment	4025	Dena Dunn	-127.17
07/02/2024	Bill Payment	4070	Bronson Healthcare Group	-375.00
12/17/2024	Bill Payment	4277	The Healthy Dispatcher LLC	-11,000.00
06/25/2025	Bill Payment	4562	Kearstan Nast	-337.50
08/28/2025	Expense	Sept 25	Consumers Life Insurance Company	-1,038.60
11/13/2025	Bill Payment	4748	Aurelian	-98,000.00
11/13/2025	Bill Payment	4753	Big Sky Communications	-1,776.00
11/13/2025	Bill Payment	4759	VISA - Mercantile Bank of Michigan	-279.95
11/17/2025	Expense	111425 Special	MERS - Alerus Financial	-43.93

Total		-113,497.37
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Uncleared deposits and other credits as of 11/28/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/06/2025	Deposit		Snow, Chelsea Adele	333.32
Total				333.32

Uncleared checks and payments after 11/28/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/01/2025	Bill Payment	4763	Consumers Energy	-424.74
12/01/2025	Bill Payment	4764	Kruggel, Lawton & Company, LLC	-600.00
12/01/2025	Bill Payment	4765	Besco	-137.00
12/01/2025	Bill Payment	4766	DL Gallivan Office Solutions	-165.57
12/01/2025	Bill Payment	4767	AT&T Mobility	-545.13
12/01/2025	Bill Payment	4768	Michigan Critical Power	-1,081.00
12/01/2025	Bill Payment	4769	CDW Government	-949.00
12/01/2025	Bill Payment	4770	United Way of Northwest Michigan	-898.37
12/01/2025	Bill Payment	4771	Sohn Linen Service	-48.02
12/01/2025	Bill Payment	4772	Otis Elevator Company	-704.76
12/01/2025	Bill Payment	4780	Colby Investigations, LLC	-3,654.20
12/01/2025	Bill Payment	4781	Rose Pest Solutions	-106.00
12/01/2025	Bill Payment	4773	Bronson Healthcare Group	-212.00
12/01/2025	Bill Payment	4774	Richard Feole	-250.00
12/01/2025	Bill Payment	4775	Williams Building Services LLC	-2,460.00
12/01/2025	Bill Payment	4776	Active911	-1,409.40
12/01/2025	Bill Payment	4777	Catering by GMC	-1,098.80
12/01/2025	Bill Payment	4778	VISA - Mercantile Bank of Michigan	-1,974.89
12/01/2025	Bill Payment	4779	DirecTV	-149.99

Total		-16,868.87
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Uncleared deposits and other credits after 11/28/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/03/2025	Deposit		Kalamazoo County - Millage & LCSS REV	1,856,150.00
Total				1,856,150.00

Kalamazoo County Dispatch Authority

Mercantile General Busn. Checking, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/06/2026

Reconciled by: Jeff Troyer

Any changes made to transactions after this date aren't included in this report.

Summary

Statement beginning balance.....	650,941.66
Checks and payments cleared (54).....	581,282.73
Deposits and other credits cleared (4).....	1,858,808.88
Statement ending balance.....	<u>1,928,467.81</u>

Uncleared transactions as of 12/31/2025.....	-88,031.59
Register balance as of 12/31/2025.....	1,840,436.22

Details

Checks and payments cleared (54)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/13/2025	Bill Payment	4748	Aurelian	-98,000.00
11/13/2025	Bill Payment	4753	Big Sky Communications	-1,776.00
11/13/2025	Bill Payment	4759	VISA - Mercantile Bank of Michigan	-279.95
12/01/2025	Bill Payment	4779	DirecTV	-149.99
12/01/2025	Bill Payment	4763	Consumers Energy	-424.74
12/01/2025	Bill Payment	4764	Kruggel, Lawton & Company, LLC	-600.00
12/01/2025	Bill Payment	4765	Besco	-137.00
12/01/2025	Bill Payment	4766	DL Gallivan Office Solutions	-165.57
12/01/2025	Bill Payment	4767	AT&T Mobility	-545.13
12/01/2025	Bill Payment	4768	Michigan Critical Power	-1,081.00
12/01/2025	Bill Payment	4769	CDW Government	-949.00
12/01/2025	Bill Payment	4770	United Way of Northwest Michigan	-898.37
12/01/2025	Bill Payment	4771	Sohn Linen Service	-48.02
12/01/2025	Bill Payment	4772	Otis Elevator Company	-704.76
12/01/2025	Bill Payment	4773	Bronson Healthcare Group	-212.00
12/01/2025	Bill Payment	4774	Richard Feole	-250.00
12/01/2025	Bill Payment	4775	Williams Building Services LLC	-2,460.00
12/01/2025	Bill Payment	4778	VISA - Mercantile Bank of Michigan	-1,974.89
12/01/2025	Bill Payment	4776	Active911	-1,409.40
12/01/2025	Bill Payment	4781	Rose Pest Solutions	-106.00
12/01/2025	Bill Payment	4780	Colby Investigations, LLC	-3,654.20
12/12/2025	Expense	121225	PAYROLL	-160,546.43
12/13/2025	Expense	121225	MERS - Alerus Financial	-300.00
12/13/2025	Expense	121225	MERS - Alerus Financial	-541.40
12/13/2025	Expense	121325	MERS - Alerus Financial	-17,700.71
12/13/2025	Expense	121225	MERS - Alerus Financial	-5,742.20
12/15/2025	Expense		Mercantile Bank of Michigan	-60.00
12/18/2025	Bill Payment	4803	Third Coast Tech, LLC	-937.13
12/18/2025	Bill Payment	4782	AT&T - Box 5019	-1,622.94
12/18/2025	Bill Payment	4783	Integrity Business Solutions	-3,357.01
12/18/2025	Bill Payment	4784	Dixon Lawn Care	-2,673.00
12/18/2025	Bill Payment	4787	Republic Services	-348.69
12/18/2025	Bill Payment	4789	Schley Nelson Architects, Inc.	-10,859.23
12/18/2025	Bill Payment	4792	Sohn Linen Service	-48.02
12/18/2025	Bill Payment	4795	Translator's Consulting Group, LLC	-6,000.00
12/18/2025	Bill Payment	4796	TransUnion Risk and Alternative Data Soluti...	-320.00
12/18/2025	Bill Payment	4797	Denise Amber Lee Foundation	-1,000.00
12/18/2025	Bill Payment	4798	VISA - Mercantile Bank of Michigan	-2,078.80
12/18/2025	Bill Payment	4800	One Way Products	-733.70
12/18/2025	Bill Payment	4801	MACNLOW Associates	-3,750.00
12/18/2025	Bill Payment	4802	Motorola Solutions, Inc.	-40,301.29
12/18/2025	Bill Payment	4805	AT&T Mobility	-546.33
12/18/2025	Bill Payment	4807	Katie Dunfield	-316.80
12/18/2025	Bill Payment	4808	MLive Media Group	-48.51
12/18/2025	Bill Payment	4809	Midwest Energy and Communications	-336.47
12/18/2025	Bill Payment	4810	Rose Pest Solutions	-106.00
12/18/2025	Expense	120125	Metronet	-4,193.25
12/18/2025	Expense	HMO Jan 26	Blue Cross Blue Shield of Michigan	-5,998.05
12/18/2025	Expense	HSA Jan 26	Blue Cross Blue Shield of Michigan	-41,269.88
12/26/2025	Expense	122625	PAYROLL	-133,473.13
12/27/2025	Expense	122625	MERS - Alerus Financial	-300.00
12/27/2025	Expense	122625	MERS - Alerus Financial	-541.40
12/27/2025	Expense	122625	MERS - Alerus Financial	-4,994.17
12/27/2025	Expense	122625	MERS - Alerus Financial	-14,412.17

Total

-581,282.73

Deposits and other credits cleared (4)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/03/2025	Deposit		Kalamazoo County - Millage & LCSS REV	1,856,150.00
12/03/2025	Deposit			457.96
12/22/2025	Deposit			1,320.66
12/31/2025	Deposit		Mercantile Bank of Michigan	880.26

Total

1,858,808.88

Additional Information

Uncleared checks and payments as of 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
06/25/2025	Bill Payment	4562	Kearstan Nast	-337.50
08/28/2025	Expense	Sept 25	Consumers Life Insurance Company	-1,038.60
11/17/2025	Expense	111425 Special	MERS - Alerus Financial	-43.93
12/01/2025	Bill Payment	4777	Catering by GMC	-1,098.80
12/18/2025	Bill Payment	4799	Peninsula Fiber Network	-937.00
12/18/2025	Bill Payment	4786	Consumers Energy	-5,171.98
12/18/2025	Bill Payment	4804	DL Gallivan Office Solutions	-160.90
12/18/2025	Bill Payment	4788	Printmill	-303.62
12/18/2025	Expense	Jan 26	Consumers Life Insurance Company	-988.52
12/18/2025	Bill Payment	4790	Besco	-170.00
12/18/2025	Bill Payment	4791	911 Training Institute	-239.00
12/18/2025	Bill Payment	4806	INdigital	-76,130.16
12/18/2025	Bill Payment	4793	Clear Choice Headsets & Technology	-745.00
12/18/2025	Bill Payment	4794	Jeffery Troyer	-634.90
12/18/2025	Bill Payment	4785	Hi-Tech Electric Company	-365.00
Total				-88,364.91

Uncleared deposits and other credits as of 12/31/2025

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
01/06/2025	Deposit		Snow, Chelsea Adele	333.32
Total				333.32

Kalamazoo County Dispatch Authority

Michigan CLASS, Period Ending 11/30/2025

RECONCILIATION REPORT

Reconciled on: 12/03/2025

Reconciled by: Jeff Troyer

Any changes made to transactions after this date aren't included in this report.**Summary**

Statement beginning balance.....	7,446,317.69
Checks and payments cleared (1).....	500,000.00
Deposits and other credits cleared (1).....	24,149.47
Statement ending balance.....	6,970,467.16

Register balance as of 11/30/2025.....	6,970,467.16
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Details

Checks and payments cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/14/2025	Transfer			-500,000.00

Total**-500,000.00**

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
11/30/2025	Deposit		Michigan CLASS	24,149.47

Total**24,149.47**

Kalamazoo County Dispatch Authority

Michigan CLASS, Period Ending 12/31/2025

RECONCILIATION REPORT

Reconciled on: 01/06/2026

Reconciled by: Jeff Troyer

Any changes made to transactions after this date aren't included in this report.**Summary**

Statement beginning balance.....	6,970,467.16
Checks and payments cleared (0).....	0.00
Deposits and other credits cleared (1).....	23,406.18
Statement ending balance.....	6,993,873.34

Register balance as of 12/31/2025.....	6,993,873.34
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Details

Deposits and other credits cleared (1)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (USD)
12/31/2025	Deposit		Michigan CLASS	23,406.18
Total				23,406.18



Kalamazoo County Consolidated Dispatch Authority

2025 REV II General Fund Budget Performance Report

January - December 2025

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
Income									
402.000 Property Taxes	5,230,021.01	6,937,071.00	1,707,049.99				\$5,230,021.01	\$6,937,071.00	\$1,707,049.99
573.000 Local Community Stabilization Share	447,300.00	596,400.00	149,100.00				\$447,300.00	\$596,400.00	\$149,100.00
615.010 Surcharge Revenue - State 911	369,541.00	468,000.00	98,459.00	52,392.00	52,000.00	(392.00)	\$421,933.00	\$520,000.00	\$98,067.00
615.020 Surcharge Revenue - Local 911	427,591.07	1,150,000.00	722,408.93				\$427,591.07	\$1,150,000.00	\$722,408.93
651.000 Charges for Services - User Fees	30,195.40	18,750.00	(11,445.40)				\$30,195.40	\$18,750.00	\$ (11,445.40)
665.000 Interest Earned	275,190.41	268,000.00	(7,190.41)				\$275,190.41	\$268,000.00	\$ (7,190.41)
667.000 Rent/Lease Revenue	8,700.00	8,700.00	0.00				\$8,700.00	\$8,700.00	\$0.00
671.000 Miscellaneous Revenue	7,671.54	5,917.00	(1,754.54)				\$7,671.54	\$5,917.00	\$ (1,754.54)
Total Income	\$6,796,210.43	\$9,452,838.00	\$2,656,627.57	\$52,392.00	\$52,000.00	\$ (392.00)	\$6,848,602.43	\$9,504,838.00	\$2,656,235.57
GROSS PROFIT	\$6,796,210.43	\$9,452,838.00	\$2,656,627.57	\$52,392.00	\$52,000.00	\$ (392.00)	\$6,848,602.43	\$9,504,838.00	\$2,656,235.57
Expenses									
700 thru 718 Personnel Services							\$0.00	\$0.00	\$0.00
702.010 Salaries - Administration	347,694.30	355,796.00	8,101.70				\$347,694.30	\$355,796.00	\$8,101.70
702.020 Wages - Regular				12,500.00	12,500.00		\$0.00	\$12,500.00	\$12,500.00
702.021 Administrative Support	249,130.78	260,841.00	11,710.22				\$249,130.78	\$260,841.00	\$11,710.22
702.022 Dispatch Supervisors	422,443.12	447,212.00	24,768.88				\$422,443.12	\$447,212.00	\$24,768.88
702.023 ECO II's	1,374,176.11	1,583,624.00	209,447.89				\$1,374,176.11	\$1,583,624.00	\$209,447.89
702.024 ECO I's	588,407.42	610,823.00	22,415.58				\$588,407.42	\$610,823.00	\$22,415.58
702.026 Bereavement	6,438.16		(6,438.16)				\$6,438.16	\$0.00	\$ (6,438.16)
702.027 Incentive/Stipend Pay	14,050.00		(14,050.00)				\$14,050.00	\$0.00	\$ (14,050.00)
702.040 Wages - Short Term Disability	6,143.76		(6,143.76)				\$6,143.76	\$0.00	\$ (6,143.76)
Total 702.020 Wages - Regular	2,660,789.35	2,902,500.00	241,710.65	12,500.00	12,500.00	\$2,660,789.35	\$2,915,000.00	\$254,210.65	
702.030 Wages - Overtime		406,175.00	406,175.00				\$0.00	\$406,175.00	\$406,175.00
702.031 Administrative Support	980.28		(980.28)				\$980.28	\$0.00	\$ (980.28)
702.032 Dispatch Supervisors	91,070.66		(91,070.66)				\$91,070.66	\$0.00	\$ (91,070.66)
702.033 ECO II's	222,933.50		(222,933.50)				\$222,933.50	\$0.00	\$ (222,933.50)
702.034 ECO I's	59,483.18		(59,483.18)				\$59,483.18	\$0.00	\$ (59,483.18)
Total 702.030 Wages - Overtime	374,467.62	406,175.00	31,707.38				\$374,467.62	\$406,175.00	\$31,707.38
702.050 CTO Pay	14,214.07	25,000.00	10,785.93				\$14,214.07	\$25,000.00	\$10,785.93
706.000 Wages - Holiday Premium	121,741.82	172,362.00	50,620.18				\$121,741.82	\$172,362.00	\$50,620.18
712.000 Payment in Lieu of Benefits	50,900.00	51,900.00	1,000.00				\$50,900.00	\$51,900.00	\$1,000.00
714.000 Longevity		13,650.00	13,650.00				\$0.00	\$13,650.00	\$13,650.00
715.010 Auto Allowance	8,688.00	8,688.00	0.00				\$8,688.00	\$8,688.00	\$0.00
Total 700 thru 718 Personnel Services	3,578,495.16	3,936,071.00	357,575.84	12,500.00	12,500.00	\$3,578,495.16	\$3,948,571.00	\$370,075.84	
719 thru 725 Benefits and Taxes							\$0.00	\$0.00	\$0.00
719.000 Workers Comp Insurance	2,853.00	13,805.00	10,952.00				\$2,853.00	\$13,805.00	\$10,952.00
720.010 Medical/Health Insurance	420,543.50	405,717.00	(14,826.50)				\$420,543.50	\$405,717.00	\$ (14,826.50)
720.020 Dental Insurance	28,473.05	32,824.00	4,350.95				\$28,473.05	\$32,824.00	\$4,350.95



Kalamazoo County Consolidated Dispatch Authority

2025 REV II General Fund Budget Performance Report

January - December 2025

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
720.030 Vision Insurance	4,440.22	5,138.00	697.78				\$4,440.22	\$5,138.00	\$697.78
720.040 Life Insurance	10,913.70	10,737.00	(176.70)				\$10,913.70	\$10,737.00	\$ (176.70)
720.050 Unemployment		9,000.00	9,000.00				\$0.00	\$9,000.00	\$9,000.00
720.060 HSA Contributions	98,281.25	114,219.00	15,937.75				\$98,281.25	\$114,219.00	\$15,937.75
720.070 Short-Term Disability Insurance	28,806.82	37,110.00	8,303.18				\$28,806.82	\$37,110.00	\$8,303.18
721.000 Social Security	214,618.54	243,404.00	28,785.46				\$214,618.54	\$243,404.00	\$28,785.46
722.000 Medicare	50,107.17	56,925.00	6,817.83				\$50,107.17	\$56,925.00	\$6,817.83
724.000 Dependent Care Assistance Program		30,000.00	30,000.00				\$0.00	\$30,000.00	\$30,000.00
724.010 DCAP Tri-Share	5,475.13		(5,475.13)				\$5,475.13	\$0.00	\$ (5,475.13)
724.020 DCAP 1/3	3,245.51		(3,245.51)				\$3,245.51	\$0.00	\$ (3,245.51)
Total 724.000 Dependent Care Assistance Program	8,720.64	30,000.00	21,279.36				\$8,720.64	\$30,000.00	\$21,279.36
725.010 Retirement - MERS DC	270,244.56	316,177.00	45,932.44				\$270,244.56	\$316,177.00	\$45,932.44
725.020 Retirement - MERS 457	24,640.72	25,317.00	676.28				\$24,640.72	\$25,317.00	\$676.28
725.030 Retirement - MERS HCSP	54,164.08	64,867.00	10,702.92				\$54,164.08	\$64,867.00	\$10,702.92
Total 719 thru 725 Benefits and Taxes	1,216,807.25	1,365,240.00	148,432.75				\$1,216,807.25	\$1,365,240.00	\$148,432.75
726 thru 799 Supplies							\$0.00	\$0.00	\$0.00
727.000 Office Supplies	7,034.39	15,000.00	7,965.61				\$7,034.39	\$15,000.00	\$7,965.61
730.000 Maintenance Supplies	2,827.13	6,000.00	3,172.87				\$2,827.13	\$6,000.00	\$3,172.87
740.000 Uniform Supplies	264.96	8,000.00	7,735.04				\$264.96	\$8,000.00	\$7,735.04
760.000 Kitchen Supplies	750.27	1,750.00	999.73				\$750.27	\$1,750.00	\$999.73
764.000 Food Supplies	299.48	1,750.00	1,450.52				\$299.48	\$1,750.00	\$1,450.52
Total 726 thru 799 Supplies	11,176.23	32,500.00	21,323.77				\$11,176.23	\$32,500.00	\$21,323.77
800 thru 969 Services & Other Charges							\$0.00	\$0.00	\$0.00
801.010 Contractual Services	778,485.12	919,941.00	141,455.88				\$778,485.12	\$919,941.00	\$141,455.88
805.010 Professional Services - Audit	7,300.00	6,700.00	(600.00)				\$7,300.00	\$6,700.00	\$ (600.00)
810.000 Administrative Fees	3,600.00	3,600.00	0.00				\$3,600.00	\$3,600.00	\$0.00
813.000 Legal Fees	3,459.64	10,000.00	6,540.36				\$3,459.64	\$10,000.00	\$6,540.36
820.010 Interpreter Fees	4,495.07	12,000.00	7,504.93				\$4,495.07	\$12,000.00	\$7,504.93
835.010 Medical Services - Physical Exams	1,440.00	3,500.00	2,060.00				\$1,440.00	\$3,500.00	\$2,060.00
835.020 Medical Services - Drug Testing	468.00	1,500.00	1,032.00				\$468.00	\$1,500.00	\$1,032.00
850.010 Telephone Service	14,915.23	21,300.00	6,384.77				\$14,915.23	\$21,300.00	\$6,384.77
850.020 Internet Service	69,575.43	83,280.00	13,704.57				\$69,575.43	\$83,280.00	\$13,704.57
850.030 Copying		2,500.00	2,500.00				\$0.00	\$2,500.00	\$2,500.00
850.040 Mailing	90.70	3,000.00	2,909.30				\$90.70	\$3,000.00	\$2,909.30
870.010 Travel - Training/Registration	9,117.00	12,000.00	2,883.00	24,474.00	24,500.00	26.00	\$33,591.00	\$36,500.00	\$2,909.00
870.020 Travel - Lodging	18,065.01	21,000.00	2,934.99	7,341.55	9,500.00	2,158.45	\$25,406.56	\$30,500.00	\$5,093.44
870.030 Travel- Meals/Food	4,471.47	8,000.00	3,528.53	1,069.31	2,500.00	1,430.69	\$5,540.78	\$10,500.00	\$4,959.22
870.040 Travel - Mileage	4,191.39	5,000.00	808.61	1,336.44	2,500.00	1,163.56	\$5,527.83	\$7,500.00	\$1,972.17
870.050 Travel - Other	7,196.56	10,200.00	3,003.44	240.00	500.00	260.00	\$7,436.56	\$10,700.00	\$3,263.44



Kalamazoo County Consolidated Dispatch Authority

2025 REV II General Fund Budget Performance Report

January - December 2025

	2911 - GENERAL OPERATIONS			2913 - TRAINING			TOTAL		
	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING	ACTUAL	BUDGET	REMAINING
871.010 Education Expense	1,773.21	2,000.00	226.79				\$1,773.21	\$2,000.00	\$226.79
900.000 Printing	578.27	2,000.00	1,421.73				\$578.27	\$2,000.00	\$1,421.73
905.000 Advertising	8,495.82	12,000.00	3,504.18				\$8,495.82	\$12,000.00	\$3,504.18
915.000 Dues & Subscriptions	8,074.05	12,000.00	3,925.95				\$8,074.05	\$12,000.00	\$3,925.95
920.010 Utilities - Gas	3,278.15	8,000.00	4,721.85				\$3,278.15	\$8,000.00	\$4,721.85
920.020 Utilities - Electricity	66,600.99	76,000.00	9,399.01				\$66,600.99	\$76,000.00	\$9,399.01
920.030 Utilities - Water & Sewer	5,877.23	6,400.00	522.77				\$5,877.23	\$6,400.00	\$522.77
934.010 Repair & Maintenance - Equipment	14,243.51	28,000.00	13,756.49				\$14,243.51	\$28,000.00	\$13,756.49
955.000 Miscellaneous Operating	3,997.66	20,000.00	16,002.34				\$3,997.66	\$20,000.00	\$16,002.34
958.010 Insurance Premium	53,241.00	54,000.00	759.00				\$53,241.00	\$54,000.00	\$759.00
Total 800 thru 969 Services & Other Charges	1,093,030.51	1,343,921.00	250,890.49	34,461.30	39,500.00	5,038.70	\$1,127,491.81	\$1,383,421.00	\$255,929.19
970 thru 989 Equipment & Capital Outlay							\$0.00	\$0.00	\$0.00
976.000 Project Costs	16,366.50	15,000.00	(1,366.50)				\$16,366.50	\$15,000.00	\$ (1,366.50)
980.010 Equipment/Software - Small	28,320.69	39,000.00	10,679.31				\$28,320.69	\$39,000.00	\$10,679.31
Total 970 thru 989 Equipment & Capital Outlay	44,687.19	54,000.00	9,312.81				\$44,687.19	\$54,000.00	\$9,312.81
990 thru 994 Debt Service							\$0.00	\$0.00	\$0.00
991.010 Loan/Lease - Principal	1,301,147.00	1,301,147.00	0.00				\$1,301,147.00	\$1,301,147.00	\$0.00
991.020 Loan/Lease - Interest	32,399.00	32,399.00	0.00				\$32,399.00	\$32,399.00	\$0.00
992.010 Lease - Facility		21,672.00	21,672.00				\$0.00	\$21,672.00	\$21,672.00
Total 990 thru 994 Debt Service	1,333,546.00	1,355,218.00	21,672.00				\$1,333,546.00	\$1,355,218.00	\$21,672.00
Taxes & Licenses	67.13		(67.13)				\$67.13	\$0.00	\$ (67.13)
Total Expenses	\$7,277,809.47	\$8,086,950.00	\$809,140.53	\$34,461.30	\$52,000.00	\$17,538.70	\$7,312,270.77	\$8,138,950.00	\$826,679.23
NET OPERATING INCOME	\$ (481,599.04)	\$1,365,888.00	\$1,847,487.04	\$17,930.70	\$0.00	\$ (17,930.70)	\$ (463,668.34)	\$1,365,888.00	\$1,829,556.34
Other Expenses									
995 thru 999 Transfers Out & Other Financing Uses							\$0.00	\$0.00	\$0.00
995.010 Transfer Out - Capital Projects Fund	1,325,000.00	1,325,000.00	0.00				\$1,325,000.00	\$1,325,000.00	\$0.00
Total 995 thru 999 Transfers Out & Other Financing Uses	1,325,000.00	1,325,000.00	0.00				\$1,325,000.00	\$1,325,000.00	\$0.00
Total Other Expenses	\$1,325,000.00	\$1,325,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,325,000.00	\$1,325,000.00	\$0.00
NET OTHER INCOME	\$ (1,325,000.00)	\$ (1,325,000.00)	\$0.00	\$0.00	\$0.00	\$0.00	\$ (1,325,000.00)	\$ (1,325,000.00)	\$0.00
NET INCOME	\$ (1,806,599.04)	\$40,888.00	\$1,847,487.04	\$17,930.70	\$0.00	\$ (17,930.70)	\$ (1,788,668.34)	\$40,888.00	\$1,829,556.34



Kalamazoo County Dispatch Authority

2025 REV II Capital Projects Fund Budget Performance Report

January - December 2025

	2930 - CAPITAL PROJECTS FUND					TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	
Income									
699.000 Other Financing - Transfers In	1,325,000.00	1,325,000.00	0.00	100.00 %	\$1,325,000.00	\$1,325,000.00	\$0.00	100.00 %	
Total Income	\$1,325,000.00	\$1,325,000.00	\$0.00	100.00 %	\$1,325,000.00	\$1,325,000.00	\$0.00	100.00 %	
GROSS PROFIT	\$1,325,000.00	\$1,325,000.00	\$0.00	100.00 %	\$1,325,000.00	\$1,325,000.00	\$0.00	100.00 %	
Expenses									
970 thru 989 Equipment & Capital Outlay					\$0.00	\$0.00	\$0.00	0.00 %	
976.000 Project Costs		7,500.00	-7,500.00		\$0.00	\$7,500.00	\$ -7,500.00	0.00 %	
980.000 Equipment/Software - Capital	206,331.48	385,957.00	-179,625.52	53.46 %	\$206,331.48	\$385,957.00	\$ -179,625.52	53.46 %	
980.020 Facility - Capital	22,681.73	332,600.00	-309,918.27	6.82 %	\$22,681.73	\$332,600.00	\$ -309,918.27	6.82 %	
Total 970 thru 989 Equipment & Capital Outlay	229,013.21	726,057.00	-497,043.79	31.54 %	\$229,013.21	\$726,057.00	\$ -497,043.79	31.54 %	
Total Expenses	\$229,013.21	\$726,057.00	\$ -497,043.79	31.54 %	\$229,013.21	\$726,057.00	\$ -497,043.79	31.54 %	
NET OPERATING INCOME	\$1,095,986.79	\$598,943.00	\$497,043.79	182.99 %	\$1,095,986.79	\$598,943.00	\$497,043.79	182.99 %	
NET INCOME	\$1,095,986.79	\$598,943.00	\$497,043.79	182.99 %	\$1,095,986.79	\$598,943.00	\$497,043.79	182.99 %	

From: [Pat McGinnis](#)
To: [Jeff Troyer](#)
Cc: [Nicole Miller](#); [Matt Wolfe](#)
Subject: Portage Representation
Date: Monday, January 5, 2026 17:49:53

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jeff

Please replace Nick Armold with Council Member Nicole Miller, millern@portagemi.gov
269-924-1901 effective immediately.

Matt Wolfe will decide who will represent Portage on the Technical Committee. I will encourage him to contact you with any questions and to copy me on his communication to you.

Pat McGinnis, City Manager

City of Portage, MI
mcginnip@portagemi.gov
(269) 329-4400 – office
(616) 402-0815 – mobile

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From: [Pat McGinnis](#)
To: [Jeff Troyer](#)
Cc: [Lauren VanderVeen](#); [Adam Herringa](#); [Tracie Moored \(tmoored@ktwp.org\)](#)
Subject: Finance Committee Appointee
Date: Wednesday, January 7, 2026 13:55:03

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jeff

We appoint Lauren VanderVeen, Finance Director, to the KCCDA Finance Committee to replace Nick Armold.

vandervl@portagemi.gov

269-391-3424 - cell

Pat McGinnis, City Manager

City of Portage, MI

mcginnip@portagemi.gov

(269) 329-4400 – office

(616) 402-0815 – mobile

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January 6, 2025

Executive Director Jeff Troyer
Kalamazoo County Consolidated Dispatch Authority
7040 Stadium Drive
Kalamazoo, MI 49009

Re: Portage Public Safety TAC Representative(s)

Dear Director Troyer,

Pursuant to the bylaws of the Kalamazoo County Consolidated Dispatch Authority, this correspondence serves as formal notice of an update to the City of Portage Department of Public Safety's designated representatives to the KCCDA Technical Advisory Committee.

Effective immediately, the primary representative shall be Director Matthew Wolfe, with Deputy Director Bryan Mayhew designated as the alternate representative.

Thank you for your assistance in forwarding this notification to the KCCDA Technical Advisory Committee Board of Directors. Please do not hesitate to contact me should you require any additional information.

Respectfully submitted,

Matthew V. Wolfe

Matthew V. Wolfe
Director of Public Safety



KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: **Agency:**

Phone Number: **Length of Time Needed:** **Agenda Item #:**

Topic:

Brief Description:

The attached meeting minutes are presented to the Board for informational purposes, no action necessary.

Proposed Motion:

Agenda Request Approved: **Meeting Date:** **Time:**

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.



Personnel Committee

December 1, 2025

1:00 p.m.

ITEM 1 – CALL TO ORDER

The Personnel Committee Meeting was called to order at 1:00 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 Monday, December 1, 2025.

ITEM 2 – ROLL CALL

Members Present: Pat McGinnis, Portage City Manager; Rick Fuller, Kalamazoo County Sheriff; Bryan Ergang, Chief, Kalamazoo Township Police Department; Ryan Tibbetts, Chief of Staff, Kalamazoo Department of Public Safety; Scott Merlo, Chief, WMU Police Department; Tracie Moored, Superintendent, Kalamazoo Township

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

ITEM 3 – APPROVAL OF MEETING MINUTES

A. September 23, 2025 – Regular Meeting

“Motion by Ms. Moored, second by Mr. Fuller, to approve the minutes of the September 23, 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

There was none.

B. New Business

1. Collective Bargaining Agreement with UAW Local 2290 Unit 5

Mr. Troyer stated the revision the committee requested at the last meeting to reflect bereavement was changed in the bargaining agreement prior to membership approval.

“Motion by Mr. Merlo, supported by Mr. Ergang to recommend Board approval of the Collective Bargaining Agreement with UAW Local 2290 Unit 5.”

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

2. Executive Director Performance Evaluation

Mr. McGinnis stated the overall evaluation was very positive with an average score north of 4.25.

Mr. Ergang has taken the consolidation from vision to success.

Mr. Fuller stated that any counties thinking they have it better have not been here.

Mr. Merlo stated Mr. Troyer is always three steps ahead of the Technical Advisory Committee. That's just another of the great things teams do.

Mr. Tibbets stated he talked to city staff for feedback for the evaluation and could find nothing negative.

Mr. Troyer stated he was appreciative of the comments and stated he was fortunate to have an amazing staff.

Mr. McGinnis stated Mr. Troyer was always quick with responses and was very easy to deal with.

“Motion by Mr. McGinnis, second by Mr. Fuller to accept the Executive Director Performance Evaluation as presented.”

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

3. Executive Director Employment Agreement 2/15/26 – 2/14/29

Mr. McGinnis stated the employment agreement was for three years. The proposed wage increase was just below non-union employees would be given. Mr. Troyer has requested allowing him to participate in the Authority's healthcare program up to age 65, at his expense.

Mr. Fuller stated while he appreciated Mr. Troyer's offer of an increase below the non-union wage, he would vote for him to have same increase as his team. He stated the request for extended insurance was an easy yes.

Mr. Merlo agreed.

Mr. Tibbets stated that while it was noble to ask for less, over time increasing staff wages will eliminate a necessary wage gap.

"Motion by Mr. Tibbets to set the wage increase at 3.5% for 2026 and equivalent to the non-union wage increase for the remainder of the contract."

Mr. Troyer increase has always been a set amount in the contract. He stated he was uncomfortable with his contracted increase being the equivalent of staff because he creates the budget and he did not want it perceived that he was setting that increase to benefit himself.

Mr. Tibbets withdrew his motion.

"Motion by Mr. Ergang, second by Mr. Tibbets to set the Executive Director's wage increase at 3.5% for 2026 and based on committee recommendation after review of non-union increases to the Board for 2027 and 2028."

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

ITEM 6 – OTHER ITEMS

A. Announcements and Member Comments

There was none.

B. Next Meeting

The next meeting is to be determined.

ITEM 7 - ADJOURNMENT

The meeting was adjourned at 1:23 p.m.

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:	Personnel Committee	Agency:	KCCDA
Phone Number:		Length of Time Needed:	2 mins
Topic:	Collective Bargaining Agreement with UAW Local 2290 Unit 5 – 1/1/26 thru 12/31/28		

Brief Description:

At the December 1st Personnel Committee meeting, Administration presented the tentative agreement reached with the UAW Local 2290 Unit 5. Attached is the track changes version of the Agreement.

The Committee unanimously approved the Collective Bargaining Agreement and recommends approval to the Board of the Directors.

Proposed Motion:

Motion to approve the three-year Collective Bargaining Agreement with UAW Local 2290 Unit 5 as presented.

Agenda Request Approved: Meeting Date: Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.

AGREEMENT

Between

Kalamazoo County Consolidated Dispatch Authority

and

**United Automobile, Aerospace & Agricultural Implement
Workers of America (UAW) and UAW Local 2290 unit 5**

| Effective January 1, 20232026, through December 31, 20252028

TABLE OF CONTENTS

AGREEMENT

This Agreement is effective the 1st day of January 2023, by and between the Kalamazoo County Consolidated Dispatch Authority (hereinafter referred to as the "Authority" or the "Employer"), and the United Automobile, Aerospace & Agricultural Implement Workers of America (UAW) and UAW Local 2290, Unit 5 (hereinafter collectively referred to as the "Union").

ARTICLE 1: RECOGNITION

Section 1.1. Recognition.

The Employer hereby recognizes the Union as the exclusive representative for the purposes of collective bargaining with respect to wages, hours of employment and other terms and conditions of employment during the term of this agreement for all employees in the following described unit:

All regular full-time and part-time Emergency Communication Officers I and II employed by the Kalamazoo County Consolidated Dispatch Authority, BUT EXCLUDING the Director, Deputy Director, all supervisory employees, department assistants and secretaries, confidential, temporary and seasonal employees, and all other employees.

Section 1.2: Definitions and Employee Coverage.

For purposes of the recognition granted the Union and for purposes of this Agreement, the following definitions shall be applicable:

Full-Time Employee. A full-time employee is an employee who is budgeted to regularly work eighty (80) hours per fourteen (14) day work period on a regular basis in a job classified by the Employer as permanent.

Regular Part-Time Employee. A regular part time employee is an employee who is budgeted to regularly work less than eighty (80) hours per fourteen (14) day work period on a regular basis in a job classified by the Employer as permanent.

Irregular Employee. An irregular employee is an individual not included within the above definitions of full time or regular part-time employee who is working on any other basis, including temporary, casual or seasonal.

In the event that an employee's status is to be changed because of reduced or increased working hours, the Employer will advise the Union prior to the effective date of the change in status.

Section 1.3. Other Agreements.

The Employer agrees that during the life of this Agreement it will not recognize any other labor organization as the collective bargaining agent for the employees covered by this Agreement.

ARTICLE 2: REPRESENTATION

Section 2.1. *Stewards Officers*.

Employees within the bargaining unit shall be represented for the purpose of processing and investigating grievances by a Unit Chairperson who shall act as Chief Steward, and three (3) Alternative Stewards whom shall be non-probationary members of the bargaining unit. The Union shall give written notice identifying the Chief and Alternative Stewards before the Employer is obligated to recognize them. If the Authority expands beyond its current operations and the Union can demonstrate the need for additional representation, the Employer agrees to negotiate recognition of additional Stewards.

Section 2.2. *Negotiating Committee*.

The Employer recognizes a negotiating committee whose duty and function is to meet with the Employer' representatives for purposes of collective bargaining. The negotiating committee shall be comprised of four (4) non-probationary Union represented Authority employees, and at least one shall be a regular part-time employee. Any representative of the International UAW Union may be present at any meeting between the Parties.

Section 2.3. *Union Access*.

Authorized representatives of the Union shall be permitted to visit the operation of the Employer during working hours in designated meeting rooms to meet and talk for a reasonable time with the Stewards of the bargaining unit or management representatives of the Employer concerning matters covered by this Agreement. Advance notification of such visits shall be provided to the Employer whenever reasonably possible. Stewards participating in such discussions must obtain permission from their immediate supervisor before leaving their duties and shall report to their supervisor upon conclusion any such meeting.

Section 2.4. *Bulletin Board*.

The Employer will provide a bulletin board in the breakroom where employees hereunder are employed for the posting of seniority for the use of the Union and the Employer. Only official notices are to be posted and must have the signature of the Union Business Representative or, the Unit Chairperson, or a Steward for the Union.

ARTICLE 3: UNION MEMBERSHIP AND CHECK-OFF

Section 3.1. *Union Membership*.

Membership in or financial support of the Union is not compulsory and is completely voluntary. The Employer shall not discriminate against any employee because the employee voluntarily chooses to be a member of the Union or to otherwise financially support the Union nor shall the Employer discriminate against any employee who voluntarily chooses not to be a member of, or voluntarily financially support the Union.

Section 3.2. Dues/Fees.

An employee may voluntarily elect to become a member in or financial support the Union and the Employer agrees to deduct Union dues or service fees subject to all of the following conditions:

- A. The union shall obtain an authorization form from each employee of the bargaining unit who elects to be a Union member or who voluntarily agrees to remit a representation fee. The authorization form shall conform with law. Individual authorization forms shall be furnished by the Union, and when fully executed, filed with the Employer. Deductions shall be made only in accordance with the provisions of the written authorization form, together with the provisions of this Section.
- B. ~~The~~ The Employer may return an incomplete or incorrectly completed form to the Union and no check-off shall be made until the form is corrected.
- C. All authorization forms filed with the Employer office shall become effective the next pay period, provided the employee has sufficient net earnings to cover the dues and/or initiation fee. Employer shall forward to the Treasurer of the Union within ten (10) days of a deduction a sum equal to the total deductions for the Union membership dues.
- D. If an employee withdraws his/her check-off authorization form and/or files notice with the Employer that the employee is withdrawing the authorization form, no deduction shall be made by the Employer commencing the pay-period in which the form was withdrawn. If a dispute arises as to whether or not an employee has properly executed or properly revoked a written authorization form, no further deductions will be made until the matter is resolved.
- E. In cases in which a deduction is made which duplicates a payment already made to the Union or where a deduction is not in conformity with the authorization form, or Union's Constitution and By-Laws, refunds to the employee will be made by the Union.
- F. The Union shall notify the Employer in writing of the proper amount of Union membership dues and any changes in such amount. The Union shall provide the Employer with a written thirty (30) days' notice of any change in the Union membership dues to be deducted from the wages of the employees.
- G. The Employer's sole obligation under this Article is limited to the deduction of Union membership dues and initiation fees. If the Employer fails to deduct such amounts as required by this Section, it shall deduct such amounts upon discovery of the error, but its earlier failure to do so shall not result in any financial liability whatsoever.
- H. The parties agree that should the right to work legislation be overturned through the courts or modified by the State of Michigan, the parties agree to meet and bargain over amendment of this section of the Collective Bargaining Agreement.

Section 3.3. Indemnification Provision.

The Employer shall not be liable to the Union by reason of the requirements of this Article for remittance or payment of any sum other than that constituting actual deduction made from an employee's wages. The Union agrees to defend, indemnify and save harmless the Employer against any and all claims, demands, suits or other forms of liability that may arise out of or by reason of action taken by the employer pursuant to this Article.

ARTICLE 4: EMPLOYER RIGHTS

Section 4.1. Employer Rights.

- A. The Employer possesses and retains the sole power, duty, and right to operate and manage it the Authority and its management, operations, activities and facilities.
- B. Among the rights of the Employer, included by way of illustration and not by way of limitation, is the right determine all matters pertaining to the services to be furnished and the methods, procedures, means, equipment, and machines required to provide such services; to determine matters of managerial and operational policies; to determine the nature and number of facilities, departments, and their location; to establish classifications of work and the number of personnel required; to direct and control its operations; to study and use improved methods and equipment and assistance from non-employee sources; to determine the location of work assignments and related work to be performed; to hire and increase or decrease the size of the work force; and in all respects to carry out the ordinary and customary functions of the Employer. The exercise of the Employer's discretion, judgment, powers, or rights as to any such matter shall not be subject to the Grievance or Arbitration procedures.
- C. The Employer also reserves certain rights and powers, which are limited by the express provisions of this Agreement. These include but are not limited to, the right to discipline, suspend or discharge employees for just cause; to adopt, modify, change, or alter its budget; to establish reasonable work rules and to fix and determine penalties for violation thereof; to fill vacancies within the bargaining unit; to lay off and recall personnel; to make judgments as to the skills and abilities of employees; and to establish and change work schedules; and to provide and assign relief personnel. The Employer may exercise such expressly limited rights without engaging in negotiations, provided however, that these rights shall not be exercised in violation of any specific provision of this Agreement and, as such, the exercise of such limited rights shall be subject to the Grievance Procedure.
- D. The Employers shall have the right to transfer, consolidate and/or subcontract work performed by the bargaining unit during the term of this Agreement. The Union shall have the right to bargain over the effects of a subcontract decision, and/or rights provided under law relative to a successor in a transfer or consolidation.
- E. Individual or group performance evaluations may be conducted by the Employer at the Director's sole discretion. The Director shall determine who performs an evaluation in his sole discretion.

Section 4.2. Rules, Regulations, Policies and Procedures.

The Employer reserves the right to establish rules, regulations, policies, and procedures including, but not limited to, operational procedures or rules which regulate conduct, safety and health of employees. The Employer shall inform employees of the establishment of new rules, regulations, policies, and procedures before they are made the basis for any disciplinary action.

ARTICLE 5: GRIEVANCE AND ARBITRATION PROCEDURES

Section 5.1. Grievance Definitions.

A grievance is defined as a complaint or dispute by an employee(s) covered by this Agreement, arising during the term of this Agreement, regarding the meaning, interpretation, application or alleged violation of a specific provision or provisions of this Agreement as written.

Section 5.2. Procedural Compliance.

The procedural requirements, including time limits, established in the Grievance Procedure shall be followed by the parties. If the Union fails to act within the time limits and other requirements specified, the grievance shall be considered resolved and withdrawn with prejudice on the basis of the Employer's last action or disposition, and such resolution shall be final and binding. If the Employer fails to act within the time limits and other requirements specified, the grievance shall automatically advance to the next step of the Grievance Procedure, except that no grievance will proceed to arbitration unless a timely demand for arbitration has been made in accordance with this Agreement. Time limits may be extended or waived only by mutual written (or electronic) agreement of the parties, and not by any other method. In computing "calendar days" under the Grievance or Arbitration Procedures, Saturday & Sunday shall be included but, recognized holidays shall be excluded.

Section 5.3. Grievance Procedure.

All grievances shall be processed in the following manner:

STEP 1: An employee with a complaint shall discuss the matter with his/her immediate supervisor, within two (2) working days from the time of the occurrence of the event(s) giving rise to the complaint or within five (5) calendar days from the time the employee involved first knew or could reasonably have known of the facts giving rise to the complaint in situations where it was impossible for the employee involved to have known at the time of the actual occurrence. If requested by the employee, an available Union Steward may be present if available. Every effort shall be made to settle the complaint in this manner.

STEP 2: If the grievance is not satisfactorily settled in the Step 1, the complaint shall be reduced to a written grievance and submitted to the Deputy Director, or designated representative, within ten (10) calendar days from the initial date the employee made the Step 1 oral complaint. The written grievance must state (1) who is affected; (2) what happened; (3) when it happened; (4) where it happened; (5) the specific section or sections of the Agreement is alleged

to have been violated; (6) what adjustment is requested; and, (6) must be signed by the employee or a Union Steward.

The Deputy Director will schedule a meeting with the grievant(s) and a Union Steward to discuss the matter. If the Unit Chairperson will not be attending, a Steward has the right to confer with the Unit Chairperson prior to the meeting. Such consultation, if taking place during scheduled work hours, shall not unreasonably interfere with either persons normal position duties. The Deputy Director (or designated representative) shall make his or her written disposition of the grievance within five (5) calendar days after receipt.

STEP 3: If the complaint is not satisfactorily settled in the Step 2, the Union may appeal in writing within eight (8) calendar days from the time of the Deputy Director's/designee's written answer in Step 2. The appeal shall be submitted to the Director (or designated representative) in writing and shall explain the reason(s) for rejecting the Step 2 disposition and any change in the settlement proposed. The appeal shall be signed by a Union Steward and presented to the Director within eight (8) calendar days following the Employer's Step 2 answer.

At the request of the Union International Representative, the Director will schedule a meeting with the grievant(s) and the International Representative to discuss the matter. Up to two additional Employer representatives (including counsel) and up to two additional Union representatives (including counsel) may participate. The Executive Director (or his or her designated representative) shall thereafter give the Union a written answer to the appeal within eight (8) calendar days after such meeting.

Section 5.5. Statutory Based Claims.

When remedies are available for any complaint and/or grievance of an employee through any administrative or statutory scheme or procedure, in addition to the Grievance Procedure provided under this contract, excluding only claims brought before the Equal Employment Opportunity Commission, and the employee elects to utilize the statutory or administrative remedy, the Union and the affected employee shall not process the complaint through any grievance procedure provided for in this contract. If an employee elects to use the grievance procedure provided for in this contract and, subsequently, elects to utilize the statutory or administrative remedies, then the grievance shall be deemed to have been withdrawn and the grievance procedure provided for hereunder shall not be applicable and any relief granted shall be forfeited. The above does not apply if there are two (2) separate issues arising from the same incident. Employees still must adhere to the contract grievance procedure time limits.

Section 5.6. Grievance Settlements.

With respect to the processing, disposition, or settlement of any grievance initiated under this Agreement, and with respect to any court action claiming or alleging a violation of this Agreement, the Union shall be the sole and exclusive representative of the employee or employees covered by this Agreement. The disposition or settlement, by and between the

Employer and the Union, of any grievance or other matter shall constitute a full and complete settlement thereof and shall be binding upon the Union and its members, the employee or employees involved, and the Employer. The satisfactory settlement of all grievances shall be reduced to writing and shall be written on or attached to each copy of the written grievance and signed by the representatives involved. Such settlements shall indicate whether the settlement shall be with or without precedence for any future grievance.

Section 5.7. Arbitration.

- A. If a is not resolved after Step 3, the Union may submit the grievance to arbitration by filing a written request for a panel of seven arbitrators with the MERC and presenting a copy of the request to the Director. The request must be filed with MERC and the copy presented to the Director within thirty (30) calendar days after the Executive Director's final answer is issued (or if no answer is timely issued, thirty (30) calendar days after the Executive Director's final answer is due). By mutual written agreement, the thirty (30) day time limit may be extended provided that the length of the extension is specified.
- B. If the Union does not request arbitration in the manner herein provided, the grievance shall be deemed resolved and withdrawn on the basis of the Employer's last action or disposition, and such resolution shall be final and binding.
- C. If a timely arbitration request is filed by the Union, the parties shall, within fourteen (14) calendar days from receipt of notice for arbitration, select by mutual agreement one (1) arbitrator who shall decide the matter. If no agreement is reached, the arbitrator shall be selected from a panel of seven (7) arbitrators submitted by MERC by each party alternately striking a name. The Union shall strike the first name from the list. The last remaining name shall serve as the arbitrator. The arbitrator shall make every effort to begin the hearing on the grievance within sixty (60) calendar days of the notice of selection, unless extended by the mutual agreement of the parties.
- D. The jurisdiction of the arbitrator and the arbitrator's powers shall be limited to the application and interpretation of this Agreement as written. The arbitrator shall, at all times, be governed wholly by the terms of this Agreement and shall have no power or authority to amend, alter or modify this Agreement in any respect, nor shall the arbitrator have any power to change any classification wage rates, workloads, or performance standards or to rule on any claim arising out of any insurance or pension program under this Agreement, or to issue any award or ruling modifying any matter covered by statute or regulation, or to decide any claim which could be asserted as a violation of any employment discrimination statute, law or regulation. The arbitrator shall not issue any award or fashion any remedy which in any way directly or indirectly alters or amends the Employer's exercise of its management's rights as specified in Article ___, or which is in any way inconsistent with the Employer's exercise of such rights. Any award of the arbitrator shall not be retroactive to more than ten (10) calendar days prior to the time that the grievance was first submitted in writing. In the event the arbitrator determines that a disciplinary suspension or discharge violated the Agreement, any award of back-pay shall be offset by any compensation the employee may have earned at other employment and any unemployment benefits received by the employee attributable to the period of suspension or discharge.

- E. The arbitrator's decision shall be final upon the Union, the Employer and the employees; however, the Employer and the Union reserve the right to challenge an arbitrator's award which exceeds the arbitrator's jurisdiction, authority or powers to any degree, or which may be otherwise unenforceable.
- F. Hearings are to be scheduled to avoid interference with the Employer's regular business operations. Any on-duty employee witnesses called to testify by either party shall be scheduled to testify so that lost time from work will be minimized. Upon completion of their testimony (direct or rebuttal, if required), each witness shall be excused to return to work.
- G. Each party to the arbitration shall bear the full costs and expenses of its own witnesses and representatives. The compensation and expenses of the arbitrator and any costs incurred in connection with the location of the arbitration shall be shared equally by the Union and the Employer.

ARTICLE 6: SPECIAL CONFERENCES

Section 6.1. Special Conferences.

- A. Special Conferences on important matters excluding grievances and negotiations, will be arranged between the Employer and the Union upon request of the Parties. Such important matters may include asserted safety issues or matters regarding compliance with laws or ordinance. Special Conferences shall be held at mutually agreed upon times, normally within ten working days after the request.
- B. An agenda of the matters to be discussed at a Special Conference shall be presented at the time the conference is requested. If the other party has an agenda of items it wishes to discuss, it shall be delivered before the meeting. Matters taken up in special conferences shall be confined to those included on the agenda, unless otherwise agreed by both parties.
- C. Unless otherwise agreed, Union representation at Special Conferences shall be limited to not more than two (2) employee representatives. Time spent in Special Conferences shall not count as hours worked.
- D. This Special Conference provision is not to be used as a substitute for the Grievance Procedure and is not subject to the Grievance Procedure; nor shall participation in Special Conferences obligate either party to negotiate, modify or otherwise change the terms of this Agreement. However, this does not prohibit the mutually agreed to discussion of grievances or items of concern to the parties in the interpretation and enforcement of this Agreement.

ARTICLE 7: DISCIPLINARY ACTION

Section 7.1. Just Cause.

Except as otherwise provided in this Agreement, all disciplinary action of non-probationary employees shall be for just cause. Just cause shall not be required in the case of discipline or discharge of probationary employees.

Section 7.2. Administrative Leave Pending Investigation.

The Employer may place an employee on administrative leave pending investigation to complete the investigation. If the investigation fails to disclose that the employee committed the alleged offense, the employee shall not suffer any loss of pay or benefits for the time on administrative leave. The time limits provided for in the Grievance Procedure shall not begin to run, nor shall any grievance be processed or filed until the employee receives notification of what disciplinary action, if any, will be imposed as a result of the administrative leave pending investigation.

Section 7.3. Investigatory Interviews.

An employee required to attend an investigatory interview by the Employer may request to be accompanied by a Union representative during investigatory interviews which could reasonably be expected to lead to disciplinary action against the employee.

Section 7.4. Disciplinary Reports.

The Employer shall notify an employee of any disciplinary action taken against the employee. Such notice shall be in writing for discipline imposing unpaid time off as a discipline. Any disciplinary notice shall be placed in the disciplined employee's personnel record, and a copy given to the disciplined employee and a copy shall be provided personally or by email to the Unit Chairperson. An employee may request removal of a Level 2 (i.e. written reprimand with no suspension) or lessor disciplinary report that is more than two (2) years old. Removal is at the discretion of the Employer, but Level 2 or lessor reports shall be removed upon request if the employee has gone for four (4) years since the last such discipline

Section 7.5: Verbal Counselling Memorandum

Verbal Counselling Memorandum may be utilized by the Employer to communicate performance deficiencies to employees. Verbal Counselling Memorandum shall not be subject to the arbitration procedure of this Agreement. A non-probationary employee or the Union may request that that a Verbal Counselling Memorandum be processed through Step 2 of the Grievance Procedure.

Section 7.6 Conference with Steward Prior to Leaving Premises.

A discharged or suspended employee will be allowed to discuss his discharge or suspension with an available Steward, and the Employer will make available a designated area where he may do so before he is required to leave the property of the Employer. Upon request, the Employer or his designated representative will discuss the discharge or suspension with the employee and the Steward.

ARTICLE 8: SENIORITY

Section 8.1. Anniversary Date.

Anniversary date shall begin with last date of hire as a regular full time or part time employee with the Authority, and the same date thereafter in succeeding years. The anniversary date may be adjusted to reflect time spent on extended unpaid leaves of absences (this provision shall not be applicable to Military Leaves controlled by USERRA), layoffs which exceed one year, or any termination of the employment relationship.

Section 8.2. Bargaining Unit Classification Seniority.

Bargaining unit classification seniority (or “classification seniority”) means length of an employee’s continuous service within a job classification covered by this Agreement with the same employment status (full-time or part-time). For the purpose of this section, full-time and part-time employment is considered separate sub-classifications in which full-time is considered a higher-ranking status. Bargaining unit classification seniority shall include continuous service in a higher-ranking position if the employee is demoted or requests and accepts voluntary demotion, and there is a vacant budgeted position in the lower-ranking classification. The application of bargaining unit classification seniority shall be limited to the preferences and benefits specifically recited in this Agreement as being controlled by classification seniority.

In the event two or more employees have the same classification seniority date, the employer shall consider the employees’ anniversary date as the first tie-breaker. If multiple employees are still the same, classification seniority will be determined by alphabetical order of surnames.

Section 8.3. Probationary Period.

- A. All new full-time and regular part-time employees shall be considered probationary employees until they have completed twelve (12) months of active employment with the Employer.
- B. Until an employee has successfully completed the probationary period, a probationary employee has no seniority standing and is employed at will and may be laid off, disciplined or discharged at the Employer's discretion without regard to other provisions of this Agreement and without recourse to the Grievance and Arbitration Procedure.
- C. Probationary employees may have their probationary status extended by the Employer for poor job performance, to meet training requirements, or other good cause, but only upon written notice being mailed or emailed to the Union at least fourteen (14) calendar days prior to the termination of the probationary period. If the Union fails to object to the extension prior to the end of the probationary period, the extension shall be deemed granted. If an employee is discharged as a result of the Union's refusal to consent to the extension, the discharged employee will have no recourse though, and may not avail himself/herself of, the grievance or arbitration procedures. The Union may likewise request the probationary status of an employee be extended, in lieu of discharge, by sending such written request to the Employer at least fourteen (14) calendar days prior to the end of the employee's probationary period. The Unit Chairperson and Employer

may meet to discuss such request, but denial of such request is not subject to the Grievance and Arbitration provisions of this Agreement.

- D. Temporary service by an irregular employee which immediately precedes the transfer (of an irregular employee to a regular full-time position shall be credited in calculating the probationary period and classification seniority.
- E. The Employer will provide the Union the names of all newly hired Unit eligible employees within seven (7) calendar days of the first day of employment. A Union representative will be provided an opportunity to meet with said employees as part of the orientation process.
- F. A probationary employee who is projected by the Employer to be released from training prior to the bidding period may participate in the shift bid process.

Section 8.4. Loss of Seniority.

Except as otherwise required by law, an employee's seniority and employment relationship shall be terminated:

- A. If the employee quits or resigns.
- B. If the employee retires and said employee is not reemployed by the Employer within one-hundred and eighty (180) calendar days of the date of retirement.
- C. If the employee is discharged and the discharge is not reversed through the grievance procedure set forth in this Agreement.
- D. If the employee is absent for two (2) consecutive regularly scheduled working days without notifying the designated Employer representative prior to or within such two (2) day period of a justifiable reason for such absence.
- E. If an employee properly recalled to work following a layoff fails to notify the designated Employer representative of his intention to return to work within three (3) calendar days after being notified of recall, or fails to actually return to work within ten (10) calendar days after being notified of recall or within such other time as mutually agreed between the employee and the Employer representative.
- F. If the employee accepts employment elsewhere while on any leave of absence unless permission is granted by the Authority's Executive Director or the Director's designee.
- G. If the employee does not return to work immediately following the expiration of a leave of absence, vacation, recall from layoff or disciplinary suspension unless the employee presents evidence satisfactory to the Authority's Executive Director or the Director's designee that it was impossible for the employee to return to work at the expiration of such leave due to circumstances beyond the employee's control.

- H. If the employee has been off work on a leave of absence. (including a sick leave compensable under any Workers' Compensation Act) for a continuous period of twelve (12) consecutive months or the length of the employee's seniority at the time of commencement of absence, whichever is less.
- I. If the employee has on layoff for a continuous period of twenty-four (24) consecutive months or the length of the employee's seniority at the time of commencement of layoff, whichever is less,
- J. If the employee is convicted of, or pleads nolo contendre to, a felony or any disqualifying conviction, or is otherwise disqualified from having access to the Law Enforcement Information Network.
- K. If the employee makes an knowingly false and material statement on his employment application, on an application for leave of absence, or on any other official report used for police purposes;

Section 8.5. Classification Seniority Lists.

The Employer will maintain an up-to-date classification seniority list, showing the names and seniority dates of all employees in the bargaining unit. Copies of the classification seniority list will be posted and made available to the Unit Chairperson prior to shift bid. The posted seniority list will be conclusive unless it is the subject of a timely grievance.

Section 8.6. Seniority Rights of Transferred Employees.

An employee transferred to a position outside the bargaining unit shall retain classification seniority for up two (2) years. Such classification seniority shall be retained as of the date of the transfer, but the transferred employee shall not accrue additional classification seniority credit for time spent outside the bargaining unit. The Employer may, in its sole discretion, determine wages, hours, and conditions of employment for non-bargaining unit employees, including whether such employees may be terminated or transferred back into the bargaining unit. Should an employee be returned to the bargaining unit by the Employer, the employee's retained classification seniority shall be reinstated upon the date of return and the employee shall thereafter begin to accumulate classification seniority again.

ARTICLE 9: LAYOFF AND RECALL

Section 9.1. Layoff.

If the Employer determines that it is necessary to reduce the workforce or positions in a particular job classification, the employer shall lay off employees in the following order:

- A. Temporary and/or irregular employees (if any) in the particular job classification affected by the layoff. shall be laid off first.
- B. The next employee or employees to be laid off shall be probationary employees in the particular job classification affected by the layoff.

- C. The Employer shall provide regular full and part-time employees in the particular job classification subject to the layoff an opportunity to request to volunteer. The grant or denial of such request by the Employer shall be based upon staffing or operational needs.
- D. The next employee or employees to be laid off shall be from the Emergency Communications Officers I full-time or regular part time classifications. Within the classification or classifications decided on by the Employer, such layoff will be by inverse order of classification seniority; provided, however, that the remaining senior employee or employees in the classification have – in the opinion of the Employer – the necessary qualifications, skill, ability, and experience to perform the remaining required work.
- E. The next employee or employees to be laid off shall be from the Emergency Communications Officers II full-time or regular part time classifications. Within the classification or classifications decided on by the Employer, such layoff will be by inverse order of classification seniority; provided, however, that the remaining senior employee or employees in the classification have – in the opinion of the Employer – the necessary qualifications, skill, ability and experience to perform the remaining required work.

Notice of layoff shall be given in writing, indicating the employee's last scheduled day of work, with a copy provided to the Unit Chairperson.

Section 9.2. Grant Funded Positions.

Grant funded employees/positions may be excluded from the Layoff and Recall procedure in the discretion of the Director based upon the requirements of the grant and/or position.

Section 9.3. Recall.

- A. If the Employer determines that a recall is appropriate, employees with retained seniority shall be recalled to work in order of seniority; provided that the recalled employee presently has the necessary qualifications, skill and ability to perform in an effective and efficient manner the required work. In order to retain necessary qualifications/certifications, the Employer will permit those laid-off unit employees who request to participate and whose designation status is expiring, the opportunity to participate in Employer sponsored continuing education or certification training, at no cost to the individual. A laid off employee who elects to voluntarily participate in such opportunity while on layoff is not eligible for compensation from the Employer.
- B. Notification of recall indicating the employee's next scheduled day of work may be by any effective means and shall be confirmed by mail to the employee's last known address, with a copy provided to the Unit Chairperson. Within three (3) calendar days after being notified of recall, an employee must accept or decline the recall to work by email or other written notice to the Director or the Director's designee. Employees who decline recall shall be considered to have voluntarily quit. Employees who fail to respond within the three (3) calendar day period shall be considered to have voluntarily quit, unless the employee's failure to timely respond by the required date is for a reason satisfactory to the Employer.

- C. The employee must actually report to work on the required return to work date. Employees who fail to report as scheduled shall be deemed to have resigned unless the Employer has authorized them to report at a later date or their failure to report is the result of incapacity due to circumstances beyond their control.
- D. It is the responsibility of the employee to keep the Employer advised of their current name, address, email address and telephone number, and the current names of their dependents. Employees shall notify the Employer, in writing, of any change in their name, address, email address and telephone number, and the names of their dependents as soon as possible after such change has been made. The Employer shall be entitled to rely upon the employee's name, address, email address and telephone number, and the names of their dependents, as reflected in the Employer's files, for all purposes involving the employee's employment.
- E. Lay-off Disputes. All grievances concerning layoff or displacement rights must be filed within five (5) working days from the date of notification of the layoff or displacement and shall be processed initially at Step 3 of the Grievance Procedure.

ARTICLE 10: WORK SCHEDULE

Section 10.1. Work Day.

An employee's normal work day shall consist of eight (8), ten (10) or twelve (12) consecutive hours or a combination thereof, or any other pattern of hours whichever is elected by the Director, and mutually agreed upon by the Employer and the Union. A workday shall be defined as a twenty-four (24) hour period commencing from the start of an employee's regularly scheduled shift.

Section 10.2. Schedule.

The work schedule and starting and quitting times for any and all shifts shall be established by the Employer thirty (30) days in advance whenever possible. The Director reserves the right to change normative work schedule(s) when operating conditions or staffing warrant such changes.

- A. No later than the date of the execution of this Agreement, the Union shall file with the National Labor Relations Board a request for a bona fide labor organization certification under Section 7(b) of the Fair Labor Standards Act of 1938. The Employer will cooperate with the posting and other procedures as may be required.
- B. So long as the NLRB labor organization certification exists, full-time employees scheduled for 8 and/or 10 or 12 regular shifts, or any combination thereof, shall be paid time and one-half (1-1/2) at the employee's straight time regular rate of pay shall be paid for hours actually in which the aggregate number of hours exceeds eighty (80) hours in a period of fourteen (14) consecutive days or if a tour of duty of less than fourteen (14) days is established by the Employer, the aggregate number of hours in such tour of duty which bears the same ratio to the number of consecutive days within the worked period as eighty (80) hours bears to fourteen (14) days. If the Director elects 12 hour shifts and

an eighty (80) hour two week aggregate, hours worked beyond twelve (12) per day shall be paid time and one-half (1-1/2) the employee's straight time regular rate of pay.

Section 10.3. Lunch and Break Periods.

Employees are required to be ready to start to work at the scheduled start of their workday and are required to remain on duty at work until the end of their day, except for break periods as outlined in this section. Employees scheduled to work at least eight hours shall be scheduled for a paid thirty (30) minute meal period, during which the employees must remain available to immediately return to a dispatch console if necessary. The timing of such breaks may vary depending upon the nature of the work the employee is performing at the time. The parties recognize that under certain conditions it will be impossible for employees to take a break until the urgent aspect of the work being performed is completed. In addition, reasonable time to take natural breaks and to obtain coffee, other refreshments or food to be consumed at their workstations during their normal workday as duty permits. Employees are not entitled to any additional compensation if circumstances develop during a shift that prevent them from utilizing their scheduled breaks.

Section 10.4. Shift Preference.

Employees released from training, shall be permitted to bid on rotating shifts two (2) times per year usually corresponding to the summer months (mid-April to mid-October) and winter months (mid-October to mid-April) based on seniority. Employees bid for shifts by the date specified by the Director prior to the new bidding period. Notwithstanding employee bids, the Director may assign employees to other shifts as the Director deems necessary for safe, efficient and effective operations (for example, for purposes of continuity, experience, training, emergency situations, etc.) of the dispatch center.

In the event a trainee is released from training with at least 30 days or more left in a shift bid, the Employer shall determine which shift and rotation the employee will be assigned. Once determined, the Employer agrees to offer that position (shift and rotation) to eligible employees (as determined by the Employer) working the opposite shift (days/nights). The position will be offered to the most senior person from the eligible employee pool. If the most senior person does not want the position, it shall be offered to the 2nd most senior person and so on until someone either accepts the position or all eligible employees turn it down. If an eligible employee elects the position, he/she recognizes and acknowledges that such election may result in his/her approved or scheduled vacation being cancelled due to conflicts with other employee vacations on the rotation to which he/she is transitioning. If there is no conflict(s), the employee transitioning shall be permitted to retain his/her previously approved vacation schedule. This process will only be conducted for the one position each time; it is not subject to additional transfers for position vacancies created by or after an eligible employee has accepted the position.

Section 10.5. Exchange of Time (Shift Trades).

Employees who have been released from training may trade shifts and days off with another employee provided the trade is approved by the Director or designee.

- A. Trades may only be approved if the both the swapped day or days within same workweek (or, upon 7b certification, within the same pay period); is requested in advance; does not

result in the payment of overtime or premium pay; and does not adversely affect the safety, efficiency or effectiveness of operations.

- B. Shift trades may not result in any employee working more than 16 hours straight and there are at least 8 hours between the end of one shift and the beginning of the next shift.
- C. Although shift trades are strictly voluntary, the Employer reserves the right to limit the length and frequency of such shift trades. A request to trade shifts and days off may be granted or denied in the sole discretion of the Director. It is the responsibility of the employees to ensure that all traded shifts are made up, and the Employer shall have no obligation or responsibility to ensure that traded shifts are made up. Denials of trade shifts are not subject to the Grievance provisions of this Agreement.

Section 10.6. Regular Scheduled Time Off.

Employees will have an (8) eight-hour break between regular scheduled shifts except for emergency situations or unplanned staffing shortages as determined by the Executive Director.

ARTICLE 11: LEAVES OF ABSENCE

Section 11.1. General.

- A. Except as otherwise expressly provided in this Agreement, all leaves of absence are without pay and may be granted or denied within the sole discretion of the Employer. Except as expressly provided for in this Agreement, fringe benefits (including, but not limited to, PTO, holidays, insurance coverage, etc.) are not provided and do not accrue during any leave of absence without pay, and all accrued banked benefits² are frozen until return from such leave. Seniority continues to accrue during any approved paid leave of absence.
- B. Except as required by law, a leave of absence shall not exceed 12 months or the employee's seniority at the commencement of the leave, whichever is shorter.
- C. There shall be no duplication or pyramiding of leave benefits or types of absence.
- D. Employees shall not accept or engage in employment while on leave of absence unless agreed to by the Employer previously or in at the time of the leave request.
- E. There shall be no obligation on the part of the Employer to provide work prior to the expiration of any leave of absence granted under this Agreement.
- F. Requests for leaves of absence shall be submitted in writing to the Director or designee, shall set forth the reason for the leave, and shall be signed by the employee. Requests for extension of a leave must be submitted before expiration of approved leave. Requests for leaves or extensions are considered granted only upon written approval of the Director or designee.

Section 11.2. Unpaid Personal Leave.

After an employee has exhausted all paid time off benefits a regular employee that has completed over one year of employment may request an unpaid personal leave of up to thirty calendar days. The All requests shall state the reason and expected duration for the leave and must be signed by the employee. An extension of an unpaid personal leave of absence may be granted by the Director, provided the extension is requested in writing prior to the termination of the original leave period and does not exceed at total 180 calendar days. No request for an unpaid personal leave of absence shall be considered approved unless such approval is in writing signed by the Director. The employee's existing insurance coverages at the time of the leave will continue during the leave, provided the employee continues to timely pay their normal contribution for such coverage. An eligible regular employee who has been granted an unpaid personal leave under this Section may not request a subsequent leave under this Section during the same calendar year and/or until two years after expiration of the previously granted unpaid personal leave. The Employer's decision to grant or deny a personal leave of absence will not be subject to Arbitration provisions of this Agreement.

Section 11.3. Unpaid Union Leave.

The Employer may grant up to ~~a fiveseven~~ (~~57~~) consecutive calendar days unpaid leave of absence to the Unit Chairperson, Alternative Stewards, or Negotiating Committee members, or Local UAW Officers as defined in the UAW constitution or a Union member in good standing to attend Union functions or seminars, UAW Conferences or the UAW Constitutional Convention provided that written advance notice of at least 30 days is provided, and that such leave does not interfere with the (staffing) requirements of the Employer. Seniority and all fringe benefits continue during such leave and employees are not required to use or exhaust Paid Time Off (PTO) for their regular scheduled hours absent due to such leave.

Section 11.4. Military Training and Duty Leave.

- A. The Employer will comply with all USERRA provisions regarding military duty and service members. Employees shall be required to provide such notices or documentation as required by the Employer to the extent permitted or authorized under USERRA.
- B. For each day, up to a maximum of ten (10) working days per calendar year, that an eligible employee serves on training or emergency duty when the employee otherwise would have worked, a regular full time employee shall receive the difference between the employee's regular rate of pay for the employee's regularly scheduled hours and the amount the employee received from the military pay; including all allowances. The Employer may require an employee provide Authority satisfactory evidence that the employee completed the training or emergency duty on the days that the employee claims to be entitled to paid military leave and/or the amount of military pay received for the period in which paid military leave is requested.

Section 11.5. Americans with Disability Leave.

Subject to the restrictions contained in this Agreement, an employee who has a disability as defined by the ADA, and has no other paid leave rights and who has exhausted all available Family and Medical Leave (if applicable), may seek an unpaid disability leave as an accommodation under the terms of law. Such leave may be granted as a reasonable

accommodation for a limited and definite duration to an employee temporarily unable to perform the essential functions of the employee's position, after taking into account reasonable accommodations. This Disability Leave will continue for the period of the leave grant, or an extension thereof.

- A. All Leaves under this section, or extensions thereto, are subject to the right of the Employer to require a physician's certificate establishing to the satisfaction of the Employer that the employee is incapacitated from the safe performance of work due to illness, injury, or other disability and the cooperation of the employee in engaging in the interactive process. The Authority may require at any time, as a condition of
- B. The Employer may request at any time, as a condition of continuance of a Disability Leave, proof of a continuing disability.
- C. In situations where the employee's physical or mental condition reasonably raises a question as to the employee's capacity to perform the job, the Employer may require a medical examination by a physician chosen by the Employer at its cost, and, if appropriate, require the employee to take a leave of absence under this Section.
- D. All employees returning to work from a Disability Leave must present a physician's certificate establishing to the Employer's satisfaction that the employee is medically able to perform the employee's job.

Section 11.6. Funeral Bereavement Leave.

Full and part-time employees shall be granted up to three (3) consecutive calendar days of leave to attend the funeral or a verifiable memorial service ~~or~~ and attend private or public memorial services -when death occurs in the employee's immediate family, provided ~~that one of the three consecutive calendar days is the day of the service and the employee attends the service for the family member~~ the employee provides verifiable proof of death (obituary, memorial service announcement, etc). During the three (3) consecutive days, the employee shall be unavailable for any work hours.

Employees ~~shall receive pay at their who loses work from his regularly scheduled hours shall receive pay at their~~ regular rate of pay for the number of regularly scheduled hours lost, up to a maximum of 24 hours, while on their three consecutive day Funeral Bereavement leave. Upon request, the employee may be granted additional time off, either PTO or leave without pay, for travel to a ~~funeral held at~~ a location outside the State of Michigan.

"Immediate family" shall mean the employee's:

- parent or the spouse's parent
- current spouse
- child or the child's current spouse
- sibling
- current brother-in-law or sister-in-law
- ~~grandparent or spouse's grandparent~~
- grandchild
- ~~child living with employee under guardianship or other legal dependent status~~ Legal dependent living with employee (including domestic partner)

For purposes of this policy, relative status created by adoption or step relationships are treated the same as blood relatives.

Section 11.7. Jury Duty Leave.

Non-probationary employees summoned by a court to serve as jurors shall be given a jury leave of absence for the days the employee is required by the court to serve as a juror. For each such day, up to a maximum of thirty (30) days per calendar year, on which the employee was scheduled to have worked, a regular full-time employee shall receive pay at their regular rate for their regularly scheduled hours on that day. In order to be eligible to receive jury duty pay, an employee must:

- A. Provide the Employer reasonable advanced notice of the time that the employee is required to report for jury duty;
- B. Provide satisfactory evidence that the employee served as a juror at the summons of the court on the day that the employee claims to be entitled to jury duty pay;
- C. Return to work promptly after being excused from jury duty service;
- D. Reimburses the Authority the jury pay the employee received from the court less amounts paid for travel and meal expenses. The Authority may require the employee provide the Authority with substantiation regarding the amount of jury duty pay, travel expenses and meal expenses received from the court for the jury duty service; and,
- E. The employee must return to work and work any hours out of his/her scheduled work day that he/she is not actually on jury duty.

Section 11.8. Court Appearances.

Employees shall be granted time off without pay when compelled to testify or participate in a court case or administrative hearing. An employee required to testify in a case or hearing as part of their job duties or in which the Employer or a municipal responder agency is a party and the employee is not an adverse party, shall be paid at their regular hourly rate for the court appearance; including travel to and from the same up to a maximum of thirty (30) minutes each way.

Section 11.9. Administrative Leave.

The Employer may, within its sole discretion, permit or direct an employee to take a non-disciplinary/non-investigatory administrative leave of absence with pay, where such leave would benefit the employee or the Employer.

Section 11.10. FMLA Leave.

So long, and only to the extent that the Employer is a “employer” as defined by the Family and Medical Leave Act, employees who have been employed for at least 12 months and have been employed for at least 1,250 hours of service during the immediately preceding 12 month period are eligible for leaves of absence reasons required under the FMLA.

- A. An eligible employee is entitled to a total of 12 work weeks of leave during a “rolling” 12-month period measured backward from the date an employee uses any leave.
- B. Employees desiring leaves of absence under this section shall provide written notice to the Director setting forth the reasons for the requested leave, the anticipated start date of the leave, and its anticipated duration.
- C. Unless leave is taken for the employee's own serious health condition or that of his or her child or spouse, the total leave taken by spouses when both are employed by the Employer is limited to twelve (12) weeks.
- D. Unless the Employer agrees, leave for the birth or placement of the employee's child, or to care for the child within twelve (12) months of the child's birth or placement, may not be taken intermittently or on a reduced leave schedule. If medically necessary, leave for the employee's serious health condition or to care for a seriously- ill spouse, child or parent, may be taken intermittently or on a reduced leave schedule.
- E. An employee is required to use all accrued PTO days for leave days prior to, or concurrent with a designated FMLA leave.
- F. When leave is taken for the employee's serious health condition, or to care for a ~~seriously-ill~~seriously ill spouse, child or parent, the Employer may require certification issued by the health care provider of the employee or of the spouse, child or parent of the employee, as appropriate. This certification must include the date the condition began, its probable duration, appropriate medical facts within the knowledge of the health care provider regarding the condition, and a statement that the employee is unable to perform his/her job function or is needed to care for a sick family member for a specified time.
- G. For leave taken intermittently or on a reduced leave schedule, further certification requirements are as follows:
 1. When there is planned medical treatment, the certification must include the dates on which treatment is expected and its duration.
 2. When leave is taken for the employee's serious health condition, the certification must include a statement of the medical treatment necessary for such leave and its expected duration.
 3. When leave is taken to care for a ~~seriously ill~~seriously ill family member, the certification must include a statement that such leave is necessary for the care of the family member who has a serious health condition or will assist in his/her recovery, and the expected duration and schedule of the leave.
- H. Employer may require, at its own expense if not covered by insurance, a second medical opinion from a health care provider designated by the Employer, but not employed on a

regular basis by the Employer. In the event of a dispute concerning the second certification, the Employer may require, at its own expense if not covered by insurance, a third opinion from a health care provider. The employee and Employer must agree on the selection of the third health care provider whose opinion is binding on both parties. The Employer may require that the employee obtain subsequent re-certification on a reasonable basis.

Section 11.11. Michigan Paid Sick Leave.

All employees shall be eligible to accrue Paid Time Off (PTO) in accordance with Section 13.1 and may use PTO up to a maximum of seventy-two (72) hours per calendar year for qualifying events as defined by Michigan's Earned Sick Time Act (ESTA).

PTO may be used for paid sick leave, at a minimum, in quarter-hour increments for the following reasons:

- (1) when time off work is needed for personal or a family member's illness, injury or health condition;
- (2) for various reasons in the event the employee or employee's family member is a victim of domestic violence or sexual abuse (*i.e.*, counseling, attendance at criminal proceedings, to relocate);
- (3) for meetings at a child's school or place of care related to the child's health, disability or effects of domestic violence or sexual assault on the child; or
- (4) in cases of public health emergency where a public health official has:
 - closed Employer's office;
 - closed the school of the employee's child who needs home care; or
 - determined that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

A family member includes:

- a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner or a child to whom the employee stands in loco parentis;
- a biological parent, foster parent, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child;
- a person to whom the employee is legally married under the laws of any state or domestic partner;
- a grandparent;
- a grandchild;
- a biological, foster or adopted sibling; and
- any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

The use of PTO for paid sick leave must be approved by the employee's supervisor, the Deputy Director, or Executive Director. An employee requesting PTO for paid sick leave shall submit a request at least seven (7) days prior to the first day of sick leave. If the need for sick leave is not foreseeable, an employee must give notice of the need for such sick leave as soon as practicable

and within two hours from the start of the employee's shift. If the employee's absence due to illness or injury exceeds the amount of accrued PTO eligible for sick leave, the employee must seek and obtain approval for other leave such as Family Medical Leave or Unpaid Personal Leave.

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For use of PTO under this paid sick leave of more than three (3) consecutive days, the Employer may require reasonable documentation demonstrating that the earned paid sick leave time has been used for an above-stated purpose. Upon request, an employee shall provide the documentation to the Employer in a timely manner. Documentation signed by a health care professional indicating that sick time is necessary is reasonable documentation for purposes of this subsection. Documentation providing details of the nature of the illness is not required.

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In cases of domestic violence or sexual assault, one of the following types of documentation selected by the employee shall be considered reasonable documentation: (a) a police report indicating that the employee or the employee's family member was a victim of domestic violence or sexual assault; (b) a signed statement from a victim and witness advocate affirming that the employee or employee's family member is receiving services from a victim services organization; or (c) a court document indicating that the employee or employee's family member is involved in legal action related to domestic violence or sexual assault. The Employer shall not require documentation explaining the details of the violence.

In cases where documentation is requested, the Employer shall pay any out-of-pocket costs incurred by the employee in obtaining the documentation. All documentation received by the Employer pursuant to this Policy shall be kept confidential and shall not be disclosed except to the employee or with the employee's permission.

Retaliatory actions against an employee for requesting or using PTO for paid sick leave time is prohibited. If an employee believes that the Employer has violated this Policy, that employee may bring a civil action or file a complaint with the Michigan Department of Licensing and Regulatory Affairs.

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ARTICLE 12: WAGE RATES

Section 12.1. Regular Wage Rates.

During the term of this Agreement, wages shall be paid as set forth in Appendix A to this Agreement during the term of the Agreement. Employees shall begin at the "Start" rate and shall progress from step to step in the wage schedule upon completion of the specified periods of employment in the classification; provided, however, that layoffs and leaves of absence periods shall not be included in computing the required time. The Employer reserves the right to place newly hired employees at advanced steps in the wage schedule where it views such action as necessary or appropriate.

Section 12.2. CTO Pay.

Emergency Communication Officers that are directly assigned a trainee shall be compensated an additional \$3.00 per hour for time spent training the individual. Training documentation must be completed to receive this premium payment.

Section 12.3. Rates on Expiration.

If the Agreement expires and no successor agreement has been ratified by all parties, all wages and benefits at levels and amounts shall be no greater than those in effect on the expiration date of the collective bargaining agreement. This includes, but is not limited to advancement on the steps of the wage scale.

Section 12.4. Overtime and Hours Worked.

In determining "hours worked" for overtime purposes:

- A. All employees shall be expected to work reasonable amounts of overtime upon request.
- B. Overtime worked other than of an emergency nature must have been authorized by the Director or his designated supervisor.
- C. Employer and the Union will consult and work together to establish and implement a vacancy management procedure that shall rotate assigned overtime on a reasonably equal basis.
- D. Pre-approved PTO and Funeral Bereavement Leave shall be considered hours worked for the computation of such overtime pay. Pre-approved means submitted and approved at least 48 hours in advance from the start/beginning of the employee's absence (consecutive days also excluded). Only hours actually worked on a holiday are considered hours worked for purposes of overtime computation.
- E. Only hours actually worked on a holiday are considered hours worked for purposes of overtime computation.
- F. There shall be no pyramiding or duplication of premium pay.

Section 12.5. New Classifications.

If the Employer establishes a new classification covered by this Agreement, the Union shall be provided prior to the implementation of the classification with the title of the new classification, a brief description of the job to be performed and the proposed wage rate. The Employer agrees to negotiate with the Union upon request over the wage rate for the new classification.

Section 12.6. Longevity Pay.

Regular full-time Emergency Communication Officers shall be eligible for longevity pay if the employee is continuously employed by KCCDA in a full-time paid status for at least four (4) years. If the employee is in their fifth year of employment and does not incur more than 160 hours of unpaid time/leave of absence beginning November 1st (the previous year) through October 31st of the current year, the employee will be eligible for longevity pay according to the table below. Longevity pay shall be distributed on the first payroll check date occurring after November 5th and is subject to applicable federal, state and local tax withholdings but is not subject to retirement benefits and matching percentiles.

Employees who resign or are terminated from employment prior to November 5th, are not eligible to receive a longevity payment. Employees who retire prior to November 5th and are immediately eligible for MERS retirement payments shall receive upon retirement the proportionate share of any longevity payment which may have accrued as of the date of retirement. Moreover, on the death of an eligible employee, the proportionate share of any longevity payment which may have accrued as of the date of death shall be paid to the surviving spouse of the employee, or if there is no surviving spouse, to the estate of the employee.

Additional overtime compensation which may be owed to an employee who is eligible to and actually receives the longevity bonus will be apportioned back by the Employer pursuant to 29 C.F.R. 778.209(a) and paid to the employee with the longevity payment.

Continuous Years of Employment	Annual Amount
5 th through 9 th year	\$800900
10 th through 14 th year	\$1,0001,100
15 th or more	\$1,2501,350

ARTICLE 13: PAID TIME OFF

Section 13.1. Paid Time Off (PTO) Accrual.

Regular full and part-time employees will accrue Paid Time Off (PTO) benefits in accordance with the following schedule for each full payroll period the employee is paid based on the *hours of credited service*: regular hours worked, ~~and funeral~~^{Bereavement} leave, and approved PTO (excludes employees on short-term disability).

<u>Hours of Credited Service</u>	<u>Seniority Required</u>	<u>PTO Hours Accrued</u>	<u>Annual Carry-Over Limit*</u>	<u>Maximum Pay-out Limitations</u>
30 to 59.99	None	1.00		
60 to 79.99	None	2.00	136 hours	180 hours
80 hours or more	Start Date thru 4th year	6.00		
	Start of 5th thru 9th year	7.25	176 hours	220 hours
	Start of 10th thru 14th year	8.50	216 hours	260 hours
	Start of 15th thru 19th year	9.75	256 hours	300 hours
	Start of 20 years or more	11.00	290 hours	340 hours

PTO hours accrued but unused, shall carry-over from year to year subject to the limitations listed above. PTO may be utilized in accordance with Section 13.3 PTO Scheduling or for reasons and processes identified in Section 11.11 Michigan Paid Sick Leave.

*Annual Carry-Over Limit applies to the employee's Anniversary Date

Regular full time employees shall be credited with Paid Time Off (PTO) benefits in accordance with the following schedule for each full payroll period provided that the employee is paid at least 80 hours of service. Employees unpaid leave, or who fail to accrue at least 80 hours of paid service per pay period, do not accrue PTO.

Seniority Required	Hours Accrued	Maximum Annual Carry Over Limit*	Maximum Accumulation and Pay out Limit
1st through 4th year	6.00/pay period	436 hours	136 hours
5th through 9th year	7.25/pay period	476 hours	176 hours
10th through 14th year	8.50/pay period	216 hours	216 hours
15th through 19th year	9.75/pay period	256 hours	256 hours
20 years or more	11.00/pay period	290 hours	290 hours

The “Maximum Annual Carry Over Limit” set forth above may be carried over into the following year on the employee’s anniversary date, provided, however, (1) such carry over of PTO does not accumulate from year to year and (2) such carry over does not cause the employee’s “Maximum Accumulation and Payout Limit” to exceed the applicable limit forth above.

Section 13.2. PTO Eligibility.

PTO shall be available for use only in biweekly periods subsequent to the biweekly payroll period in which it is earned.

Section 13.3. PTO Scheduling.

Employees may request PTO upon proper notice and provided that such time off does not unreasonably interfere with efficient operation or the Authority’s obligations to the public. Consideration of employee preference in scheduling PTO will be given when possible and practical, but PTO scheduling shall be at the discretion of the Authority with primary consideration given to the requirements of efficient operations.

Under normal circumstances, a shift rotation with eight or less ECO I’s and II’s may normally be permitted to have one employee on PTO on a given day. A shift rotation with nine or more ECO I’s and II’s may normally be permitted to have two employees on PTO on a given day. In most cases, only one Dispatch Supervisor assigned Shift Supervisor duties shall be permitted to be on PTO on a given day.

All PTO requests are subject to approval of the Dispatch Supervisor, Deputy Director, or Executive Director. Approvals of PTO request are conditional upon the outcome of any intervening changes in shift rotation, staffing, or operational requirements. PTO should be requested, at a minimum, in half-shift increments. If an employee’s scheduled PTO time off is canceled by the Employer, the employee is expected to make a reasonable effort schedule an alternative date.

A bidding process (known as a PTO bid) will be conducted two times per year in coordination with the Shift Preference bid. Eligible employees may bid for their first, second and third choice

of groups of four (4) to sixteen (16) consecutive calendar days (to include pass days) on which they wish to use their PTO. No employee will be granted more than one choice until all other employees have been granted a choice if they submitted a request. The number of days an employee is permitted to request is based on the number of PTO hours available as of the date of the request; minus those already scheduled but not incurred. Notwithstanding this provision and on a trial basis, Unit employees will be permitted to bid for PTO based upon projected PTO hours which would be available at the time of the requested time off. Employees must immediately provide notice to both the Deputy Director and Unit Chairperson if the projected PTO hours are no longer sufficient to satisfy the full approved vacation so as to permit other employees to timely apply; failure to do so may result in discipline and/or, in the discretion of the Employer, termination of the trial program.

It is the sole responsibility of the employees to monitor their PTO hours and the time off they have pre-planned and for emergency use. If an employee takes time off with insufficient PTO hours to cover the absence, the employee shall be subject to the following discipline. Occurrences in this categorical shall be based on TWO (2) rolling calendar years from the first date when the employee violation occurs.

- 1st Offense – Level I/Coaching and Counseling
- 2nd Offense – Level II/Written Reprimand
- 3rd Offense – Level III/Written Reprimand – Suspension
- 4th Offense – Level IV/Written Reprimand - Termination

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In case of conflicts in PTO requests, a preference will be given to the employee with the greatest seniority.

After the bidding process is complete for each period, PTO requests will be scheduled as available, on a first-come-first-served basis. Such PTO requests must normally be submitted in writing by the employee at least two (2) weeks in advance. Any PTO requests received less than two (2) weeks in advance shall be contingent upon the requestor finding their own coverage unless the request is deemed to be an emergency situation. will be considered on a case-by-case basis at An emergency situation shall be in the sole discretion of the Deputy Director and Executive Director. The Deputy Director and Executive Director reserves the right to make any approval dependent on the employee finding their own voluntary coverage for the vacancy. This shall be the standard practice for requests received after the sixty (60) calendar day deadline.

Section 13.4. Benefits on Separation.

- A. Eligible Employees who voluntarily or involuntarily leave active employment of the Authority shall receive pay for unused PTO up, but not to exceed, to the employee's "Maximum Accumulation and Pay-Out Limit" subject to the following.
- B. To be eligible for payout, Employees who voluntarily or involuntarily leave active employment of the Authority may receive pay for accrued but unused PTO in any of the following circumstances:

1. If an employee retires in accordance with the retirement plan currently in effect and a minimum of two weeks advance notice is given to the Employer.
2. If an employee resigns from employment and a minimum of two weeks advance notice is given to the Authority.
3. If an employee is who is indefinitely laid off and requests payment of PTO; provided, however, that such PTO pay shall be designated to the period of the layoff.
4. In the event of the death of an actively employed employee, PTO pay shall be paid to the employee's spouse or estate.

There shall be no payment for unused PTO benefits in any other circumstance, including but not limited to: i. annual unused PTO accumulations above the Maximum Annual Carry-Over Limit; ii. PTO accumulations above the Maximum Accumulation and Payout Limit; iii. PTO in any amount if employment ends during the first year of employment; iv. PTO in any amount if employment ends for disciplinary reasons or occurs without the required written notice to the Director.

- C. Eligible Employees will be paid for earned but unused PTO benefits on the pay period following the date of cessation of employ, subject to the maximum pay-out limitations.

ARTICLE 14: HOLIDAYS

Section 14.1. Recognized Holidays.

The following days are recognized as holidays for purposes of this Agreement:

New Year's Day	Veterans Day
Martin Luther King Birthday	Thanksgiving Day
President's Day	Day-after Thanksgiving Day
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Independence Day	New Year's Eve
Labor Day	

Holidays will be observed on the calendar day upon which they fall. If dispatch staff is scheduled to work on a holiday, he/she is required to report to work.

Section 14.2. Holiday Pay Eligibility.

Eligible full time hourly employees shall receive eight (8) hours pay for each recognized holiday. Regular part-time employees who actively work eighty (80) or more hours during the calendar month preceding the holiday shall receive four (4) hours of pay for the applicable holiday. All holiday pay shall be at the employee's straight time regular rate of pay; exclusive of all premiums. This time shall be accounted for as Holiday hours.

In order to be eligible for holiday pay an eligible full-time or part-time employee must be on the active payroll as a regular employee as of the date of the holiday. For purposes of this Article, a person is not on the active payroll of the Employer during short-term disability, paid or unpaid leaves of absences, layoffs, or on an administrative leave or disciplinary suspension. In addition, an employee must satisfy the following conditions and qualifications:

- A. An eligible employee scheduled to work on a recognized holiday, must work all regular scheduled hours unless the employee is on pre-approved PTO that was approved more than 48 hours in advance; or,
- B. An eligible employee not scheduled to work the holiday, must work all hours on the employee's last regularly scheduled workday or assigned hours before the holiday and on the employee's first regularly scheduled workday or assigned hours after the holiday, unless the employee is on pre-approved PTO that was approved more than 48 hours in advance. Eligible employees who are on pre-approved PTO that was approved more than 48 hours in advance of a recognized holiday, shall be paid the holiday pay only if they work their entire scheduled shift prior to leaving on PTO and entire shift immediately following their PTO. Employees cannot substitute holiday pay for PTO.

Section 14.3. Work on Holidays.

A. Regular full time and regular part time hourly employees whose scheduled shift commences on a recognized holiday shall be paid one and one-half (1 ½) times their regular straight time rate of pay for all hours worked on the scheduled shift. The additional one-half (1/2) pay shall be accounted for as Holiday hours. **There shall be no pyramiding of this holiday premium with any other overtime payment.**

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B. If a regular full time hourly employee works on July 4th, Thanksgiving, Christmas Eve and/or Christmas Day and the employee has a combined total of 80 hours or more regular hours worked and pre-approved PTO, he/she shall receive a \$10 per hour premium for all hours worked on the holiday in lieu of overtime premium.

ARTICLE 15: INSURANCE

Section 15.1. Health Insurance.

- A. The parties recognize that this Section is subject to the requirements of the federal Patient Protection and Affordable Care Act (P.L. 111-148), the Health Care and Education Reconciliation Act of 2010 (P.L. 111-152), and the Michigan Publicly Funded Health Insurance Contribution Act, 2011 Public Act 152, as amended (MCL 15.561 *et seq.*). The medical coverage plan may be modified to comply with such laws.
- B. During the term of this Agreement, the Employer shall make available a Group Insurance Plan covering certain hospitalization, surgical, and medical expenses for eligible participating full-time employees and their eligible dependents. This insurance program shall be on a voluntary basis for all full-time employees who elect to participate in the Insurance Plan and who have no Affordable Care Act qualified group health care coverage

available through programs under which their spouse or dependents are eligible to participate.

- C. During the term of this Agreement, the Employer shall make available – during the annual open enrollment period – a Group Insurance Plan covering certain hospitalization, surgical, and medical expenses for eligible participating part-time employees and their eligible dependents who worked at least 1040 hours during the twelve (12) calendar month period preceding the open enrollment period. For eligible part-time employees who make such election, the Employer shall pay 50% of the costs of a single coverage plan. This insurance program shall be on a voluntary basis only for eligible, as defined above, part-time employees who elect to participate in the Insurance Plan and who have no Affordable Care Act or other qualified group health care coverage available through programs under which their spouse or dependents are eligible to participate. Part-time employees who may be eligible for coverage participation under this section are not eligible for any payment in lieu of health insurance.
- D. An employee shall become covered upon completion of the required forms and upon his/her acceptance by the carrier as a participant. Payroll deductions will be made for any employee share as provided under this Article.
- E. The Employer reserves the right to substitute another carrier and/or administrator, provided the fundamental provisions of the above coverage will not be changed. The Employer will provide advance notice to and consult with the Union regarding the effects of such a change.

Section 15.2. Payment in Lieu of Health Insurance.

Full time employees who have available health insurance through via another source and who executes an affidavit to that effect may elect not to be covered by the medical insurance provided under this Section. The decision to waive coverage shall be made once per calendar year. A waiver agreement drafted by the Employer shall be executed by the employee. In the event the employee elects to forego medical insurance, the Employee shall receive the corresponding *bi-weekly* payment in lieu of group health coverage:

Single	\$75
Two Person	\$125
Family	\$175

This election shall be made on an annual basis and shall be effective for one year beginning the first full pay period in January. In the event that an employee loses coverage under another plan and notifies the Employer, in writing, an eligible employee shall be entitled to re-enroll in the Authority's plan permitted by the plan. No payment in lieu of health insurance bonus will be paid if such payment subjects the Authority or employee to penalties under the Affordable Care Act or other law.

When an employee and spouse are both employed by the Authority and one chooses coverage, there is no opt-out incentive available to the spouse.

Section 15.3. Dental Insurance

The Employer shall make available a group insurance plan covering certain dental expenses for participating employees and their eligible dependents. This insurance program shall be on a voluntary basis for all full-time employees who elect to participate in the insurance plan and who have no dental care coverage available through programs under which their spouse or dependents are eligible to participate. The insurance program currently provides the coverages listed on Appendix B. The specific terms and conditions governing the group insurance program are set forth in detail in the master policy or policies governing the program as issued by the carrier or carriers. The Employer reserves the right to substitute another carrier and/or administrator, provided the fundamental provisions of the above coverage will not be changed. The Employer will provide advance notice to and consult with the Union regarding the effects of such a change.

Section 15.4 - Vision Insurance.

The Employer shall make available a group insurance plan covering certain vision expenses for participating employees and their eligible dependents. This insurance program shall be on a voluntary basis for all full-time employees who elect to participate in the insurance plan and who have no vision care coverage available through programs under which their spouse or dependents are eligible to participate. The insurance program currently provides the coverages listed on Appendix C. The specific terms and conditions governing the group insurance program are set forth in detail in the master policy or policies governing the program as issued by the carrier or carriers. The Employer reserves the right to substitute another carrier and/or administrator, provided the fundamental provisions of the above coverage will not be changed. The Employer will provide advance notice to and consult with the Union regarding the effects of such a change.

Section 15.5. Life Insurance.

During the term of this Agreement, the Employer agrees to maintain for eligible, full-time employees a term life insurance in an amount equal to one (1) times the employee's annual salary rounded up to the nearest thousand, but in no case more than \$40,000, and a like amount for accidental death and dismemberment. Eligible employees will be permitted, at the employees' expense, to purchase additional life insurance if permissible under, and subject to the requirements of, the policy/plan documents. Life insurance benefits will reduce, pursuant to the terms of the Policy, at the age of 65 on a graduated basis. The specific terms and conditions governing the group insurance program are set forth in detail in the master policy or policies governing the program as issued by the carrier or carriers.

Section 15.6. Short-Term Disability Insurance.

During the term of this Agreement, the Employer agrees to maintain for eligible, full time employee short term disability insurance effective the first (1st) day of the month following completion of thirty (30) calendar days of employment with the Employer. Covered employees who become totally disabled and are prevented by such disability from working for remuneration or profit and who are otherwise eligible under the insurer's terms and conditions will be eligible to receive weekly insurance payments consisting of sixty-six point six seven percent (66.67%) of basic weekly wage up to a maximum of \$600900. The specific terms and conditions governing the group insurance program are set forth in detail in the master policy or policies governing the program as issued by the carrier or carriers.

Employees are not entitled to this benefit for any disability for which they may be entitled to indemnity or compensation under a retirement plan, the Social Security Act, any workers'

compensation, Michigan's no-fault insurance, or any Employer contributed salary continuation program or government disability benefit. Eligible employees may utilize their paid time off to receive their normal net weekly wages.

ARTICLE 16: RETIREMENT

Section 16.1. MERS Defined Contribution Plan.

During the term of this Agreement, the Employer will sponsor a MERS Defined Contribution Retirement Plan which all full-time and regular part-time employees are required to participate as a condition of employment. The Employer will contribute five percent (5%) of an employee's gross earnings (as defined under the Plan) and will match the Employee contribution up to a maximum of an additional three percent (3). Each employee is subject to 100 percent (100%) cliff vesting after two years of participation in the Plan. Forfeitures due to non-vesting shall revert to the Employer. During the term of this Agreement, employees are not obligated to make contributions to the Defined Contribution Plan in order to participate. MERS plan requirements, rules and restrictions control all aspects of the Defined Contribution Retirement Plan including the benefits provided thereunder and the employee's eligibility for benefits.

Section 16.2. MERS Deferred Compensation (457) Plan.

During the term of this Agreement, the Employer will sponsor a MERS Deferred Compensation (457) Retirement Plan. All eligible full-time and regular part-time employees may voluntarily elect to participate in this plan which has no Employer contribution or match. MERS plan requirements, rules and restrictions control all aspects of the 457 Plan including the benefits provided thereunder and the employee's eligibility for benefits.

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Section 16.3. MERS Health Care Savings Plan.

Eligible employees will qualify to participate in a MERS Health Care Savings Plan as an innovative way to help employees prepare for retirement healthcare costs. An Eligible full-time employee who enrolls in the plan and who is actively employed and paid a cumulative of at least 2000 hours (regular hours worked, PTO, comp time, and short-term disability) during their previous year of employment (based on their anniversary date) will qualify for an employer contribution equal to two percent (2%) of the employee's base salary/wage (at the time of their anniversary date) into their Health Care Savings Plan.

The Authority will make Health Care Savings Plan contributions two times each year. In the month of August, the Authority will make contributions for eligible employees with anniversary dates between January 1st and June 30th. In the month of February, the Authority will make contributions for eligible employees with anniversary dates between July 1st and December 31st. Plan participants may also be eligible to make tax advantaged contributions to the Plan. MERS plan requirements, rules and restrictions control all aspects of the Defined Contribution Retirement Plan including the benefits provided thereunder and the employee's eligibility for benefits.

ARTICLE 17: WORK STOPPAGES

Section 17.1. No Strike Pledge.

The parties recognize that the services performed by the employees covered by this Agreement are essential for the public health, safety and welfare to the community and responders. Therefore, the Union agrees that during the term of this Agreement neither it nor its officers, representatives, members, or employees it represents shall, for any reason whatsoever, directly or indirectly, call, sanction, counsel, encourage, or engage in any strike, walkout, sympathy strike, picketing of the Employer's buildings, offices or slowdown, sit-in, or stay-away; nor shall there be any concerted failure by them to report for duty; nor shall they absent themselves from work, or abstain in whole or in part from the full, faithful, and proper performance of their duties, or engage in any acts that interfere in any manner or to any degree with the services or operations of the Employer. No employee covered by this Agreement shall refuse to cross any picket line, whether established at the Employer's buildings or premises or at any other location where employees covered by this Agreement are expected to work. Any violation of this Section shall constitute just cause for discipline by the Employer, up to and including discharge. Any appeal to the Grievance Procedure shall be limited to the question of whether the employee or employees did in fact engage in any activity prohibited by this Section. ~~Is~~If such activity was engaged in, an arbitrator is without jurisdiction or authority to modify the discipline imposed by the Employer

Section 17.2. No Lockout Pledge.

In consideration for the promise on behalf of the Union and the employees it represents to refrain from the conduct prohibited by Section 17.1, the Employer agrees not to lock out any bargaining unit employees during the term of the Agreement because of a labor dispute between bargaining unit employees and the Employer.

ARTICLE 18: MISCELLANEOUS

Section 18.1. Notification and Posting.

Notices for all open positions which would be a promotion shall be posted on the bulletin boards throughout the Facility for minimum of seven (7) calendar days prior to the promotion decision.

Section 18.2. Waiver Clause.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that all of the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. This Agreement, including its supplements and appendices (if any), concludes all collective bargaining between the parties during the term of the Agreement, and constitutes the sole source of any and all rights or claims which may be asserted in any way hereunder, and supersedes all prior agreements, understandings and practices between the parties, oral or written, express or implied, and expresses all obligations and restrictions imposed upon each of the respective parties during its term. Therefore, for the life of this Agreement except as otherwise required under this Article, each party voluntarily and unqualifiedly waives the right, and each

agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

Section 18.3. Savings Clause.

If, during the term of this Agreement, any provision of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with this Agreement or any application of the Agreement to any employee or group of employees shall be restrained or enjoined, then the rest of this Agreement shall not be affected thereby and shall continue in full force and effect. If any provision of this Agreement is so held to be invalid or unenforceable, the parties will enter into collective bargaining upon the written request of either party for the purpose of negotiating a mutually agreeable replacement for the invalid or unenforceable provision.

Section 18.4. Amendment.

The provisions of this Agreement can be amended, supplemented, rescinded or otherwise altered only by mutual agreement in writing hereafter signed by the parties.

Section 18.5. Emergency Manager.

To the extent required by MCL. 423.215(7), an Emergency Manager appointed under the Local Government and School District Financial Accountability Act (being, MCL. 141.1541, *et seq*) may reject, modify, or terminate provisions of this collective bargaining agreement as provided in the Local Government and School District Financial Accountability Act. Inclusion of the language required under section 15 (7) of the Public Employment Relations Act does not constitute an agreement by the Union to the substantive or procedural content of the language. In addition, inclusion of the language does not constitute a waiver of the Union's right to raise Constitutional and/or other legal challenge (including contractual or administrative challenges) to the validity of: (1) appointment of an Emergency Financial Manager; (2) PA 4 of 2011 (Local Government and School District Fiscal Accountability Act); or (3) any action of an Emergency Financial Manager which acts to reject, modify, or terminate the collective bargaining agreement.

ARTICLE 19: TERMINATION AND MODIFICATION

Section 19.1. Amendment.

This Agreement shall continue in full force and effect until December 31, 2022.

If either party desires to modify, alter, amend, negotiate, or change, or any combination thereof this Agreement, it shall provide the other party written notification not less than sixty (60) calendar days prior to the termination date. Such notice shall have the effect of terminating the entire agreement on the expiration date or subsequent renewal period, whichever is the case, in the same manner as a notice of desire to terminate, unless before that date all subjects of amendment proposed by either party have been disposed of by agreement or by withdrawal by the party proposing amendment, modification, alteration, negotiation, change, or any combination thereof.

If neither party timely delivers such notice, this Agreement shall continue in effect from year to year thereafter, subject to notice of modification or termination by either party, on sixty (60) calendar days' written notice prior to the current year's termination date.

Any modifications that may be agreed upon shall become and be a part of this Agreement without modifying or changing any of the other terms of this Agreement.

**UNITED AUTOMOBILE, AEROSPACE &
AGRICULTURAL IMPLEMENT WORKERS
OF AMERICA**

Tyler RaiaughMichael Gordon
UAW Local 2290- unit 5 Chairperson
Date: _____

Sandie GeiberZach Sackrider
Negotiating Committee Member

Kim Kiggans
Negotiating Committee Member

Laura MisnerStephanie Nystrom
Negotiating Committee Member

**KALAMAZOO COUNTY
CONSOLIDATED DISPATCH
AUTHORITY BOARD OF DIRECTORS**

Jan Van Der Kley,
Chairperson
Date: _____

**KALAMAZOO COUNTY
DISPATCH AUTHORITY**

Jeffery Troyer,
Executive Director
Date: _____

Megan Hamilton
Negotiating Committee Member

Stephanie Nystrom
Negotiating Committee Member

Neville MarkFrank Hines
UAW Bargaining Unit Representative
Date: _____

Steve Dawes
Director, UAW Region 1D
Date _____

APPENDIX A. WAGE RATES

January 4, 2026 through January 2, 2027

Effective January 4, 2026, a \$1.35 increase shall be applied to all existing ECO-I steps and a new step 5 is added for year 4 (highlighted yellow). On the same effective date, \$1.50 shall be applied to all existing ECO-II steps, and a new step 7 is added for year 6 (highlighted yellow). The unit classifications and wage scales are as follows:

Position/Classification	START	6 Mths	1-YR	2-YR	3-YR	4-YR	5-YR	6-YR
	Step 1A	Step 1B	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Emergency Comm. Ofcr. I	\$22.16	\$23.33	\$24.51	\$25.68	\$26.85	\$28.19	X	X
Emergency Comm. Ofcr. II		\$24.74	\$26.40	\$28.07	\$29.73	\$31.39	\$33.05	\$34.70

January 3, 2027 through January 1, 2028

Effective January 3, 2027, a \$1.00 increase shall be applied to all steps. The unit classifications and wage scales are as follows:

2027 Position/Classification	START	6 Mths	1-YR	2-YR	3-YR	4-YR	5-YR	6-YR
	Step 1A	Step 1B	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Emergency Comm. Ofcr. I	\$23.16	\$24.33	\$25.51	\$26.68	\$27.85	\$29.19	X	X
Emergency Comm. Ofcr. II		\$25.74		\$27.40	\$29.07	\$30.73	\$32.39	\$34.05
								\$35.70

January 2, 2028 through January 13, 2029

Effective January 2, 2028, a \$1.00 increase shall be applied to all steps. The unit classifications and wage scales are as follows:

2028 Position/Classification	START	6 Mths	1-YR	2-YR	3-YR	4-YR	5-YR	6-YR
	Step 1A	Step 1B	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Emergency Comm. Ofcr. I	\$24.16	\$25.33	\$26.51	\$27.68	\$28.85	\$30.19	X	X
Emergency Comm. Ofcr. II		\$26.74		\$28.40	\$30.07	\$31.73	\$33.39	\$35.05
								\$36.70

January 8, 2023 through January 6, 2024

Effective January 8, 2023, a 6.0% increase shall be applied to the first and top steps, and each wage scale will be condensed. When the 2023 wage table takes effect, employees will be placed at their current step (no advancement) unless the step has been eliminated in which the employee will move to the top step. The unit classifications and respective wage scales are as follows:

Classification	START	6 Mths	1-YR	2-YR	3-YR	4-YR	5-YR
	Step 1	Step 1b	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Comm. Ofcr. I	\$19.33	\$20.42	\$21.51	\$22.60	\$23.69	X	X
Emergency Comm. Ofcr. II		\$21.59		\$23.14	\$24.69	\$26.23	\$27.77
							\$29.31

January 7, 2024 through January 4, 2025

Effective January 7, 2024, a 4.0% increase shall be applied to all steps. The unit classifications and wages scales are as follows:

Classification	START	6 Mths	1-YR	2-YR	3-YR	4-YR	5-YR
	Step 1	Step 1b	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Comm. Ofcr. I	\$20.11	\$21.24	\$22.37	\$23.51	\$24.64	X	X
Emergency Comm. Ofcr. II		\$22.45		\$24.06	\$25.67	\$27.28	\$28.88
							\$30.49

January 6, 2025 through January 4, 2026

Effective January 6, 2025, a 3.5% increase shall be applied to all steps. The unit classifications and wages scales are as follows:

Classification	START	6 Mths	1-YR	2-YR	3-YR	4-YR	5-YR
	Step 1	Step 1b	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Comm. Ofcr. I	\$20.81	\$21.98	\$23.16	\$24.33	\$25.50	*	*
Emergency Comm. Ofcr. II		\$23.24	\$24.90	\$26.57	\$28.23	\$29.89	\$31.55

APPENDIX B. DENTAL PLAN SUMMARY DESCRIPTION

APPENDIX C. VISION PLAN SUMMARY DESCRIPTION

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:	Personnel Committee	Agency:	KCCDA
Phone Number:		Length of Time Needed:	2 mins
Topic:	Executive Director Performance Evaluation		

Brief Description:

The Personnel Committee collected eight performance evaluations from various Directors and Committee Members. All scores were compiled to a single categorical rating for the Executive Director. Committee Chair McGinnis presented the Executive Director's performance evaluation (attached) at the Committee Meeting on December 1st. The Committee unanimously approved the evaluation and presents it to the Board of Directors for consideration.

Proposed Motion:

Motion to approve the Executive Director's Performance Evaluation with an overall rating of 4.2675 out of 5.

Agenda Request Approved: Meeting Date: Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.

Executive Director Performance Appraisal

EMPLOYEE NAME: Jeffery Troyer

POSITION TITLE: Executive Director

REVIEW PERIOD: February 2025 - December 2025

APPRAISAL DATE: 1-Dec-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.

CATEGORY 1: Operational Management	12.50% of Score	Overall Rating: 4.37
<u>Sub-Category Rating</u>		
1a -- Knowledge of PSAP/ECC statutory requirements and best practices		
Seeks input from agencies and workgroups/committees on issues impacting the operation		
1b -- and develops, recommends and implements countywide operational procedures accordingly		
Analyze/Identify issues effecting the operation and develops strategies and plans for the future		
1c -- Effectively manages time and competing priorities		

CATEGORY 2: Financial Management	12.50% of Score	Overall Rating: 4.20
<u>Sub-Category Rating</u>		
2a -- Develops and adequately implements and manages the budget including plans for short and long-term capital improvement projects		
Knowledge of Generally Accepted Accounting Principles, the Uniform Budget and		
2b -- Accounting Act and adequately balances KCCDA's general ledger against financial statements		
2c -- Develops efficient and innovative strategies to minimize business costs		
2d -- Develops and recommends fiscal policies with strong checks and balances		

CATEGORY 3: HR and Personnel Management	12.50% of Score	Overall Rating: 4.12
<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		
3b -- Works well and maintains good interpersonal relations with various employee groups (union and non-union) and addresses employee needs while remaining fiscally responsible		
3c -- Treats all employees equally and with respect; creates a healthy work environment		

CATEGORY 4: Project Management	12.50% of Score	Overall Rating: 4.40
<u>Sub-Category Rating</u>		
4a -- Analyzes and determines appropriate measures, priorities, and coordinates measures to achieve project goals		
4b -- Produces clear project status reports and communicates candidly and tactfully with groups, committees and the board of project status; including any challenges or obstacles		
4c -- Analyzes, recommends and communicates project go-live plans that minimize service interruptions for residents and end-user agencies.		

CATEGORY 5: Leadership Skills	12.50% of Score	Overall Rating: 4.07
<u>Sub-Category Rating</u>		
5a --	Acts with integrity, treats others with respect and dignity, and promotes and encourages teamwork	_____
5b --	Participates and collaborates with partner agencies/entities to resolve county-wide challenges/problems	_____
5c --	Acknowledges the success of employees, recognizes their contributions and provides mentorship to others	_____
5d --	Delegates key responsibilities to team members on a rational basis	_____

CATEGORY 6: Communication Skills	12.50% of Score	Overall Rating: 4.31
<u>Sub-Category Rating</u>		
6a --	Written and verbal communications with staff, end-user agencies/partners, Committees and the Board are candid and tactful	_____
6b --	Provides timely and quality reports to end-user agencies/partners, Committees and the Board	_____
6c --	A constructive communicator capable of discussing difficult issues effectively and to the point; handles confrontational communication with ease	_____
6d --	Facilitator of difficult conversations among team members and/or other parties that result in new ideas and compromised solutions	_____

CATEGORY 7: Professionalism	12.50% of Score	Overall Rating: 4.25
<u>Sub-Category Rating</u>		
7a --	Acts ethically and honestly and represents KCCDA well in front of all audiences	_____
7b --	Projects a professional image in dress and appearance	_____
7c --	Acceptable to feedback and handles setbacks and failures constructively	_____
7d --	Displays a passionate and positive attitude	_____

CATEGORY 8: Board Relations	12.50% of Score	Overall Rating: 4.42
<u>Sub-Category Rating</u>		
8a --	Provides timely communications to Board Members on important topics impacting the organization	_____
8b --	Prepares, distributes and posts Committee and Board meeting materials in accordance with Michigan's Open Meetings Act	_____
8c --	Responds to Committee and Board member questions and concerns in a timely manner	_____

GOAL/PERFORMANCE OBJECTIVE #1	0% of Score	Rating: _____
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GOAL/PERFORMANCE OBJECTIVE #2	0% of Score	Rating: _____
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GOAL/PERFORMANCE OBJECTIVE #3	0% of Score	Rating: _____
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PERFORMANCE APPRAISAL SUMMARY			
	<i>Overall Rating</i>	<i>Weight</i>	<i>Weighted Score</i>
CATEGORY 1: Operational Management	4.3700	12.50%	0.5463
CATEGORY 2: Financial Management	4.2000	12.50%	0.5250
CATEGORY 3: HR and Personnel Management	4.1200	12.50%	0.5150
CATEGORY 4: Project Management	4.4000	12.50%	0.5500
CATEGORY 5: Leadership Skills	4.0700	12.50%	0.5088
CATEGORY 6: Communication Skills	4.3100	12.50%	0.5388
CATEGORY 7: Professionalism	4.2500	12.50%	0.5313
CATEGORY 8: Board Relations	4.4200	12.50%	0.5525
GOAL/PERFORMANCE OBJECTIVE #1	0.0000	0.00%	0.0000
GOAL/PERFORMANCE OBJECTIVE #2	0.0000	0.00%	0.0000
GOAL/PERFORMANCE OBJECTIVE #3	0.0000	0%	0.0000
			4.2675

SIGNATURES:

Personnel Committee Chairperson

Date: _____

Board of Directors Chairperson

Date: _____

Executive Director

Date: _____

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:	Personnel Committee	Agency:	KCCDA
Phone Number:		Length of Time Needed:	2 mins
Topic:	Executive Director Employment Agreement		

Brief Description:

The Committee recommends the attached Employment Agreement (track changes version) with Mr. Troyer to continue as the Executive Director for three additional years (2/15/26 – 2/14/29). The key changes to the agreement are as follows:

- A 3.5% increase effective 2/15/26 and each year thereafter, the Committee will make a recommendation on the Executive Director's salary.
- Retirement Health Insurance – After 15 years of service, the Executive Director shall be eligible to purchase the same Health Insurance coverage that KCCDA offers at that time to current employees. Eligibility shall cease at the age of 65 or at the time the Executive Director becomes eligible for Medicare benefits. The Executive Director is responsible for the entire premium.
- Legal Counsel modifications in Exhibit 2 and in the Waiver to incorporate Older Workers Benefit Protection Act.

Proposed Motion:

Motion to approve the three-year Employment Agreement with Jeff Troyer to continue as the Executive Director.

Agenda Request Approved: Meeting Date: Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.

EMPLOYMENT AGREEMENT

THIS EMPLOYMENT AGREEMENT (the "Agreement") is entered into this ~~12th-8th~~ day of January ~~2023-2026~~, between the KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY ("KCCDA" or "Employer"), a separate public body created pursuant to MCL 124.501, et. seq., and JEFFERY J. TROYER ("Executive Director"), to employ Jeffery J. Troyer in the capacity of Executive Director under the authority of the KCCDA and its successors.

RECITALS

- A. KCCDA wishes to continue to employ Jeffery J. Troyer as Executive Director of KCCDA; and
- B. Jeffery J. Troyer is willing to continue employment as Executive Director of KCCDA on the following terms and conditions.

THE PARTIES AGREE AS FOLLOWS:

1. Employment and Duties. KCCDA agrees to continue to employ Jeffery J. Troyer as Executive Director, and Jeffery J. Troyer accepts such employment, which shall include performing all of the functions and duties specified by law, in the KCCDA Executive Director job description and such other legally permissible and proper duties and functions as KCCDA shall from time-to-time assign.

2. Term. Unless terminated earlier as provided in Section 10 below, the term of this Agreement shall be for a period of three (3) years beginning February 15, ~~2023-2026~~, to and including February 14, ~~2026-2029~~ ("Employment Period").

3. Compensation. For his services as Executive Director, KCCDA agrees to pay Jeffery J. Troyer an annual salary of One Hundred ~~Forty-Five Thousand Six Hundred Ninety and 22/100 Dollars (\$145,690.22)~~ Twenty-Eight Thousand Nine Hundred Four and 30/100 Dollars (\$128,904.30), payable in regularly scheduled intervals (i.e. twenty-six biweekly installments), each such periodic payment to be nearly equal as possible. The salary shall be subject to payroll deductions required by law or requested by Executive Director and determined to be available and proper. ~~On or after For each subsequent year of this Agreement, the Personnel Committee shall make a recommendation to KCCDA on the Executive Director's salary. Salary increases shall normally occur annually on the Executive Director's Employment Anniversary Date, and~~

Commented [JT1]: This is a 3.5% increase

~~continuing on or after Executive Director's Employment Anniversary Date in subsequent years of this Agreement, the Executive Director shall receive the following pay increases: (i) year two (2), a five percent (5%) increase equating to an annual salary of \$135,349.52; (ii) year three (3), a four percent (4%) increase equating to an annual salary of \$140,763.50.~~

4. Benefits.

(a) KCCDA will provide the Executive Director a vehicle allowance of \$724.00 per month, payable in accordance with KCCDA's standard payroll practices through the end of the Employment Period. This amount will be subject to any applicable federal, state, or local tax withholdings, and shall be paid the first pay-date of each month during the Employment Period. The \$724.00 vehicle allowance is to be used to purchase, lease, or own, operate, maintain, and insure a vehicle. Executive Director shall be responsible for paying for liability, property damage, and comprehensive insurance coverage upon said vehicle and shall further be responsible for all expenses attendant to the purchase, operation, maintenance, repair, and replacement of said vehicle. KCCDA shall reimburse the Employee at the IRS standard mileage rate then in effect for any business use of the vehicle beyond the greater Kalamazoo area. For purposes of this Section 4(a), use of the vehicle within the greater Kalamazoo area is defined as travel to locations within a 60-mile radius of the outer boundary of Kalamazoo County.

(b) The Executive Director shall maintain email accessibility via a wireless smart cellphone. KCCDA will provide a stipend of \$100.00 per month to cover the costs for the Executive Director's cell phone. This amount will be subject to any applicable federal, state, or local tax withholdings, and shall be paid the first pay-date of each month during the employment period. If KCCDA elects to provide the Executive Director with a smart cell phone and service, the Executive Director shall not receive the stipend herein.

(c) The Executive Director's Insurance, Leave Time, and Retirement employee benefits are as set forth in **Exhibit 1** to this Agreement. The retirement plan, life insurance, AD&D, and leave employee benefits may not be changed without the written consent of the Executive Director.

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5. Business Expense

(a) KCCDA recognizes that certain expenses of a non-personal but job-related nature are incurred by Executive Director and agrees to reimburse or to pay said general expenses. Such expenses may include meals where Employer business is

being discussed or conducted and participation in social events of various organizations when representing the Employer. Such expenses shall be reimbursed upon submission of receipts and reports of expenditures, subject to the written policies and procedures of KCCDA, as well as annual budget constraints and KCCDA ethics and purchasing policies.

(b) KCCDA recognizes the importance of constant communication and maximum productivity, Employer shall provide Executive Director, for business and personal use, a laptop computer (including software) and/or tablet computer, including internet connectivity, to perform the duties of the position while both in the office and remotely. Upon termination or separation of the Executive Director's employment, the equipment described herein will remain property of the Employer.

6. Professional Development and Meetings. KCCDA agrees to budget and pay for travel and subsistence expenses of the Executive Director for professional and official travel, meetings, and occasions to adequately continue the professional development of Executive Director and to pursue necessary official functions for Employer, including but not limited to conferences, and such other national, regional, state, and local governmental groups, committees, and 9-1-1 organizations in which the Executive Director serves as a member. Such travel and subsistence expenses shall be reimbursed upon submission of receipts and reports of expenditures, subject to the written policies and procedures of the KCCDA, as well as annual budget constraints and KCCDA ethics and purchasing policies.

7. Membership and Dues. KCCDA acknowledges the value of having Executive Director participate and be directly involved in local civic clubs or organizations. Accordingly, Employer shall pay for such local civic club(s) or organization(s) membership fees and/or dues subject to the written policies and procedures of the KCCDA, as well as annual budget constraints and KCCDA ethics.

8. Performance Evaluation. The KCCDA shall review and evaluate the performance of the Executive Director, in writing, on or before the end of each year of employment during the Employment Period. The review and evaluation shall be in accordance with specific criteria developed exclusively by the KCCDA Board. Criteria may be added or deleted as the KCCDA Board may, from time to time, determine. The Executive Director shall have an opportunity to discuss his evaluation with the KCCDA Board.

9. Other terms and Conditions of Employment. The KCCDA may fix any other term and condition of employment relating to performance of Executive Director, provided such terms and conditions are reduced to writing and not inconsistent

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with the terms contained herein or in conflict with applicable law.

10. Termination.

(a) Upon termination of employment, Executive Director's compensation and benefits shall cease on the date of the termination. If Executive Director's employment is terminated for the convenience of KCCDA prior to February 14, 2026, the Executive Director shall receive (i) severance pay of eight (8) months payable in regularly scheduled intervals (i.e. sixteen (16) biweekly installments), each such periodic payment to be as nearly equal as possible, and (ii) continuation of health, vision and dental benefits only for the same eight (8) month severance pay period as described in Section 10(a)(i) above, using one of the following alternatives, in the order presented if available (i.e. A before B or C, and B before C): (A) continuation under the existing health, dental and or vision plan if permitted by the terms of the respective plan; or (B) payment by KCCDA of Employee's health, dental and or vision plan COBRA premium; or (C) KCCDA's paying directly to Employee the gross dollar equivalent of what KCCDA was paying to maintain Employee's health, dental and or vision insurance at the time of Employee's termination, less Employee's co-pay; permitting Employee, should he so elect, to purchase comparable health, dental and or vision insurance on the open market. The severance pay continuation shall be subject to payroll deductions required by law or requested by Executive Director and determined to be available and proper. If the Executive Director's employment is terminated for cause as defined in Section 10(d) below, the KCCDA shall have no obligation to pay any severance pay to, or continue any health, dental, vision or other welfare benefits for, the Executive Director.

(b) If the Executive Director's employment is terminated by reason of his death or voluntary resignation, KCCDA shall have no obligation to pay any severance pay to the Executive Director or his estate, or to continue any health, dental, vision or other welfare benefits for Executive Director or his estate.

(c) If the Executive Director voluntarily elects to resign from his employment with KCCDA, so long as the Executive Director provides advanced written notice to KCCDA at least forty-five (45) calendar days prior to his voluntary resignation date, the Executive Director shall receive pay for unused vacation/personal leave time accrued and unused through the last date of employment (not to include hours in the Executive Director's Sick and Disability Leave Bank) which will be paid out in Executive Director's final pay check.

(d) "Cause" for purposes of termination of employment shall

mean Executive Director's commission of any illegal act constituting a misdemeanor involving a breach of the public trust, or a felony, or a material breach of this Agreement, or seriously deficient performance that continues after written warning.

(e) To receive Severance Benefits, Executive Director will be required to provide the KCCDA with a general release in a form to be determined by the KCCDA an example of a Severance Agreement and General Release for Executive Director's reference is attached hereto as **Exhibit 2**.

11. Indemnification. The KCCDA shall indemnify the Executive Director against all fines, costs, lawsuits, claims, demands and actions of any kind or nature, including reasonable attorney fees, and amounts paid in settlement actually and reasonably incurred by him in connection with the defense of any civil, criminal or administrative action, suit or proceeding in which he is made a party or with which he is threatened, by reason of being or because of any act as Executive Director within the course and scope of his duties and employment hereunder if he acted in good faith and in a manner he reasonably believed to be in or not opposed to the best interest of KCCDA, and with respect to any criminal action or proceeding, had no reasonable cause to believe his conduct was unlawful. Notwithstanding the foregoing, he shall not be entitled to indemnification regarding (i) any matter in which he shall be adjudged to be liable for intentional misconduct in the performance of his duties, or (ii) any matter in which he fails to notify KCCDA of a claim within a reasonable time or fails to fully and timely cooperate in the defense of such claim.

12. Assignment. This is an Agreement for Professional Services and is not assignable by either party.

13. Amendments. Changes to this Agreement will only be valid if they are in writing and signed by the Executive Director and the KCCDA Board's then acting Chairperson.

14. Severability. If a court of competent jurisdiction declares any part, portion or provision of this Agreement invalid, unconstitutional or unenforceable, the remaining parts, portions and provisions of this Agreement shall remain in full force and effect.

15. Entire Agreement. This Employment Agreement constitutes the entire Agreement between the Parties with respect to the subject matter identified in the

Agreement, and no modification or revision to the Agreement shall have any force and effect unless it complies with the provisions of Section 13 above.

16. Headings. The Titles of the Paragraphs of this Agreement are provided for reference purposes only. If any discrepancy or disagreement exists between the Title and the text of a paragraph, the text shall control.

17. Governing Law. This Agreement shall be governed, and interpreted in accordance with, the laws of the State of Michigan. The parties agree that any action to enforce this Agreement may be brought in any state or federal court that possesses subject matter jurisdiction and is located in, or whose district includes, Kalamazoo County, Michigan.

18. Counterparts. This document may be executed in one or more counterparts which when taken together shall be deemed to be one instrument and facsimile signatures on any such counterparts shall be deemed an original signature.

THE SIGNATURE PAGE FOLLOWS

SIGNATURE PAGE

JEFFERY J. TROYER

By: _____
Jeffery Troyer

Date: _____

KALAMAZOO COUNTY
CONSOLIDATED DISPATCH
AUTHORITY BOARD OF
DIRECTORS

By: _____
Jan Van Der Kley

Its: Chairperson

Date: _____

EXHIBIT 1
Benefits

Note: The terms of this **Exhibit 1** are subject to the provisions of Section 4(c) of the Agreement.

INSURANCES

Health, Dental and Vision

The Executive Director shall be offered the same group health, dental and vision insurance plan options as all other KCCDA employees, including the same employee cost share.

Life and AD&D

KCCDA shall pay the amount of premium due for term life insurance and accidental death and dismemberment in the face amount of two (2) times the Executive Director's annual base salary (e.g. ~~\$233,700, \$239,542 or 245,532~~year one - \$291,380). Executive Director may elect to purchase additional life insurance through the policy administrator for his spouse and dependents at his own expense.

LEAVE

Sick or Short-Term Disability Leave

KCCDA shall provide the Executive Director with a Sick and Disability Leave Bank equal to 600 hours per calendar year. Said hours shall be paid at 100% pay for any non-duty illness or injury for which the Executive Director cannot complete his daily job duties. The Executive Director must provide KCCDA with a physician's notice for any absence for a period of five (5) days or more. Short-term disability leave in excess of 320 consecutive hours shall be paid at 70% of pay. Notice from the Director's physician describing and certifying the short-term disability shall be required before commencement of such short-term disability leave. The Employer reserves the right to have the Executive Director examined by a physician of its choosing during a short-term disability leave period. At no time shall unused Sick and Disability Leave Bank hours be paid to the Executive Director. All unused hours shall be forfeited each year and upon termination of employment. Additional Sick and Disability Leave Bank hours may be added to the Director's Sick and Disability Leave Bank by written agreement between the KCCDA Board's then acting Chairperson and Director.

Long-Term Disability Leave

KCCDA agrees to put into force and to make required premium payments for long-term disability coverage for the Executive Director.

Vacation / Personal Time

The Executive Director will be afforded the following personal/vacation time:

Year 1: 170 hours

Year 2: 170 hours

Year 3: 170 hours

RETIREMENT

Subject to any applicable federal requirements or limitations:

The Executive Director will be enrolled in a MERS defined contribution retirement plan with a ten percent (10%) employer contribution rate of the Executive Director's annual salary.

In addition, KCCDA agrees to contribute four percent (4%) of the Executive Director's annual salary into a MERS 457 deferred compensation plan and three percent (3%) into a MERS Health Care Savings Plan (HCSP).

Health Insurance:

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Provided it is permissible under the terms of the insurance carrier's plan with KCCDA, After 15 years of service with the AuthorityKCCDA, the Executive Director and his eligible dependents shall be eligible to participate inpurchase the same Authority's Health Insurance plancoverage that KCCDA offers at that time to current employees provided that at the time he retired from KCCDA employment, he was currently enrolled in the health insurance plan. The Executive Director at the time of retirement may elect to purchase single coverage, coverage his spouse at the time of retirement as a dependent, and/or dependent coverage for other dependents who are eligible for coverage at the time of the Executive Director's retirement. A subsequent spouse or dependent are not eligible for coverage.

Eligibility for such coverage shall cease upon the death of the Executive Director, when the Executive Director reaches up to the age of 65, or at the time the Executive Director becomes eligible for Medicare benefits, whichever occurs first. In the event of the death of the Executive Director, the Executive Director's spouse at the time of the Executive Director's retirement shall be eligible to continue coverage under the terms of this Agreement until the spouse reaches age 65, or becomes eligible for Medicare benefits, or dies, whichever occurs first. provided that at the time he left Authority employment, he was currently enrolled in the health insurance plan..

If the retired Executive Director elects to participate in the health insurance plan, he shall be required to pay the entire advance premium for this such coverage. The Authority KCCDA will advise of the amount of the required monthly advance premium, and any changes to this amount. The retired Executive Director is required shall to pay remit to the Authority KCCDA the amount of the required monthly premium at least five (5) business days in advance of its due date. KCCDA shall have the option to terminate coverage for nonpayment after reasonable notification to the retired Executive and the Authority may terminate coverage under the health insurance plan of a retiree and their eligible dependents who fail to make timely payments.

The Authority KCCDA reserves and retains the unilateral right to amend or terminate any benefit, benefit level, employer contribution or benefit plan, and no provision of this Agreement shall be interpreted to in any way limit such act. An employee's benefits are governed by the plan description and plan documents. In the event of any conflict between this summary agreement and the plan documents, the plan documents control.

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EXHIBIT 2

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**EXAMPLE ONLY: SEVERANCE AGREEMENT
AND RELEASE OF CLAIMS**

This Severance Agreement and Release of Claims ("Agreement") is made by and between _____ (hereinafter "Employee") an individual residing at _____ and Kalamazoo County Consolidated Dispatch Authority (KCCDA or Employer), a separate public body created pursuant to MCL 124.501, et. seq. KCCDA includes its predecessors, successors, assigns, affiliates, subsidiaries, owners, officers, employees, directors, partners, representatives, agents, insurance carriers, and attorneys, individually, jointly and severally.

PREAMBLE

KCCDA and Employee acknowledge that Employee's responsibilities and benefits of employment with KCCDA ceased effective at the close of business on _____.

KCCDA and Employee wish to recognize Employee's past service and to provide certainty regarding the handling of any issues between them, related to either of them, or involving both of them, in the future.

AGREEMENT

1. **CONSIDERATION:** In consideration of Employee's waiver and release of all claims, as set forth in this Agreement, KCCDA agrees to the following:

(a). **Payment.** Employee shall receive that portion of pay which is due through _____, prorated based on the pay period, regardless of signing or not signing this Agreement.

(b). **Severance:**

i. **Severance Pay.** Employee shall receive as severance pay the equivalent of eight (8) months gross wages payable in regularly scheduled intervals (*i.e.* sixteen (16) biweekly installments), each such periodic payment to be as nearly equal as possible. The severance pay continuation shall be subject to payroll deductions required by law or requested by Employee and determined to be available and proper. The severance amounts

described above will be paid as follows: within 5 days after the conclusion of the 7-day revocation period described in Paragraph 6 below. Employees agree to indemnify KCCDA from any and all taxes, assessments, fines penalties, or other costs that may be issued against KCCDA or any of its employees, officers, directors, agents, sponsor, or affiliates, as a result of any taxes owed as a result of this payment.

- ii. **Health, Dental and Vision Benefits Continuation.** Employee shall be permitted continuation of health , vision and dental benefits for the same eight (8) month severance pay period as described in Paragraph 1(b)(i) above , as follows: [continuation under the existing health, dental and or vision plan if permitted by the terms of the respective plan.] or [payment by KCCDA of Employee's health, dental and or vision plan COBRA premium.] or [KCCDA' s paying directly to Employee the gross dollar equivalent of what KCCDA was paying to maintain Employee's health, dental and or vision insurance at the time of Employee's termination, less Employee' s co-pay; permitting Employee, should he so elect, to purchase comparable health, dental and orvision insurance on the open market].
- iii. **Unemployment.** KCCDA agrees, at the conclusion of the sixteen (16) biweekly installments of severance pay, not to contest any claim that Employee may make for unemployment benefits as a result of his separation from employment.

Employee acknowledges that, with the exception of the payment described in Paragraph 1(a), he is not entitled to any pay or benefits other than those benefits explicitly set forth in this Agreement. The settlement amount(s) will be due and payable, in accordance with the terms of this Agreement, as set forth in Paragraph 1(b)(i) above and Paragraph 6 below. Employee acknowledges that he has received adequate consideration for this Agreement.

2. RELEASE AND DISCHARGE OF ALL CLAIMS. In consideration of the terms set forth in this Agreement, Employee forever releases and discharges KCCDA from any and all federal or state claims , civil claims (whether statutory or common law), equitable relief, damages, costs, attorney fees, expenses, state or federal administrative actions and all causes of action of any kind or character, whether known or unknown, which now exist or which may hereafter arise under any federal or state statute or the common law or in equity on account of or in any way resulting from any act or omission occurring up to the effective date of this

Agreement. Employee specifically agrees that he hereby releases KCCDA from any and all liability that may arise out of any alleged conduct, which occurred during the course of his employment and/or separation therefrom and which has been settled under this Agreement. Employee agrees not to file any lawsuit or claim of any type in any forum against KCCDA.

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2. Nothing in this Agreement shall interfere with Employee's right to cooperate with or participate in an investigation with either the EEOC or MDCR. However, except as otherwise stated herein, the consideration provided to Employee shall be the sole relief provided to him, and he agrees that he will not be entitled to, and hereby waives, any monetary benefit, if any, levied against KCCDA relating to any such claim regardless of who brought the complaint or charge. Employee represents that he has not filed any complaint, cause of action or lawsuit and that payment under this Agreement shall be the sole relief for any claims he may have which has been settled by this Agreement.

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Without limiting the generality of those matters contained in the above paragraph, except as otherwise provided for herein, Employee specifically releases KCCDA from any alleged claim or violation of its personnel policies, benefits, or handbook; any employment contract; tort claims; discrimination claims; [any statutory claims arising under any state or federal statute or rule, including but not limited to](#) the Equal Pay Act, 29 U.C.C. 203 et seq., the Michigan Minimum Wage Act, Elliott-Larsen Civil Rights Act, Michigan Wage and Fringe Benefit Act, Fair Labor Standards Act, Americans With Disabilities Act, as amended, Michigan Persons with Disabilities Act, Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act ([ADEA](#)), Employee Retirement Income Security Act, National Labor Relations Act; Whistleblowers Protection Act [the Older Workers Benefit Protections Act \(OWBPA\)](#) and any and all claims arising out of Employee's employment or separation from employment with KCCDA. All of the foregoing specific releases apply and are limited to claims that, in any way, result from any act or omission occurring up to the effective date of this Agreement. Further, the parties agree that this Agreement does not bar the right to enforce the terms of this Agreement. [A separate release and waiver pursuant to the ADEA/OWBPA has been submitted to the Employee this date, and has been signed subject to the ADEA limited statutory Right of Rescission.](#)

3. EMPLOYEE'S EMPLOYMENT. Employee agrees not to seek, or apply in the future for, employment at or with KCCDA. Employee also agrees not to bring any suit or claim against KCCDA should he seek to obtain employment with KCCDA in the future and be denied such employment. Finally, Employee acknowledges that any professional membership or association which he belongs to as of _____,

will be at his sole election in his individual capacity and that he will in no way represent KCCDA as an organization or member of staff prospective from _____

4. AGREEMENT AS DEFENSE. Except as otherwise provided for herein, Employee understands and agrees that this Agreement ~~may be pied~~will be applied as a complete defense to any past, present, or future claim or entitlement, which he has asserted or may subsequently assert in any suit or claim against either party arising out of Employee's employment or separation therefrom with KCCDA.

5. NON-ADMISSION OF LIABILITY. This Agreement is not an admission of liability by KCCDA.

6. VOLUNTARY EXECUTION. Employee represents and acknowledges that before signing this Agreement: (i) he has read this Agreement completely; (ii) he fully understands the terms, content and effect of this Agreement; (iii) he had the opportunity to consult and/or retain legal counsel at his own expense; (iv) the terms of this Agreement were read by Employee; (v) he executes this Agreement voluntarily and with full knowledge and understanding of its effect; and (vi) he understands that he has twenty-one (21) days within which to consider this Agreement. Employee acknowledges and agrees that he has been told that, upon signing and returning this Agreement to KCCDA he has seven (7) days within which to revoke his acceptance of this Agreement, and that any such revocation must be communicated in writing to _____ and must specifically reference this Agreement. The eighth day following Employee's execution and return of this Agreement will be deemed the effective date of this Agreement unless the Agreement has been revoked by Employee beforehand in accordance with this paragraph.

7. BINDING EFFECT. This Agreement is binding upon the parties hereto.

8. ENTIRE AGREEMENT. This Agreement constitutes the entire understanding of the parties and supersedes all previous oral and written agreements except as set forth in this Agreement.

9. GOVERNMENT LAW. This Agreement will be enforceable in a Court of competent jurisdiction, and its validity, construction, interpretation and administration will be governed by the laws of the State of Michigan.

10. SEVERABILITY OF PROVISIONS. The parties acknowledge that the provisions of this Agreement are severable and expressly agree that if any provision of this Agreement is found to be unenforceable, such a finding will not render any other

provision of this Agreement unenforceable.

11. **COUNTERPARTS.** This Agreement may be executed and delivered (including by electronic or facsimile transmission) in one or more counterparts, and by the different parties to this Agreement in separate counterparts, each of which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same Agreement.

Employee has executed this Severance Agreement and Release of Claims as his own free act and deed.

EMPLOYEE

Dated: _____

EMPLOYER:
KALAMAZOO COUNTY CONSOLIDATED
DISPATCH AUTHORITY

Dated: _____ By: _____

Its: _____

WAIVER AND RELEASE OF ALL CLAIMS UNDER THE AGE DISCRIMINATION
IN EMPLOYMENT ACT/OLDER WORKERS BENEFIT PROTECTION ACT

FOR AND IN CONSIDERATION of the SEVERANCE AGREEMENT AND RELEASE OF CLAIMS , dated _____, entered into between (“Employee”) and the KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY (the “Employer”), and in consideration of the benefits conferred thereunder to the Employee, Employee agrees as follows:

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1. That Employee fully and forever releases, acquits, and discharges the Employer, its agents, Board members, officers, employees, and representatives, from any and all claims, demands, actions, and causes of action arising under the Age Discrimination in Employment Act (ADEA) and Older Workers Benefit Protection Act (OWBPA) except those rights or claims which may arise under the ADEA or OWBPA after execution of this Agreement.

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2. The Employee acknowledges the opportunity to consult with an attorney before signing this Agreement; that Employee had a period of at least twenty-one (21) days in which to consider this Agreement; that Employee has seven (7) days after executing this Agreement to revoke the Agreement; and that the Agreement will not become effective or enforceable until this seven-day (7-day) period has passed.

3. Further, the Employee acknowledges that before signing this Agreement, Employee has read the document consisting of 1 page; fully understands its terms, content, and effect; has had the benefit of seeking the advice from an attorney of Employee's own choosing and has relied fully and completely on their own judgment and on the advice of their attorney in executing this Agreement, if any.

IN WITNESS WHEREOF, Employee has executed this Waiver and Release of all claims under the ADEA and OWBPA as his free act and deed this _____ day of _____ 20_____.

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EMPLOYEE

Dated: _____

EMPLOYER:

KALAMAZOO COUNTY CONSOLIDATED

DISPATCH

AUTHORITY

Dated: _____ By: _____

Its: _____

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Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name: Administration & Schley Nelson Architects

Agency: KCCDA

Phone Number:

Length of Time Needed: 10 mins

Agenda Item #: 6D-1

Topic: 7040 Stadium Drive Facility Assessment and Drawings

Brief Description:

Administration and Schley Nelson Architects will present the facility assessment and drawings to the Board of Directors.

NOTE: Schley Nelson Architects was awarded the contract for RFP #25-01 in September 2025.

Proposed Motion:

Agenda Request Approved: 12/09/25

Meeting Date: 01/08/26

Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.



Kalamazoo County Consolidated Dispatch Authority



EXISTING FACILITY ASSESSMENT

**7040 Stadium Drive
Kalamazoo, MI 49009**

Project No. 25-156

Date: December 09, 2025

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AGENCY PURPOSE AND BACKGROUND

The Kalamazoo County Consolidated Dispatch Authority (KCCDA) is an Emergency Communications Center (ECC) that provides Public Safety Answering Point (PSAP) and emergency dispatch services for all public safety agencies and residents in the County of Kalamazoo.

Operational responsibilities include but are not limited to answering 9-1-1 emergency calls and text sessions, prioritization and dispatching public safety resources to calls/requests for service, maintenance of all public safety radio communications infrastructure, adoption of streamlined standard operating procedures for call handling and dispatch processes, etc.

KCCDA was created in 2014 under the Michigan Urban Cooperation Act and Intergovernmental Transfer of Functions and Responsibilities Act, by the Cities of Kalamazoo and Portage, the County of Kalamazoo, the Charter Township of Kalamazoo, and Western Michigan University. KCCDA is a Michigan Public Body Corporate, or local unit of government, that is governed by a thirteen (13) member Board of Directors consisting of the following:

- 2 Members – City of Kalamazoo
- 2 Members – City of Portage
- 2 Members – Charter Township of Kalamazoo
- 2 Members – Western Michigan University
- 1 Member – Kalamazoo County Board of Commissioners
- 1 Member – Kalamazoo County Sheriff or his/her designee
- 1 Member – Michigan State Police
- 1 Member – Kalamazoo County Medical Control Authority
- 1 Member – A firefighter from an entity not already represented by the Parties that is recommended by the Kalamazoo Fire Chiefs Association and selected by the Kalamazoo County Board of Commissioners

KCCDA's organization consists of 68 staff/employee positions:

- Executive Director (Chief Administrative Officer)
- Deputy Director
- Executive Administrative Assistant
- Administrative Assistant
- Network and Systems Administrator
- 2 – Systems Support Specialist
- 6 – Dispatch Supervisors
- 16 – Emergency Communications Officer I's
- 32 – Emergency Communications Officer II's
- 7 – Part-Time Emergency Communications Officers

SCOPE OF WORK

Kalamazoo County Consolidated Dispatch Authority (KCCDA) contracted with Schley Nelson Architects (SNA) for the purpose of assessing and completing necessary renovations at KCCDA's emergency communications center facility located at 7040 Stadium Drive, Kalamazoo, Michigan.

SNA is a local architecture firm with its offices on 9th Street in Oshtemo Township. SNA has an expertise in building design and construction stretching back to 1991. The firm has conducted numerous facility evaluations, studies and reports similar in nature to this project. Studies of this nature range from all of the Oshtemo Township owned buildings, Fire Station evaluations for Paw Paw Fire Department, Oshtemo Fire Department and Dowagiac Fire Departments.

SNA's assessment for KCCDA is a two-phase approach.

PHASE I

Needs Assessment and Cost Analysis

Conceptual Schematics

PHASE II (Future Services – Optional and at the sole discretion of KCCDA)

Final Design

Detailed Drawings

Construction Services

BUILDING DATA
Based on Michigan Building Code 2021

Existing Zoning:
"C" – Local Business

Parcel:
"B2"

Size:
88,426.8 s.f. (2.03 acres)

Site Coverage:
Percent Building Area = 12%

Construction Type:
5B construction.

Risk category of building:
Essential facility, risk category IV, designated emergency preparedness, communications & operation center

Use Group:
B - Business

Fire Suppression:
Unsuppressed except Nitrogen & Argon Gas for Dispatch Equipment.

Maximum Exit Access Travel Distance:
200'

Allowable Area:
9,000 s.f. per floor x area increase of 1.75 as site allows 30' minimum clear around building for a total allowable area of 15,750 s.f. per floor.

Lower Level: 9,178 g.s.f. of B use group with two at grade exits.

Main Level: 9,612 g.s.f. of B use group with one at grade exit and two exits via exterior steps.

Special Note: The interior stairs are not used as a required means of egress from either floor level. As such, the interior stairs do not need to be fire rated or enclosed and do not need to lead directly to the exterior of the building.

History:

The original building was constructed in 1993 for Red Arrow Associates. The main level floor was used as an attorney's office while the lower level remained unfinished.

Consumers Credit Union purchased the building and renovated the lower level in 2006.

KCCDA purchased the building and renovated both floor levels in 2018.

Needs Assessment and Cost Analysis

Item 1: New Concrete Curb / Slab - Lower Level Under Deck – West Side Exterior:

Issue:

The site under the existing wooden deck on the west side of the building adjacent to the exit door slopes from south to north onto the existing concrete walk. During heavy rains, the concrete walk fills with debris hindering proper drainage away from the exterior exit door.

Recommendation:

Item 1.0: Add new 6" high x 8" wide x 24" deep concrete curb to prevent soil and gravel from getting deposited onto the existing concrete walk. Add new 6" high x 8" wide x 24" deep concrete curb and concrete slab on grade adjacent to the existing building.

Remove the existing abandoned generator located under the deck.

Item 1.1: Add new 4" thick concrete slab on grade under the existing stairs.

Option 1: Pitch the new 4" thick concrete slab to the west to drain onto the existing asphalt drive.

Option 2: Pitch the new 4" thick concrete slab to the center to a new underground catch basin / leaching basin. Tie the new catch basin / leaching basin to the existing trench drain located in the area.

Refer to drawing sheet C101.

Cost Analysis Item 1.0: New Concrete Curbs and Conc. Slab On Grade

01 General Conditions	\$ 900
02 Demolition / Site Work	\$ 5,800
03 Concrete	\$ 2,100

Market Raw Material Price Increases / Schematic Level Contingency	\$ 2,200
GC/CM Fees	\$ 1,100

Cost Analysis Forecast	\$12,100
-------------------------------	-----------------

Cost Analysis Item 1.1: New Concrete Slab on Grade – Option 1

01 General Conditions	\$ 700
02 Site Work, Prep for new slab	\$ 3,600
03 Concrete	\$ 2,400

Market Raw Material Price Increases / Schematic Level Contingency	\$ 1,700
GC/CM Fees	\$ 840

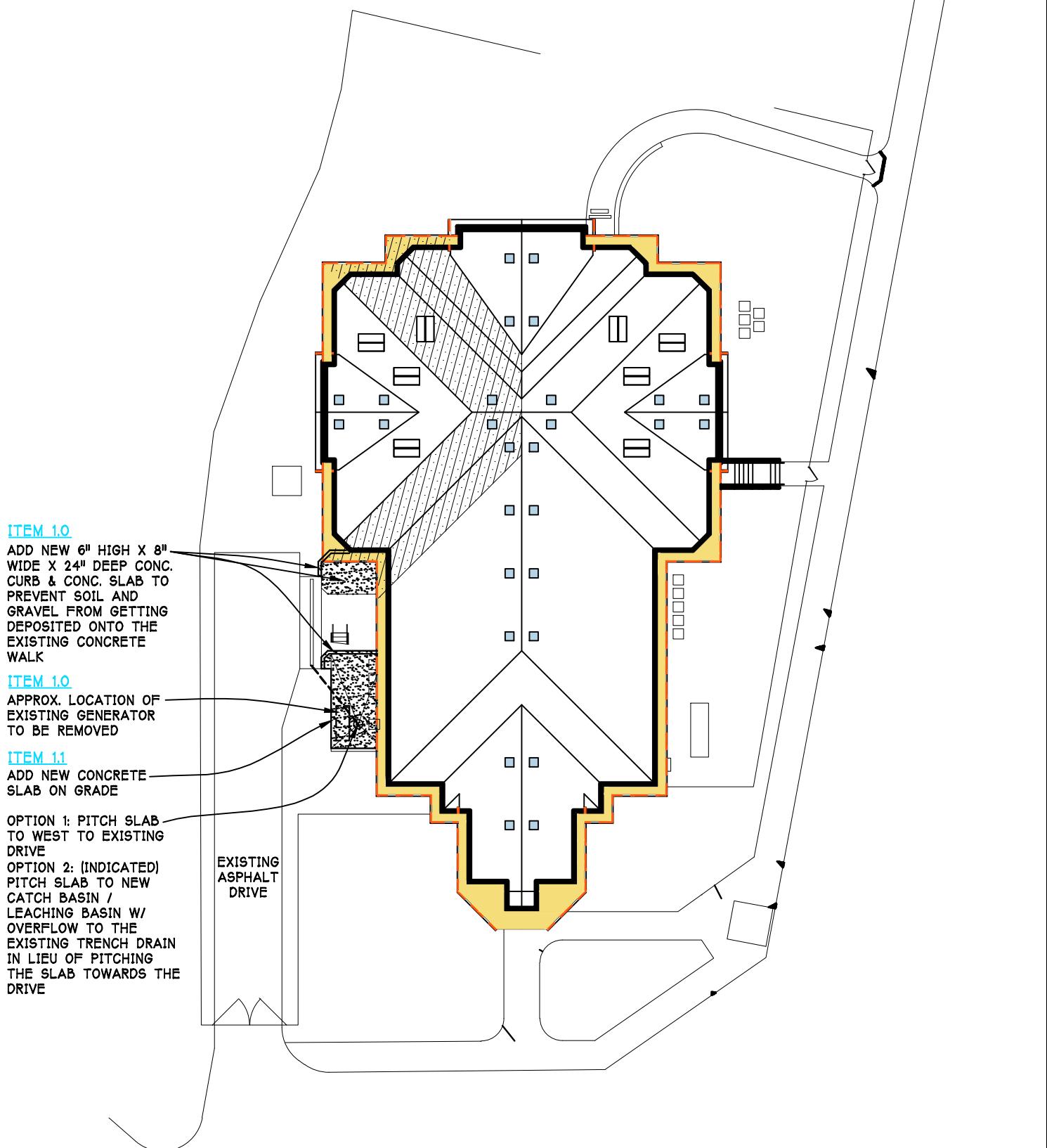
Cost Analysis Forecast	\$ 9,240
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Cost Analysis Item 1.1: New Concrete Slab on Grade – Option 2

01 General Conditions	\$ 1,300
02 Site Work, Prep for new slab and catch basin	\$ 4,500
03 Concrete and Concrete Catch Basin	\$ 7,400

Market Raw Material Price Increases / Schematic Level Contingency	\$ 3,100
GC/CM Fees	\$ 1,540

Cost Analysis Forecast	\$17,840
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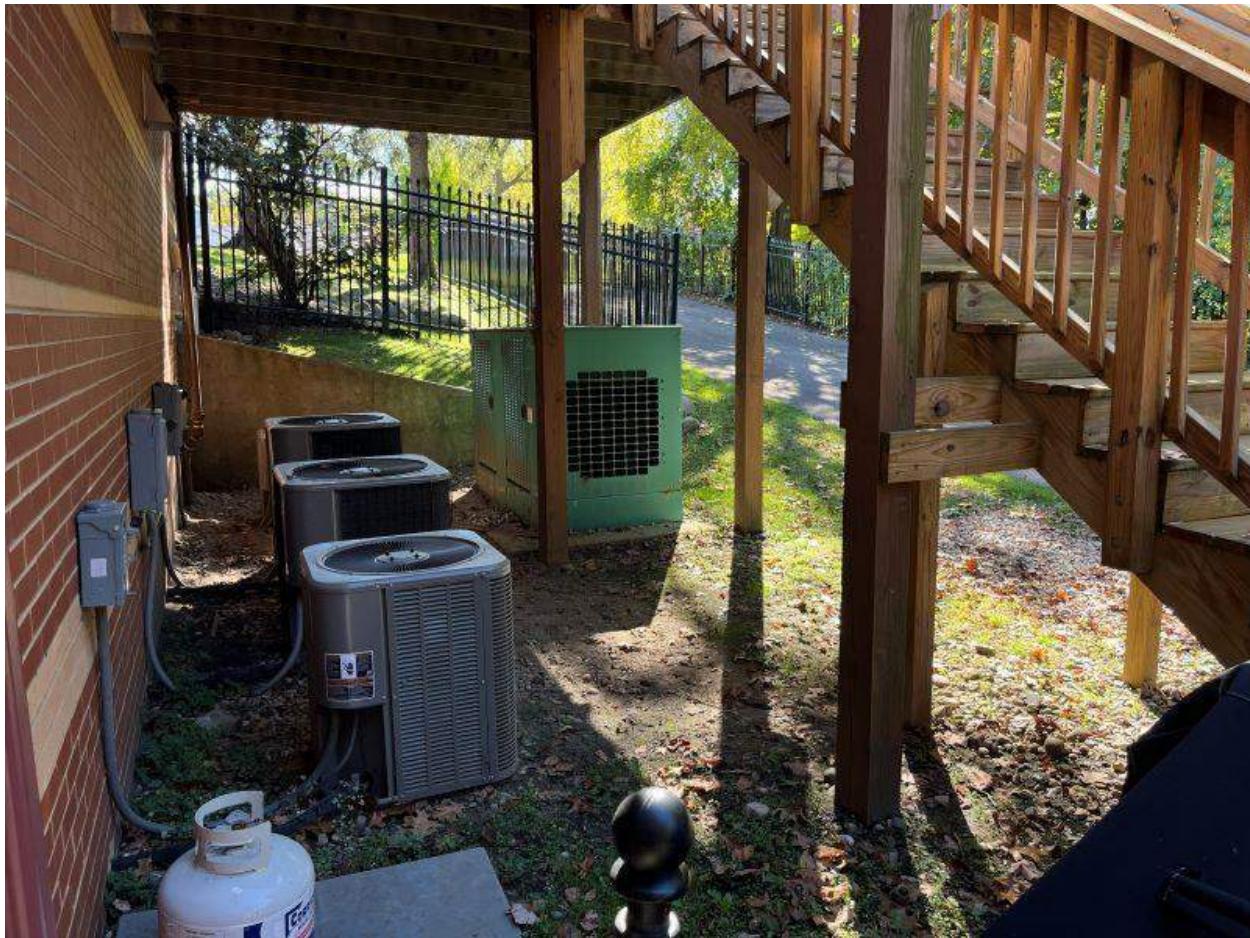
SITE PLAN
1"=30'-0"

Sheet No.	Schley Nelson Architects Project No.	Rev. Date: Rev. Date: Rev. Date: Rev. Date: Rev. Date:	Phase 1 Conceptual Schematic Drawings for: KCCDA	Schley Nelson Architects 911 DISPATCH AUTHORITY
ITEM 1	25-156	Copyright © 2025 Schley Nelson Architects, Inc.	7040 Stadium Dr., Kalamazoo, MI 49009	Schley Nelson Architects 4200 S. 9th Street, PO Box 239 Osshtemo, MI 49077 (269) 375-8360

ITEM 1 – LOOKING NORTH



ITEM 1 – LOOKING SOUTH



ITEM 1 – NORTH END LOOKING WEST



Needs Assessment and Cost Analysis

Item 2: “Low Spot” - Lower Level – Existing Dispatch Equipment Room 105:

Issue:

An existing “low spot” is present in the sanitary line running north to south under the concrete slab in the existing Dispatch Equipment Room 105. This “low spot” causes sanitary back-ups roughly 2 times per year.

The 2005 renovation drawings prepared by Architecture One, Inc. indicates that the sanitary line runs from the Dispatch Equipment Room 105 towards the west under the exterior main level deck and not to the north.

Recommendation:

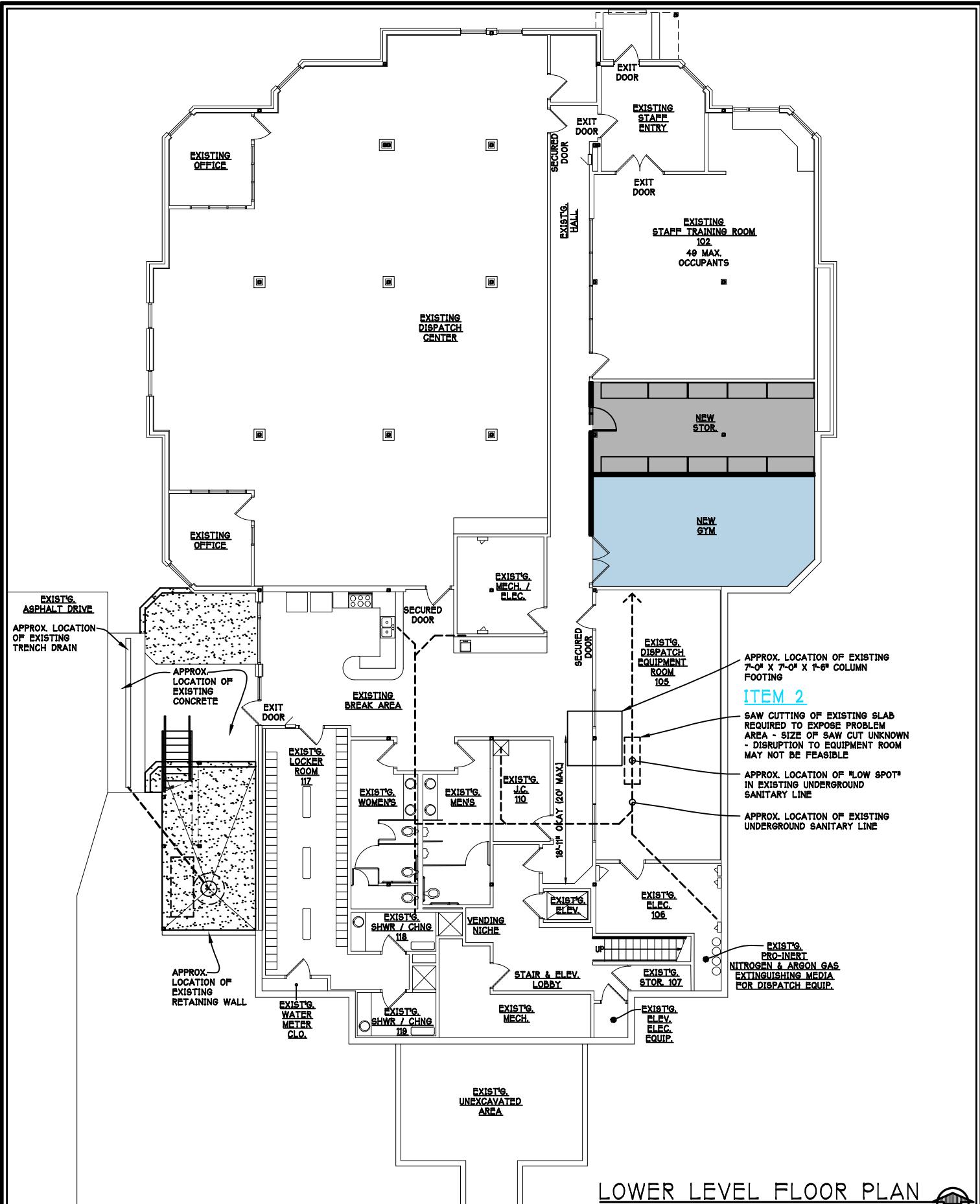
It is recommended to leave the situation “as is”. The issue is resolved with hydraulic jetting when required. The disruption to the dispatch equipment room to affect an underground repair is too great and not recommended unless the situation worsens.

Refer to drawing sheet A101.

Cost Analysis:

Cost Analysis Forecast

Not Applicable



Sheet No.

Schley Nelson Architects
Project No. 25-156

Rev. Date:
Rev. Date:
Rev. Date:
Rev. Date:
Rev. Date:

Phase 1 Conceptual Schematic Drawings for:

KCCDA

7040 Stadium Dr., Kalamazoo, MI 49009

ITEM 2

Copyright © 2005

Schley Nelson Architects, Inc.

Rev. Date:

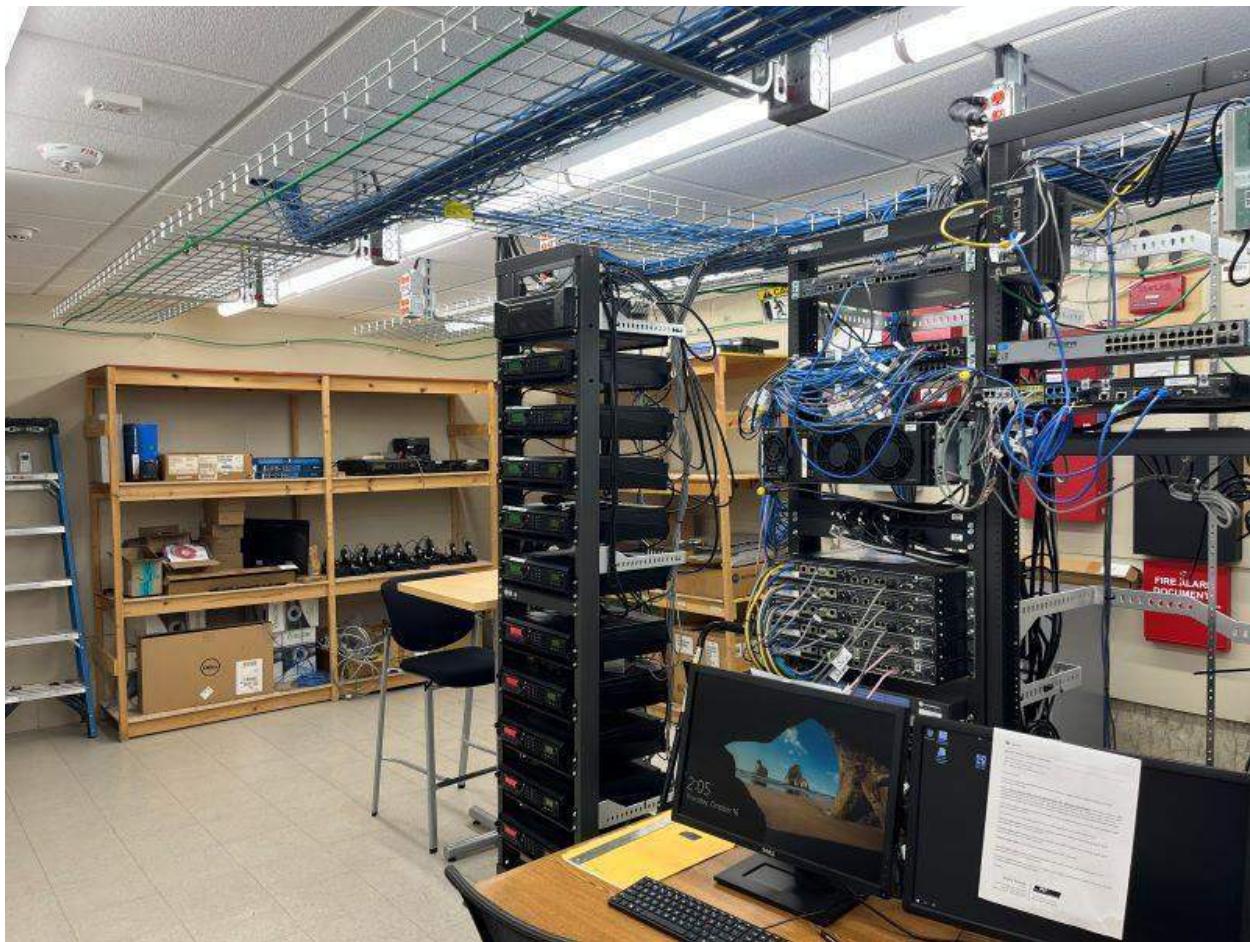
Issue Date: Dec. 09, 2005



ITEM 2 – LOOKING SOUTH



ITEM 2 – LOOKING NORTH



Needs Assessment and Cost Analysis

Item 3: New Storage Room and Gym - Lower Level – Modify Existing Multi-Purpose Room - (Located South of the Existing Staff Training Room 102):

Issue:

KCCDA needs a dedicated storage room in the lower level and desires a gym – work-out area.

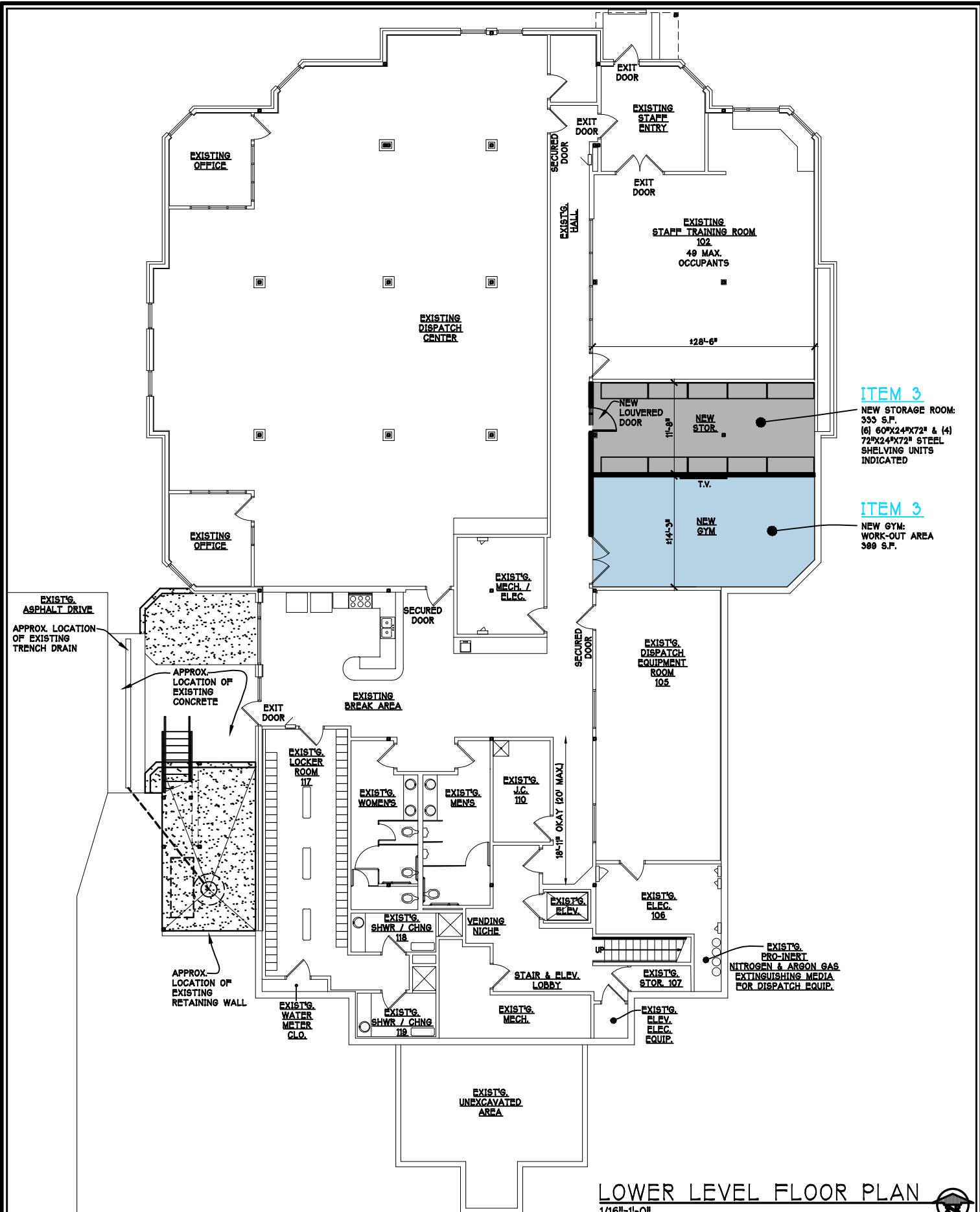
Recommendation:

It is recommended to convert the existing Multi-Purpose Room into a dedicated Storage Room and gym / work-out area. Rework of existing lighting, power and HVAC as required.

Refer to drawing sheets A101, M101 and E101.

Cost Analysis:

01 General Conditions	\$ 6,100
02 Demolition / Site Work	\$ 6,400
08 Doors, Windows, Glass	\$ 2,300
09 Finishes	\$23,800
10 Specialties (Storage Racks)	\$ 8,400
23 HVAC (Modify Existing Layout)	\$ 5,200
26 Electrical (Modify Existing Layout)	\$ 7,400
Market Raw Material Price Increases / Schematic Level Contingency	\$14,800
GC/CM Fees	\$ 7,440
Cost Analysis Forecast	\$81,840



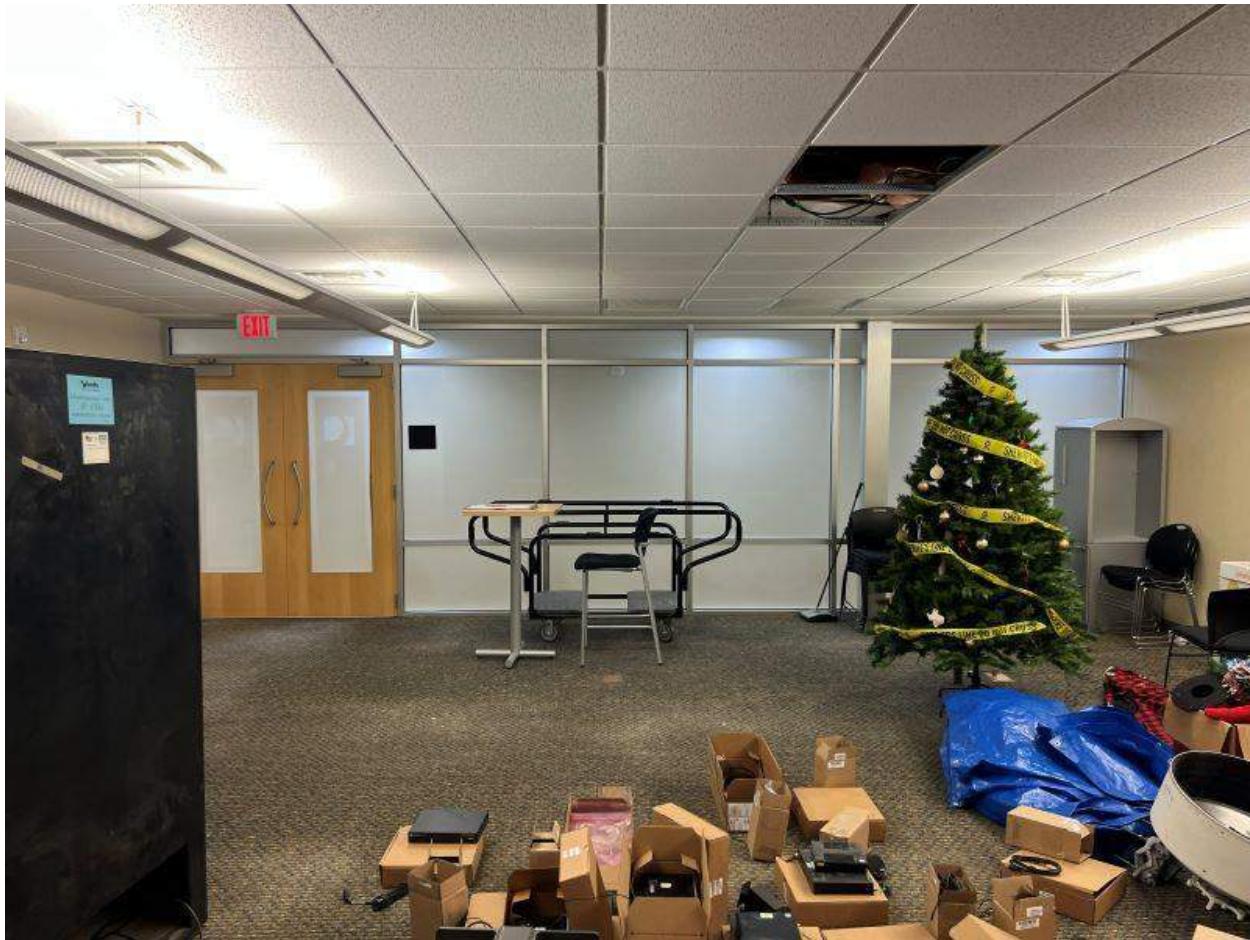
LOWER LEVEL FLOOR PLAN

Sheet No.	Schley Nelson Architects Project No.	Rev. Date: Rev. Date:	Phase 1 Conceptual Schematic Drawings for: KCCDA	 
ITEM 3	25-156	Rev. Date: Rev. Date: Copyright © 2025 Schley Nelson Architects, Inc.	7040 Stadium Dr., Kalamazoo, MI 49009	4200 S. 9th Street, PO Box 239 Canton, MI 49027 (269) 375-8380

ITEM 3 – LOOKING EAST



ITEM 3 – LOOKING WEST



Needs Assessment and Cost Analysis

Item 4: New Decking and Metal Railing - Main Level – West Side Exterior:

Issue:

The existing wooden deck and wooden railing located on the west side adjacent to the existing break room is in poor condition and at the end of its life. The stair railing is warped and the wooden structure is not adequately braced, as it is easily shaken.

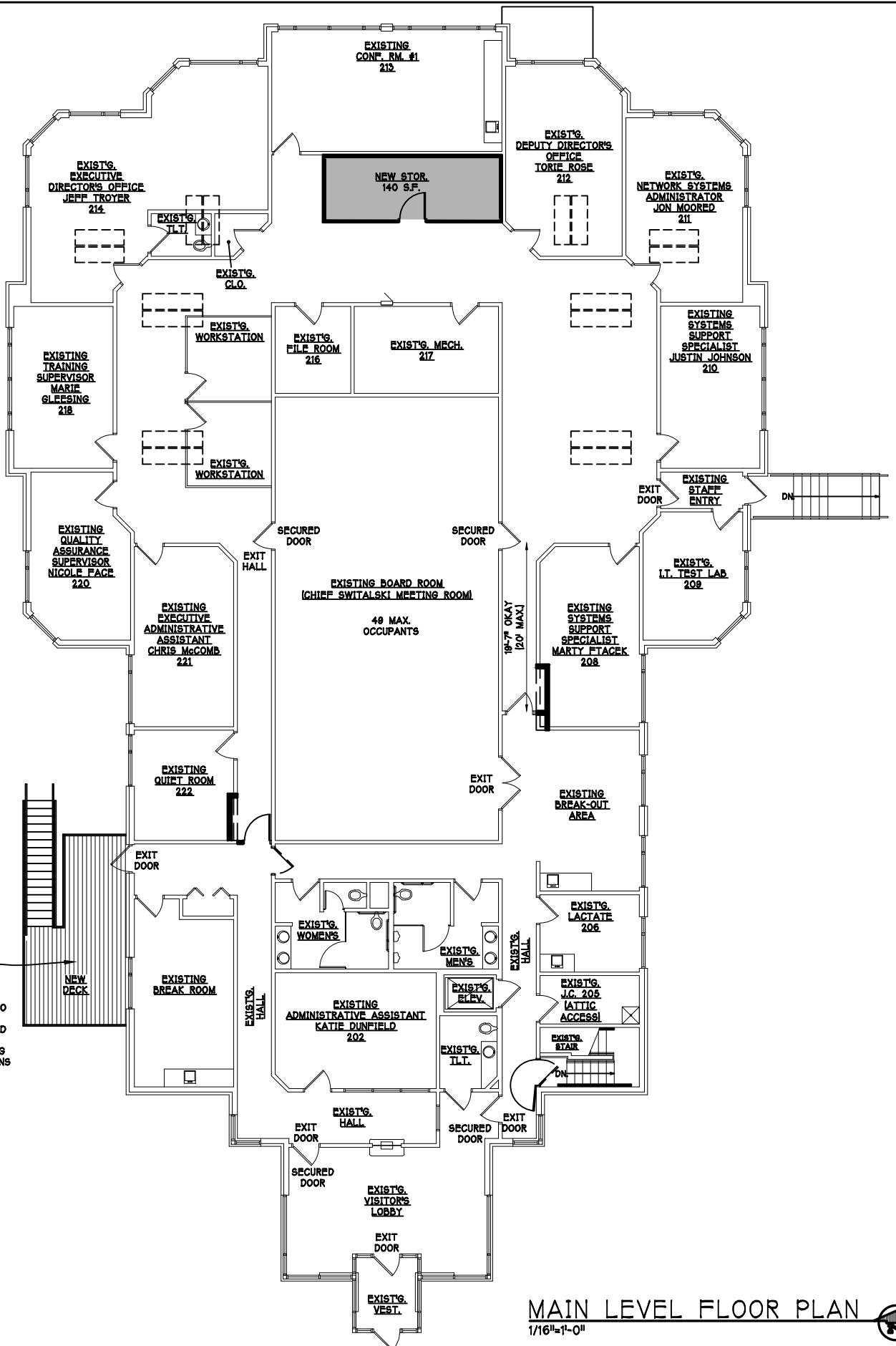
Recommendation:

Remove the existing wood decking and wood railing and install new composite decking and metal guardrails / handrails to match the existing metal railing located on the east side walkway steps. Add cross bracing in each direction to existing pressure treated structure; which is to remain.

Refer to drawing sheet A102.

Cost Analysis:

01 General Conditions	\$ 3,300
02 Demolition	\$ 4,900
06 Composite Decking and Metal Railing	\$23,700
Market Raw Material Price Increases / Schematic Level Contingency	\$ 7,900
GC/CM Fees	\$ 3,980
Cost Analysis Forecast	\$43,780



ITEM 4

REMOVE EXISTING DECKING
AND WOODEN RAILING -
INSTALL NEW COMPOSITE
DECKING & NEW METAL
GUARDRAILS & HANDRAILS TO
MATCH EAST SIDE STEPS -
EXISTING PRESSURE TREATED
FRAMING TO REMAIN - ADD
CROSS BRACING TO EXISTING
COLUMNS IN BOTH DIRECTIONS

MAIN LEVEL FLOOR PLAN

1/16"=1'-0"

Sheet No.	Schley Nelson Architects Project No.	Rev. Date: Rev. Date:
ITEM 4	25-156	Rev. Date: Rev. Date: Rev. Date: Rev. Date:
	Copyright © 2025 Schley Nelson Architects, Inc.	Rev. Date: Issue Date: Dec. 09, 2025

Phase 1 Conceptual Schematic Drawings for:

KCCD A

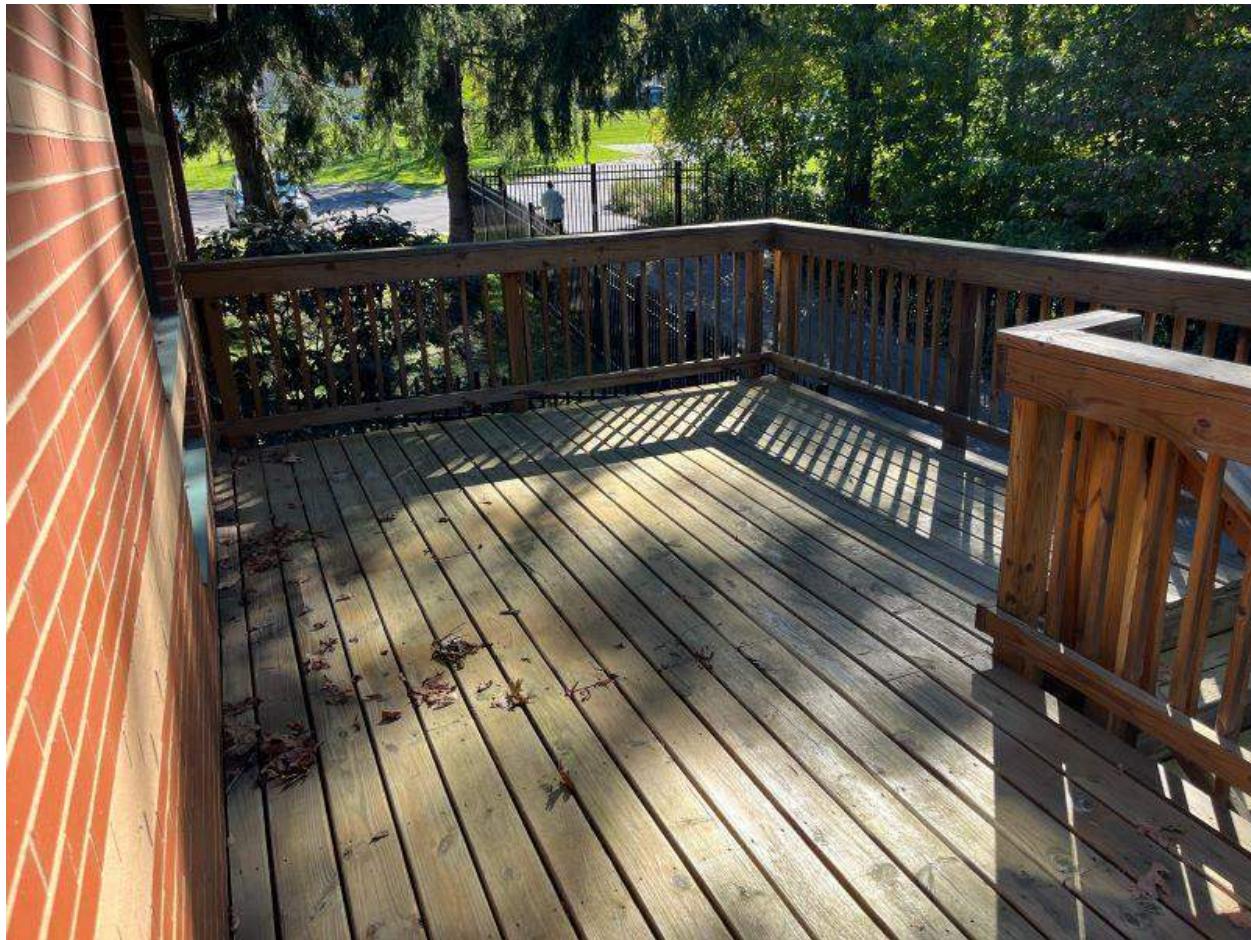
7040 Stadium Dr., Kalamazoo, MI 49009



ITEM 4 – LOOKING EAST



ITEM 4 – LOOKING SOUTH



Needs Assessment and Cost Analysis

Item 5: Repair at Existing Concrete Steps - Main Level – East Side Exterior:

Issue:

The existing concrete steps, leading east out of the existing staff entry, are being undermined on the north and south sides.

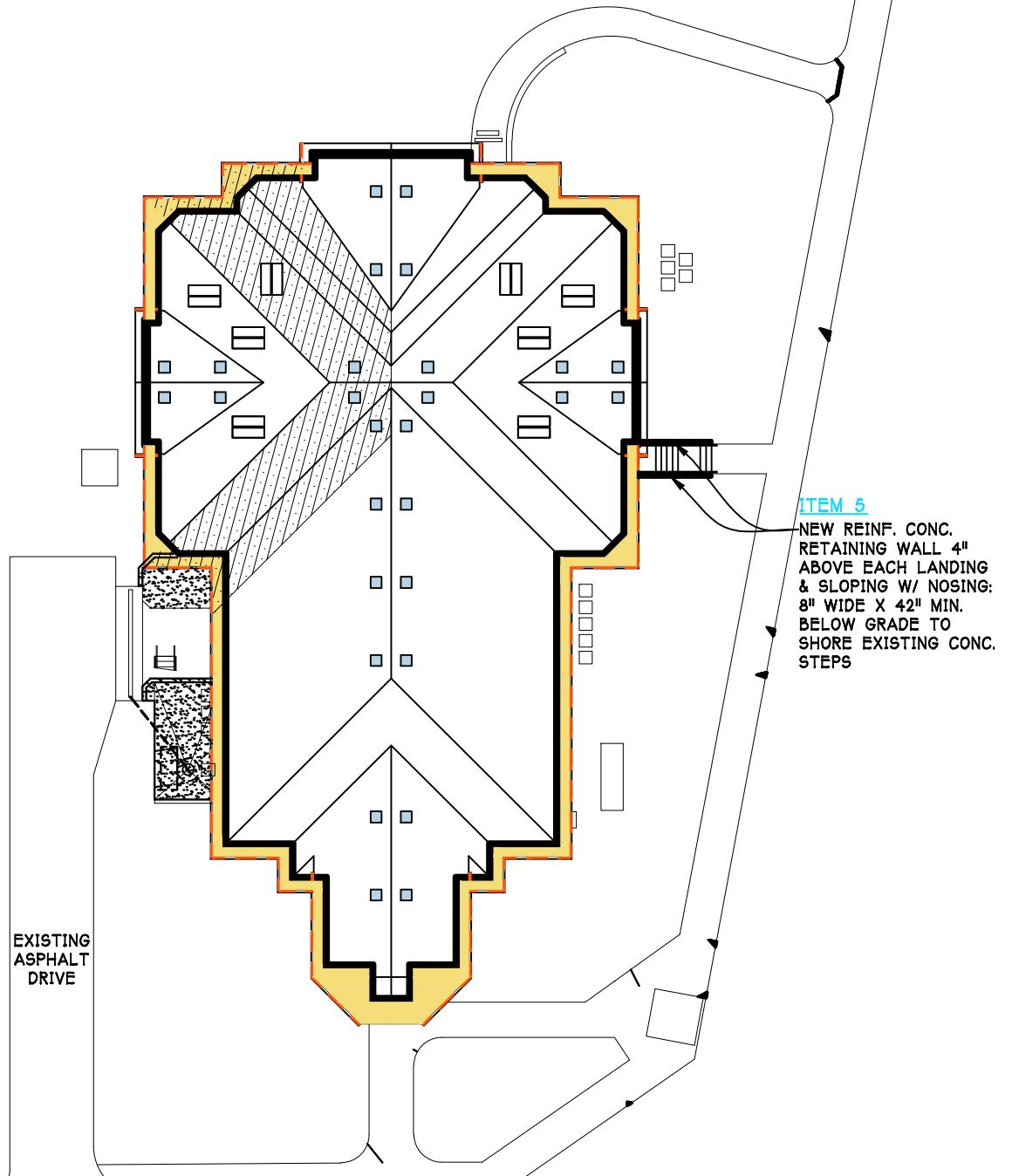
Recommendation:

Add a new reinforced concrete retaining wall to each side of the steps.

Refer to drawing sheet C101.

Cost Analysis:

01 General Conditions	\$ 400
02 Demolition / Site Work	\$ 2,100
03 Concrete	\$ 1,100
Market Raw Material Price Increases / Schematic Level Contingency	\$ 900
GC/CM Fees	\$ 450
Cost Analysis Forecast	\$ 4,950

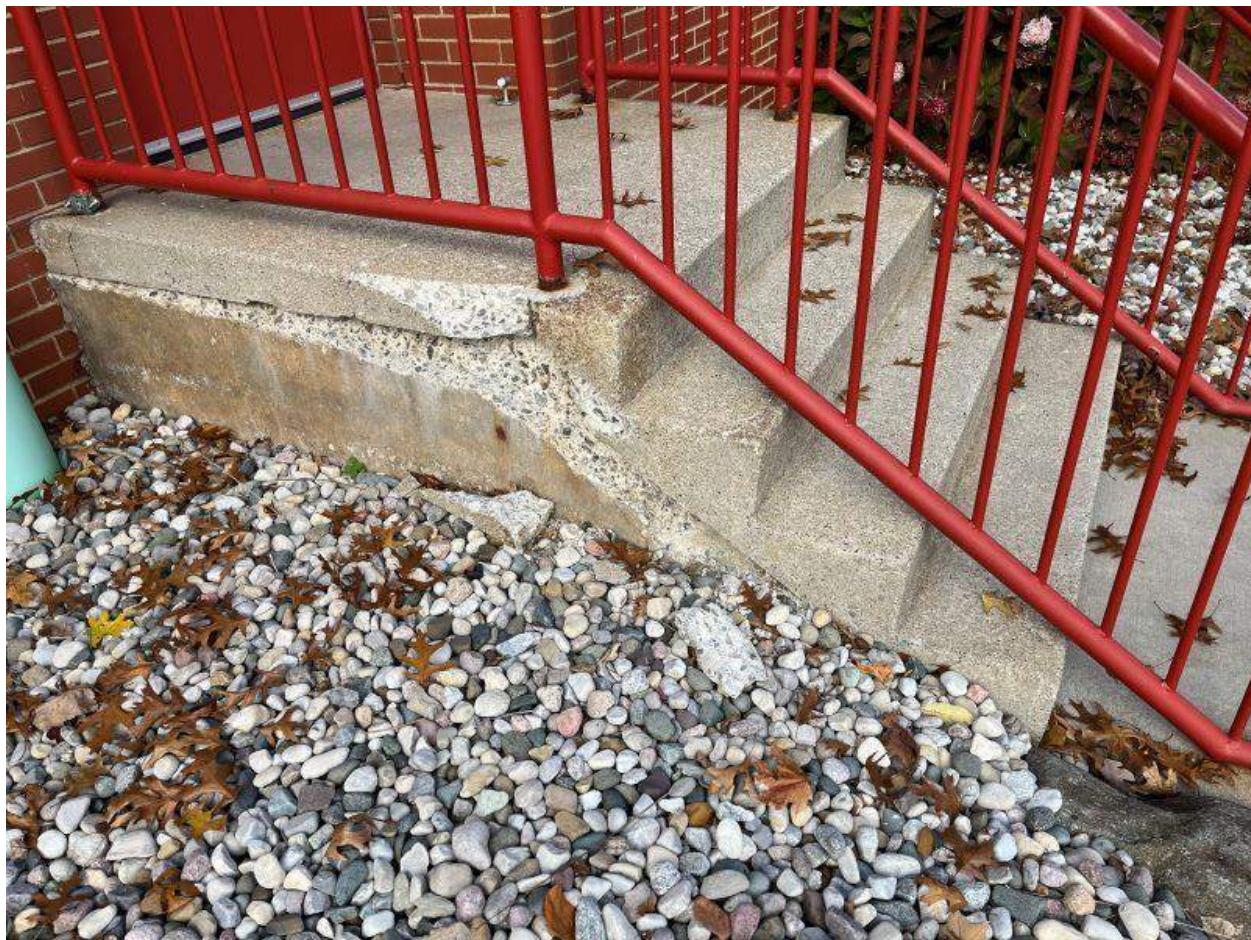


SITE PLAN

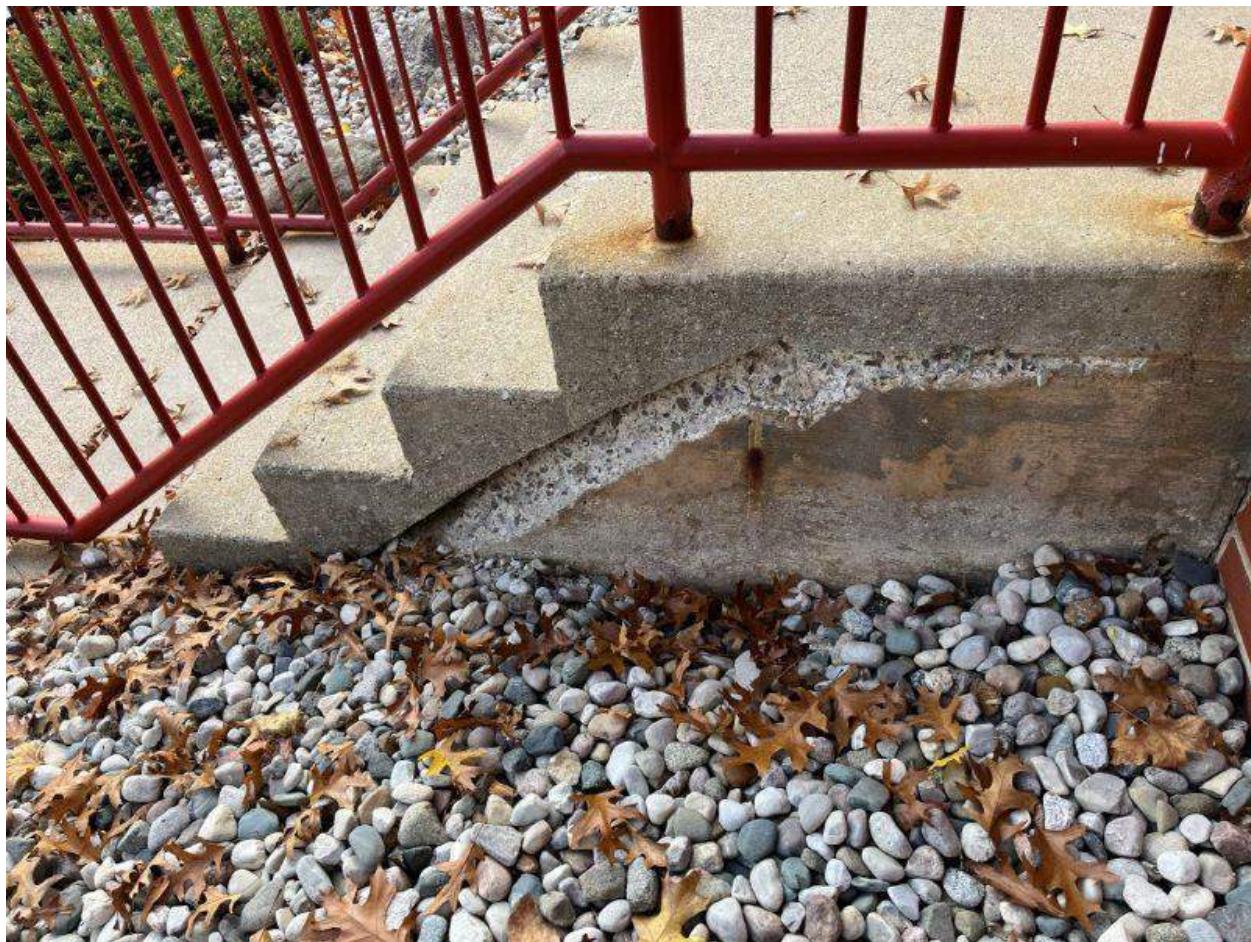
1'-0" - 0"

Sheet No.	Schley Nelson Architects Project No.	Rev. Date: Rev. Date: Rev. Date: Rev. Date: Rev. Date:	Phase 1 Conceptual Schematic Drawings for: KCCDA 7040 Stadium Dr., Kalamazoo, MI 49009	 
ITEM 5	25-156	Copyright © 2025 Schley Nelson Architects, Inc.	Rev. Date: Issue Date: Dec. 09, 2025	

ITEM 5 – LOOKING NORTH



ITEM 5 – LOOKING SOUTH



Needs Assessment and Cost Analysis

Item 6: Repair at Existing Concrete Walk - Main Level – East Side Exterior:

Issue:

The existing concrete sidewalk has incurred some cracking and spalling.

Recommendation:

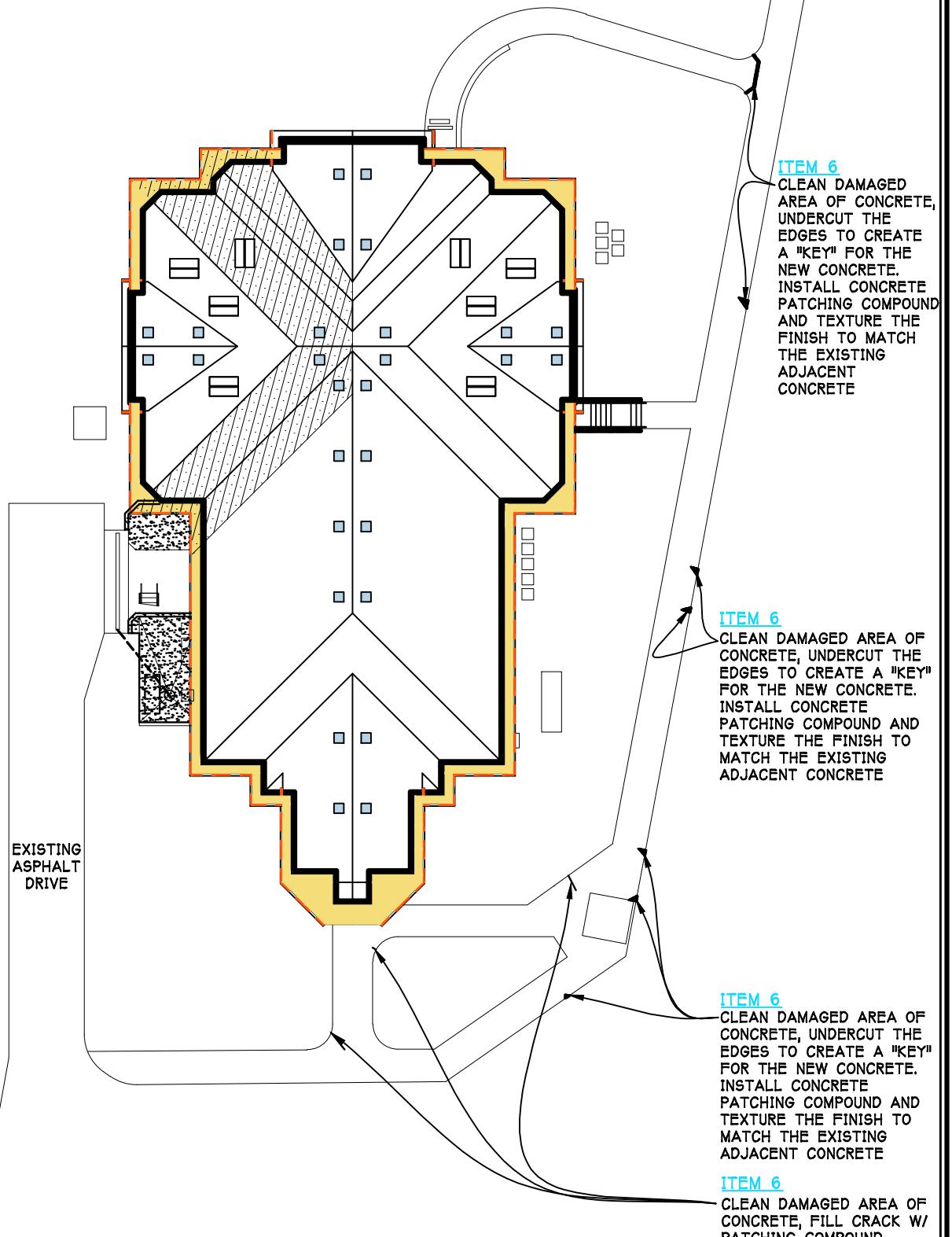
At larger areas of concrete spalling, clean damaged area of concrete, undercut the edges to create a "key" for the new concrete. Install concrete patching compound and texture the finish to match the existing adjacent concrete.

At smaller crack areas, clean damaged area and fill crack with patching compound.

Refer to drawing sheet C101.

Cost Analysis:

01 General Conditions	\$ 100
02 Demolition / Site Work	\$ 500
03 Concrete; Patching Compound	\$ 200
Market Raw Material Price Increases / Schematic Level Contingency	\$ 200
GC/CM Fees	\$ 100
Cost Analysis Forecast	\$ 1,100



SITE PLAN
1'-30'-0"

Sheet No.	Schley Nelson Architects Project No.	Rev. Date: Rev. Date: Rev. Date: Rev. Date: Rev. Date:	Phase 1 Conceptual Schematic Drawings for: KCCDA 7040 Stadium Dr., Kalamazoo, MI 49009	 
ITEM 6	25-156	Copyright © 2025 Schley Nelson Architects, Inc.	Rev. Date: Issue Date: Dec. 09, 2025	

ITEM 6 – CONCRETE CRACK 1



ITEM 6 – CONCRETE CRACK 2



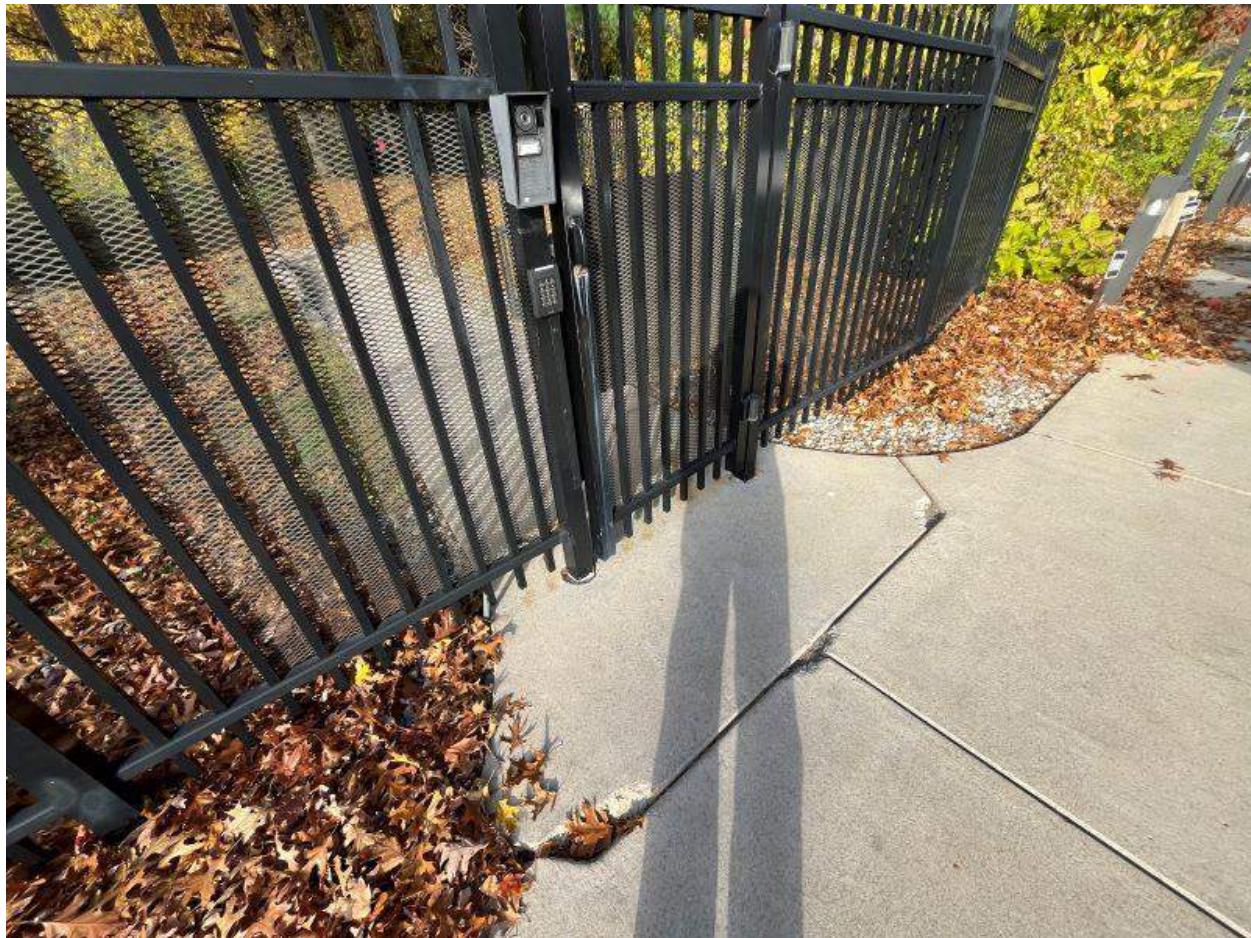
ITEM 6 – CONCRETE CRACK 3



ITEM 6 – CONCRETE VOID - TYPICAL



ITEM 6 – CONCRETE VOIDS AT GATE



Needs Assessment and Cost Analysis

Item 7: Existing Fence Gates - Main Level – East Side Exterior:

Issue:

Two existing fence gate panic bar hardware sets are weathering and difficult to operate.

Recommendation:

Remove existing and install new.

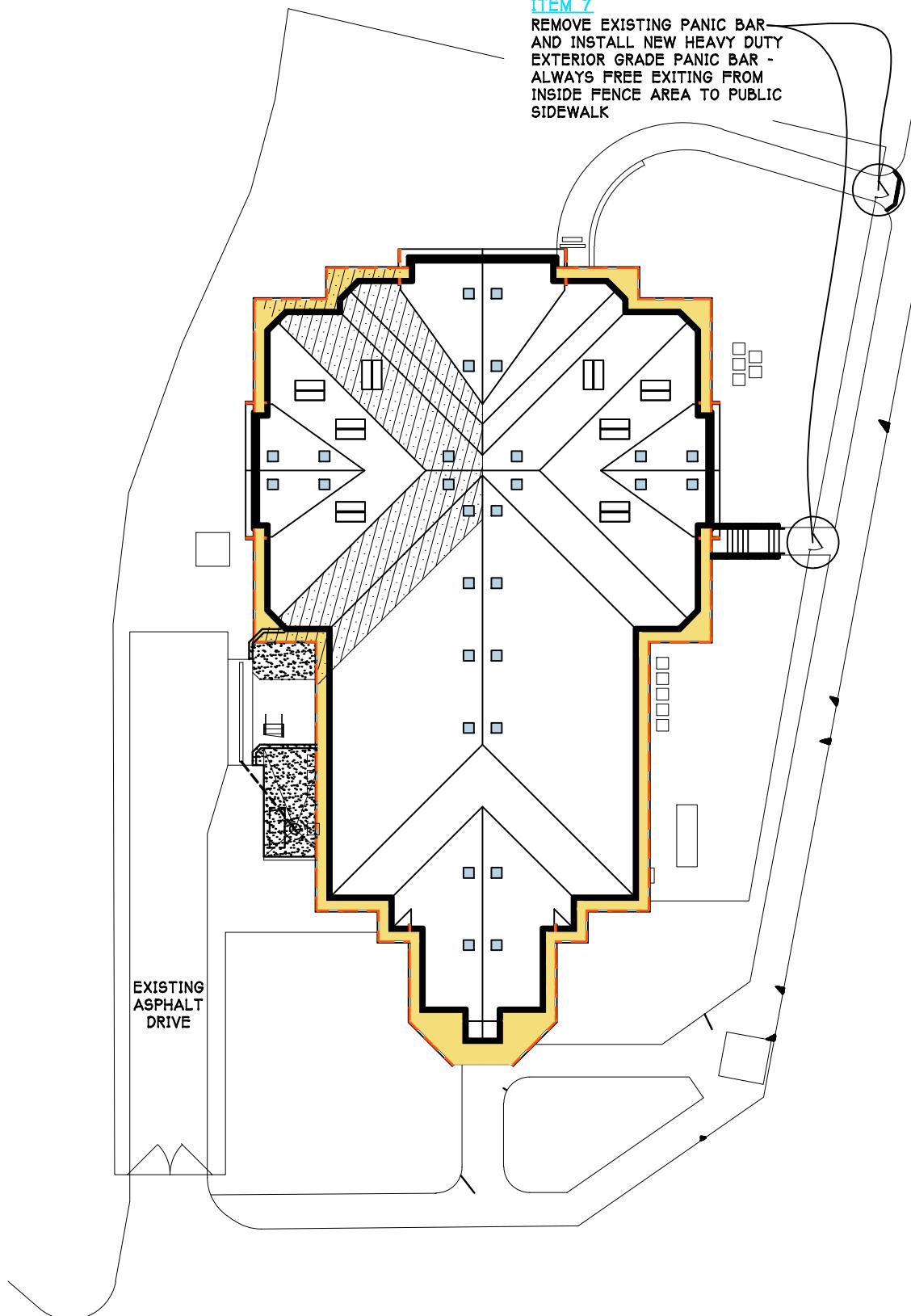
Refer to drawing sheet C101.

Cost Analysis:

01 General Conditions	\$ 200
02 Demolition	\$ 100
08 Doors, Windows, Glass (Panic Bar Gate Hardware)	\$ 1,600
Market Raw Material Price Increases / Schematic Level Contingency	\$ 500
GC/CM Fees	\$ 240
Cost Analysis Forecast	\$ 2,640

ITEM 7

REMOVE EXISTING PANIC BAR
AND INSTALL NEW HEAVY DUTY
EXTERIOR GRADE PANIC BAR -
ALWAYS FREE EXITING FROM
INSIDE FENCE AREA TO PUBLIC
SIDEWALK

**SITE PLAN**

1"=30'-0"



Sheet No.

Schley Nelson Architects
Project No.

Rev. Date:

Rev. Date:

Rev. Date:

Rev. Date:

Phase 1 Conceptual Schematic Drawings for:

KCCDA**ITEM 7**25-156
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Rev. Date:

Rev. Date:

Rev. Date:

Rev. Date:

Issue Date: Dec. 09, 2025

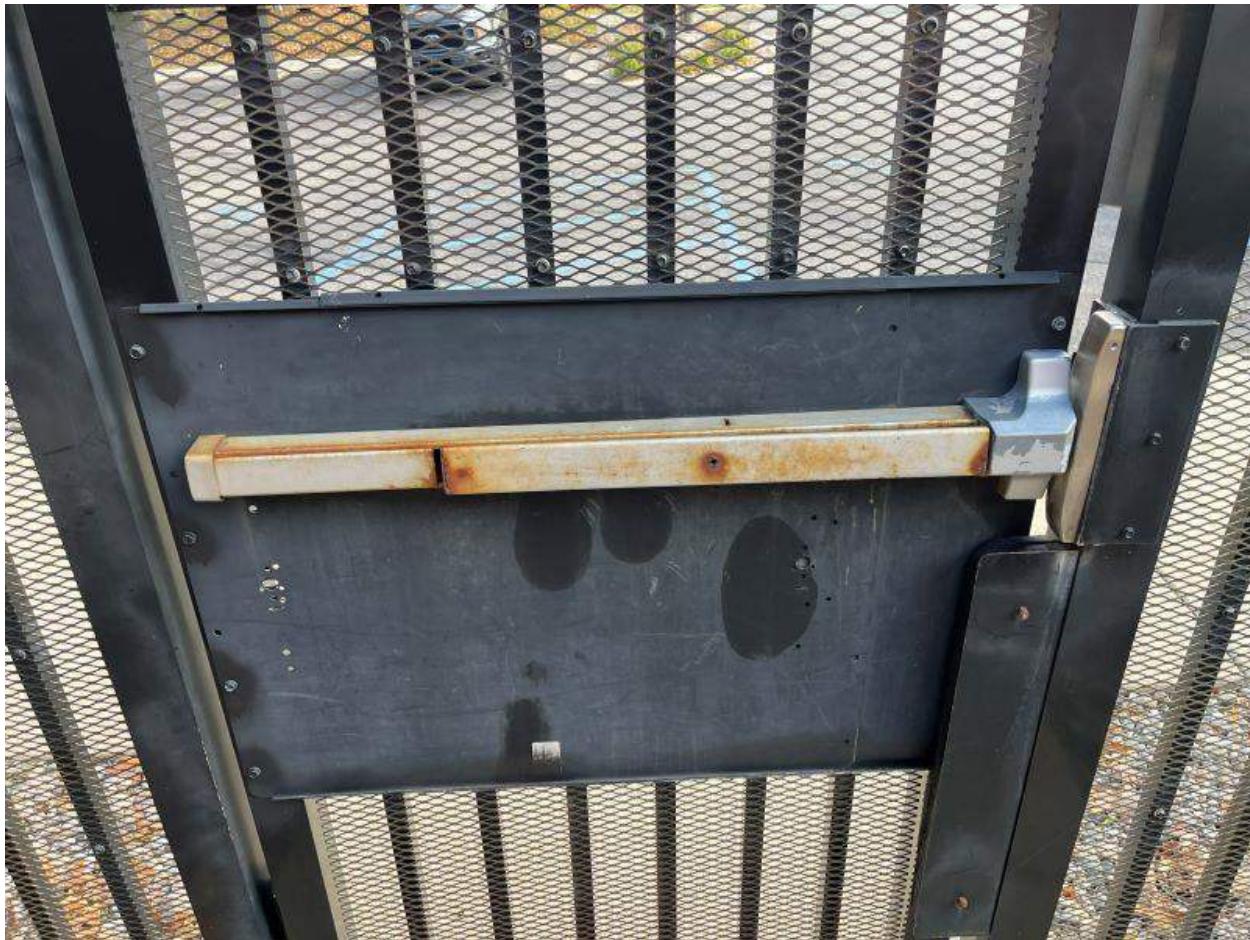
7040 Stadium Dr., Kalamazoo, MI 49009



ITEM 7 – GATE HARDWARE 1



ITEM 7 – GATE HARDWARE 2



Needs Assessment and Cost Analysis

Item 8: Break Metal Shroud - Main Level – East Side Exterior:

Issue:

Existing wall penetration is unprotected.

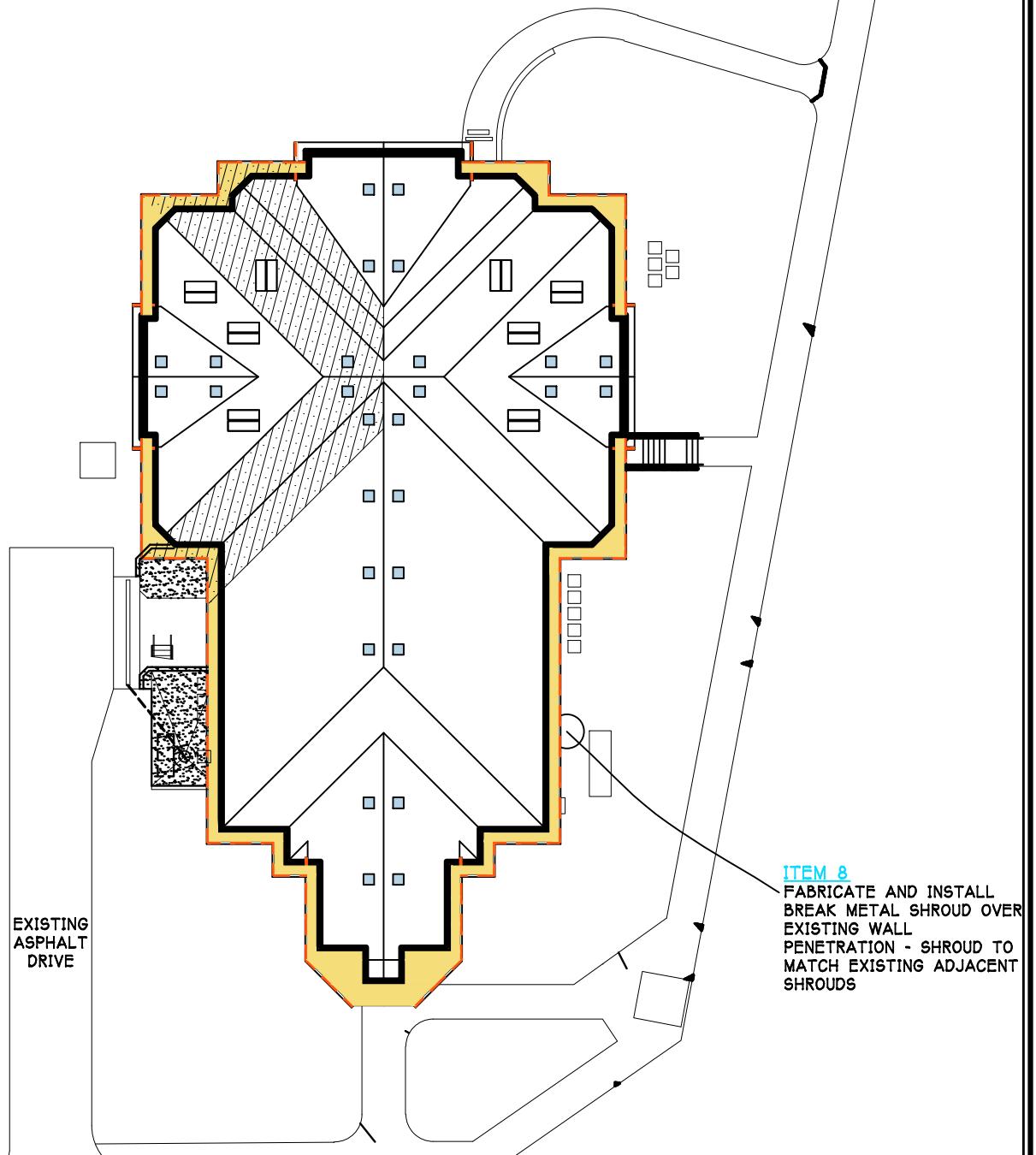
Recommendation:

Fabricate and install a new break metal shroud over the existing wall penetration to match existing adjacent condition.

Refer to drawing sheet C101.

Cost Analysis:

01 General Conditions	\$ 35
05 Break Metal Fabrication and Installation	\$ 100
Market Raw Material Price Increases / Schematic Level Contingency	\$ 100
GC/CM Fees	\$ 30
Cost Analysis Forecast	\$ 265



SITE PLAN

1'-30'-0"

Sheet No.	Schley Nelson Architects Project No.	Rev. Date: Rev. Date: Rev. Date: Rev. Date: Rev. Date: Rev. Date:	Phase 1 Conceptual Schematic Drawings for: KCCDA 7040 Stadium Dr., Kalamazoo, MI 49009	 
ITEM 8	25-156	Copyright © 2025 Schley Nelson Architects, Inc.	Issue Date: Dec. 09, 2025	KCCDA Board Mtg Packet - Page #182

ITEM 8 – WALL PENETRATION



ITEM 8 – NEW SHROUD



Needs Assessment and Cost Analysis

Item 9: Leak - Main Level – East Side Exterior:

Issue:

Upper window units leak onto window sill below in Office 210.

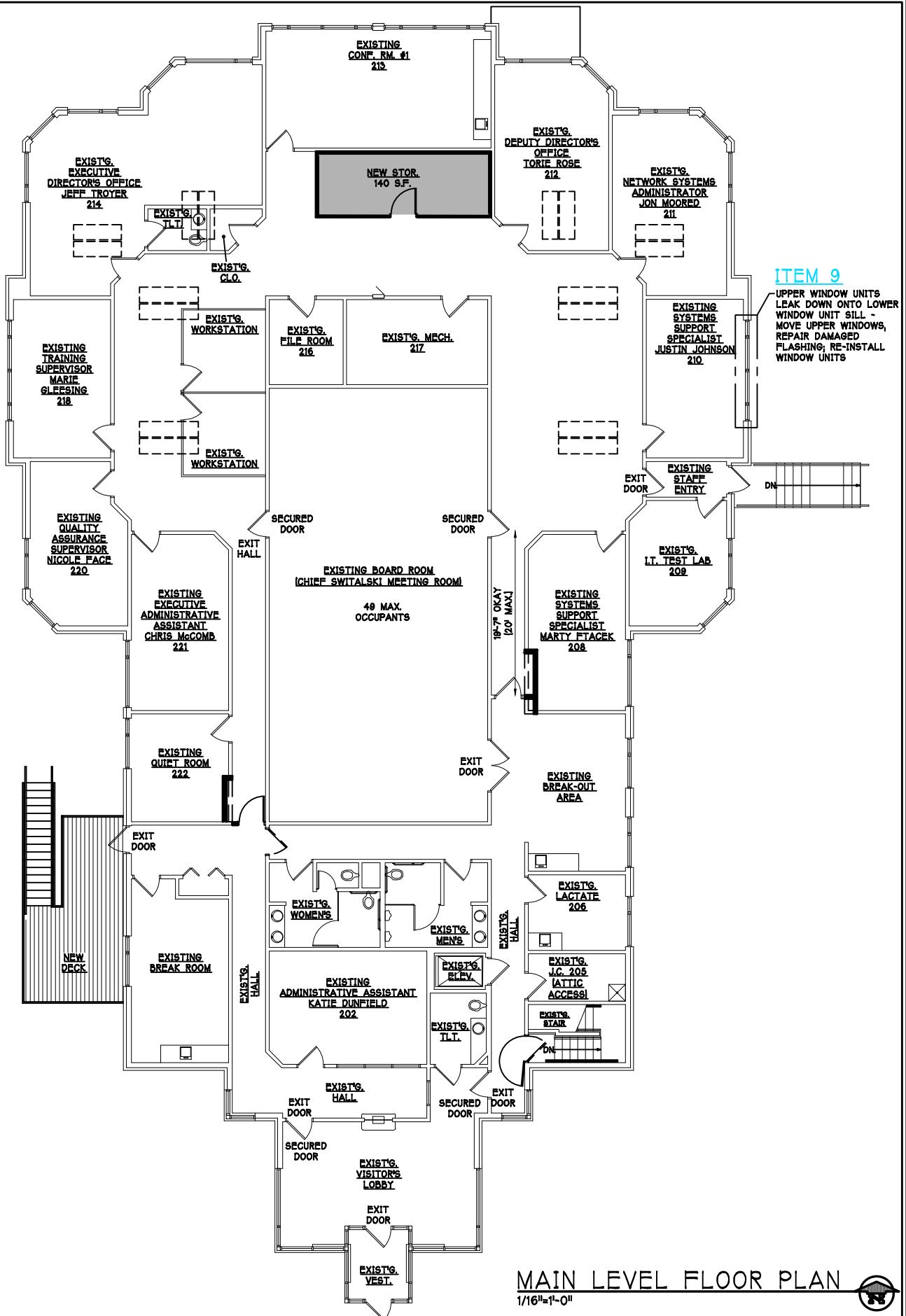
Recommendation:

Remove upper window units, repair flashing, re-install windows and caulk perimeter inside and out.

Refer to drawing sheet A102.

Cost Analysis:

01 General Conditions	\$ 200
02 Demolition	\$ 750
05 Metal Flashing	\$ 500
08 Re-install Windows	\$ 750
Market Raw Material Price Increases / Schematic Level Contingency	\$ 600
GC/CM Fees	\$ 280
Cost Analysis Forecast	\$ 3,080



MAIN LEVEL FLOOR PLAN

1/16"=1'-0"

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Phase 1 Conceptual Schematic Drawings for:

KCCD A

7040 Stadium Dr., Kalamazoo, MI 49009



ITEM 9 – OVERALL VIEW OF WINDOW



ITEM 9 – CLOSE UP VIEW OF WINDOW



Needs Assessment and Cost Analysis

Item 10: Broken Window Seals - Main Level – Exterior:

Issue:

Some windows have broken window seals in the insulated glass unit.

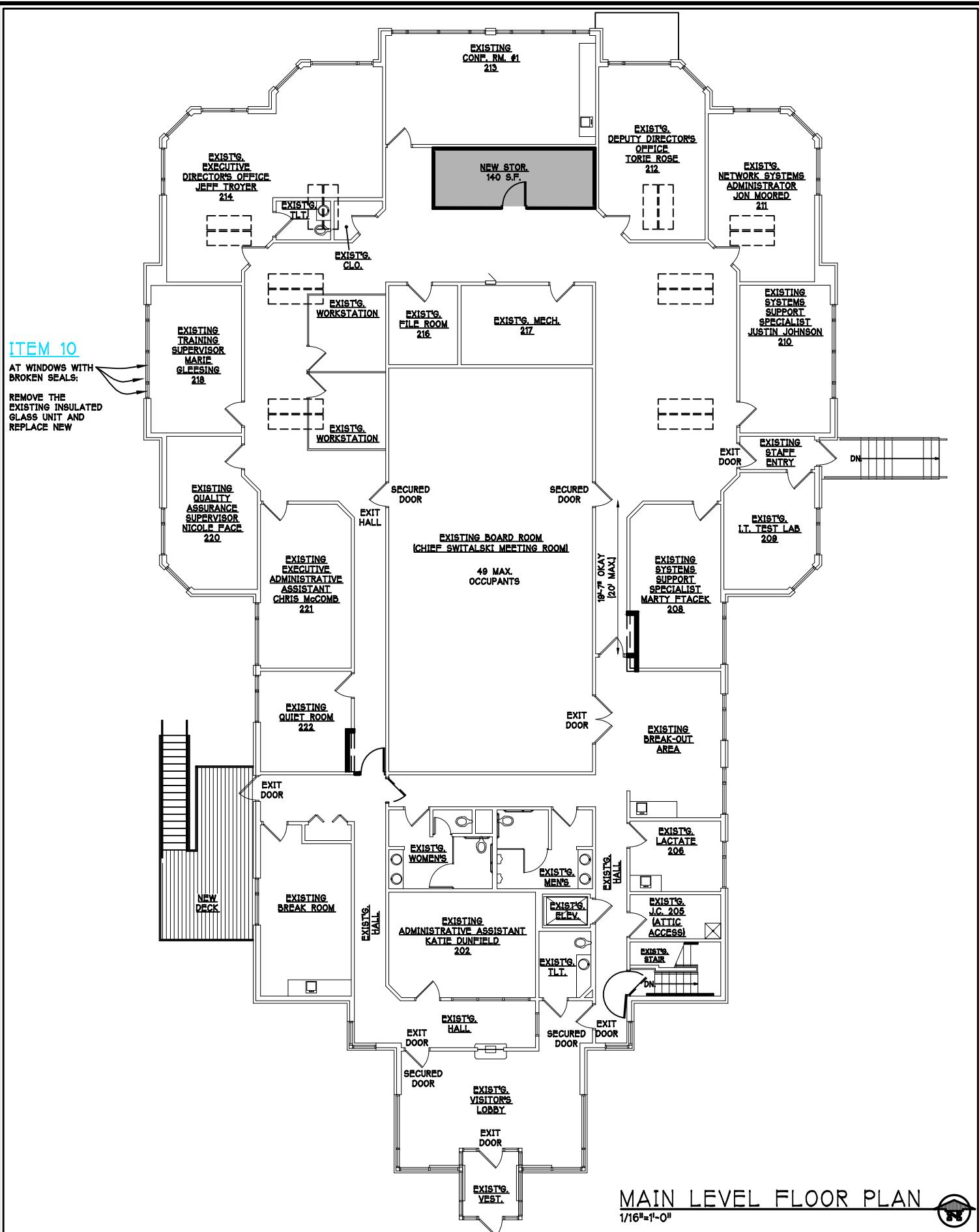
Recommendation:

Remove the existing insulated glass unit and replace with new.

Refer to drawing sheet A102.

Cost Analysis:

01 General Conditions	\$ 200
02 Demolition	\$ 300
08 New Insulated Glass	\$ 1,500
Market Raw Material Price Increases / Schematic Level Contingency	\$ 500
GC/CM Fees	\$ 250
Cost Analysis Forecast	\$ 2,750



MAIN LEVEL FLOOR PLAN

1/16" = 1'-0"

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ITEM 10	25-156	Rev. Date: Rev. Date:
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Phase 1 Conceptual Schematic Drawings for:

KCCDA

7010 Stadium Dr. Kalamazoo, MI 49008



ITEM 10 – EXTERIOR VIEW



ITEM 10 – INTERIOR VIEW



Needs Assessment and Cost Analysis

Item 11: Existing Vestibule Door - Main Level:

Issue:

The existing vestibule door sometimes rubs on the floor in cold conditions.

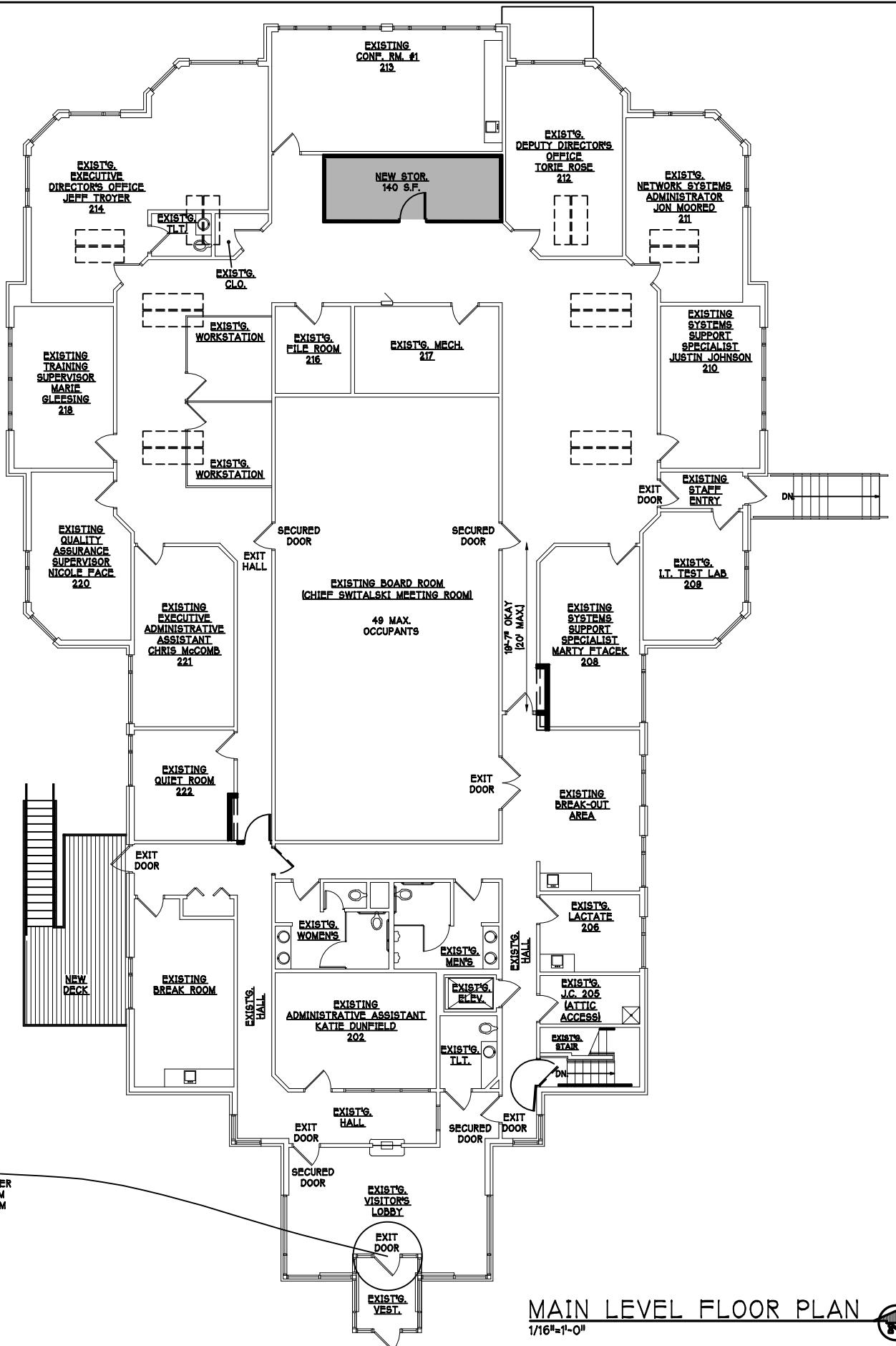
Recommendation:

Remove the door - trim the aluminum door bottom by a max. of 1/4". Smooth the edges with a metal file. Install new bottom filler strip. Install new weather seal and sweep. Re-hang the door.

Refer to drawing sheet A102.

Cost Analysis:

01 General Conditions	\$ 100
02 Demolition (Removal of doors)	\$ 100
07 Thermal and Moisture Protection (new weather seals and sweeps)	\$ 400
08 Doors, Windows, Glass (cut door bottom, rehang)	\$ 700
Market Raw Material Price Increases / Schematic Level Contingency	\$ 300
<u>GC/CM Fees</u>	<u>\$ 160</u>
Cost Analysis Forecast	\$ 1,760



ITEM 11

EXISTING ALUM. DOOR RUBS -
THE FLOOR IN COLD WEATHER
- REMOVE THE DOOR - TRIM
THE ALUMINUM DOOR BOTTOM
BY A MAX. OF 1/4". SMOOTH
EDGES WITH A METAL FILE.
INSTALL A NEW BOTTOM
FILLER STRIP, INSTALL NEW
WEATHER SEAL AND SWEEP.
RE-HANG THE DOOR.

MAIN LEVEL FLOOR PLAN

1/16"=1'-0"

Sheet No.	Schley Nelson Architects Project No.	Rev. Date: Rev. Date:	Phase 1 Conceptual Schematic Drawings for: KCCDA	 
ITEM 11	25-156	Copyright © 2025 Schley Nelson Architects, Inc.	Rev. Date: Rev. Date: Issue Date: Dec. 09, 2025	4200 S. 8th Street, PO Box 239 Canton, MI 49077 (269) 375-8360

ITEM 11 – VESTIBULE DOOR



Needs Assessment and Cost Analysis

Item 12: Existing Stair Door - Main Level:

Issue:

The existing door at the stairs to the lower level swings into the stair over the landing area and is not code compliant.

Recommendation:

Option 1: Change door to an out-swing door to match the existing 1993 drawing intent.

Option 2: Remove the door and frame – case the opening with new wood trim.

Refer to drawing sheet A102.

Cost Analysis – Option 1:

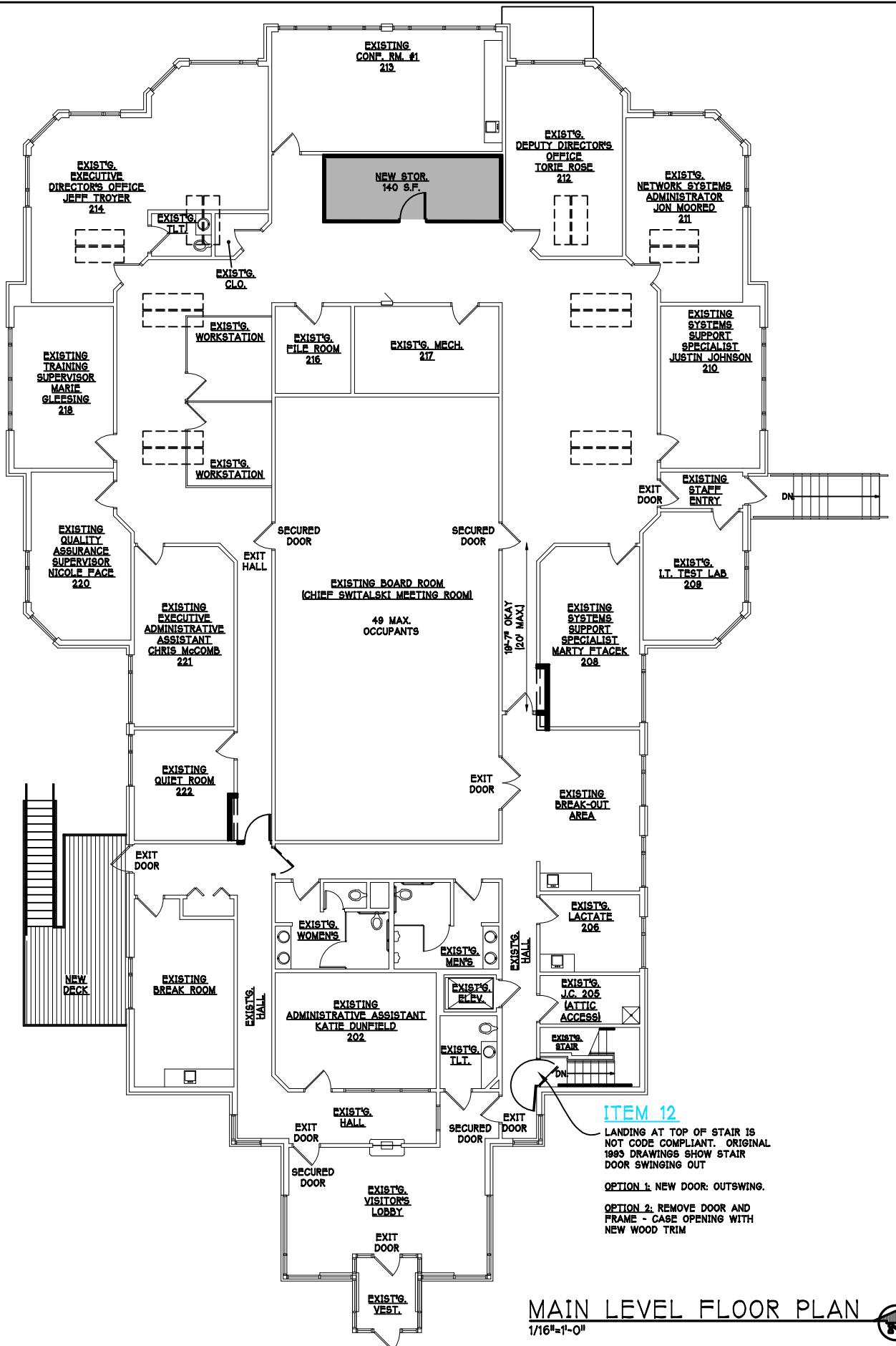
01 General Conditions	\$ 300
02 Demolition	\$ 400
08 Doors, Windows, Glass	\$ 2,300
09 Finishes (Paint)	\$ 200
Market Raw Material Price Increases / Schematic Level Contingency	\$ 800
<u>GC/CM Fees</u>	<u>\$ 400</u>

Cost Analysis Forecast **\$ 4,400**

Cost Analysis – Option 2:

01 General Conditions	\$ 100
02 Demolition	\$ 400
09 Finishes (Wood, Stain)	\$ 700
Market Raw Material Price Increases / Schematic Level Contingency	\$ 300
<u>GC/CM Fees</u>	<u>\$ 150</u>

Cost Analysis Forecast **\$ 1,650**



MAIN LEVEL FLOOR PLAN

1/16" = 1'-0"

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Phase 1 Conceptual Schematic Drawings for:

KCCDA

7040 Stadium Dr., Kalamazoo, MI 49009



ITEM 12 – STAIR DOOR



Needs Assessment and Cost Analysis

Item 13: New Storage Room - Main Level:

Issue:

KCCDA needs a dedicated storage room on the main level.

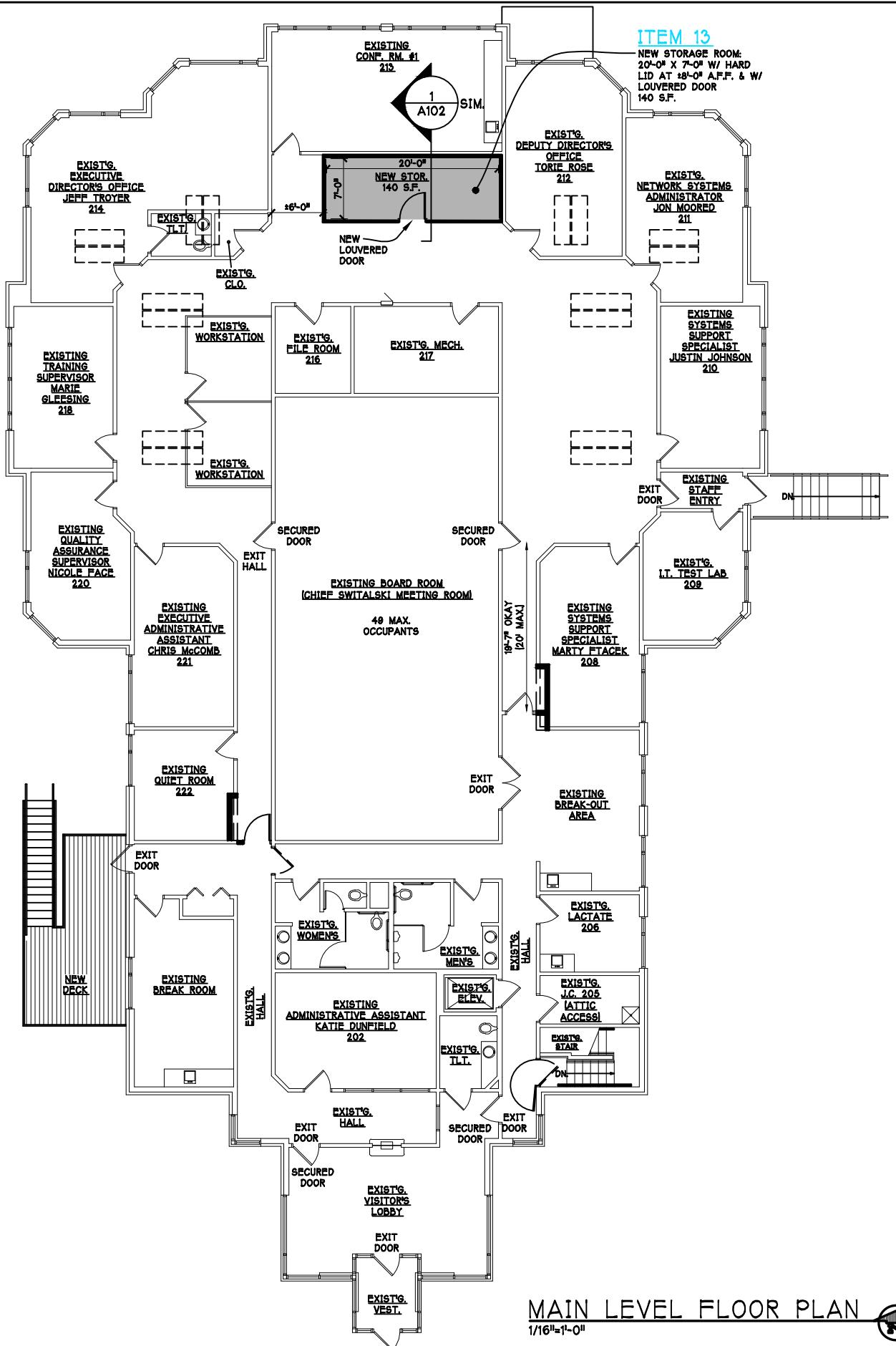
Recommendation:

It is recommended to utilize the space used as a lounge / waiting area adjacent to the existing conference room to create dedicated Storage Room with new lighting and power.

Refer to drawing sheets A102 and E102.

Cost Analysis:

01 General Conditions	\$ 1,800
02 Demolition	\$ 800
08 Doors, Windows, Glass (Louvered Door)	\$ 2,300
09 Finishes	\$10,900
26 Electrical	\$ 1,500
Market Raw Material Price Increases / Schematic Level Contingency	\$ 4,300
GC/CM Fees	\$ 2,160
Cost Analysis Forecast	\$23,760



MAIN LEVEL FLOOR PLAN

Sheet No.	Schley Nelson Architects Project No.	Rev. Date: Rev. Date:
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Phase 1 Conceptual Schematic Drawings for:

KCCD A

7040 Stadium Dr. Kalamazoo, MI 49008



Needs Assessment and Cost Analysis

Item 14: Lower Level Finishes:

Issue:

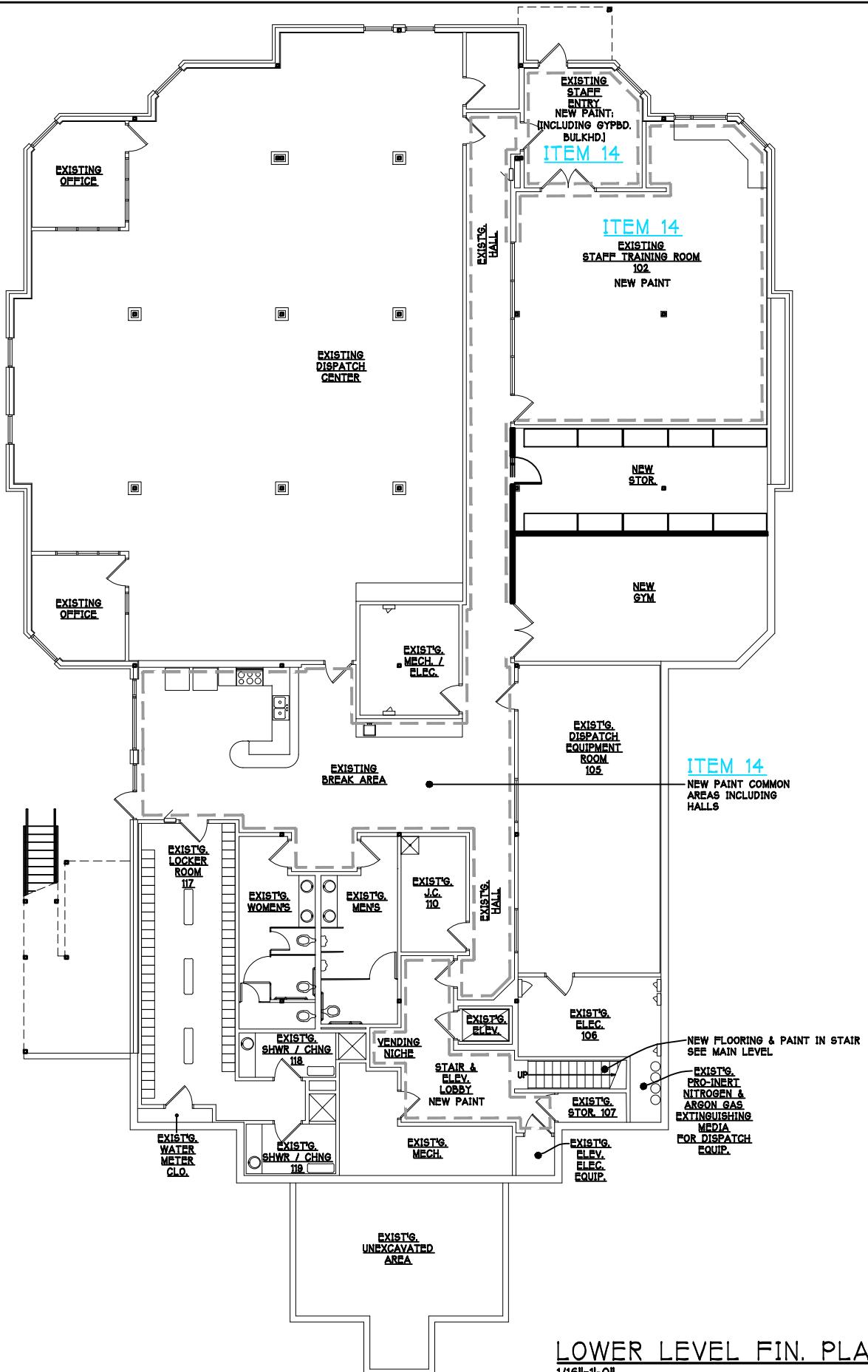
Existing wall finishes are getting worn and dated.

Recommendation:

Refer to drawing sheet A501.

Cost Analysis:

01 General Conditions	\$ 1,300
09 Finishes	\$11,700
Market Raw Material Price Increases / Schematic Level Contingency	\$ 3,300
GC/CM Fees	\$ 1,630
Cost Analysis Forecast	\$17,930



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Phase 1 Conceptual Schematic Drawings for:

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Needs Assessment and Cost Analysis

Item 15: Main Level Finishes:

Issue:

Existing floor and wall finishes are getting worn and dated.

Recommendation:

Refer to drawing sheet A502.

Cost Analysis – New Flooring Where Indicated:

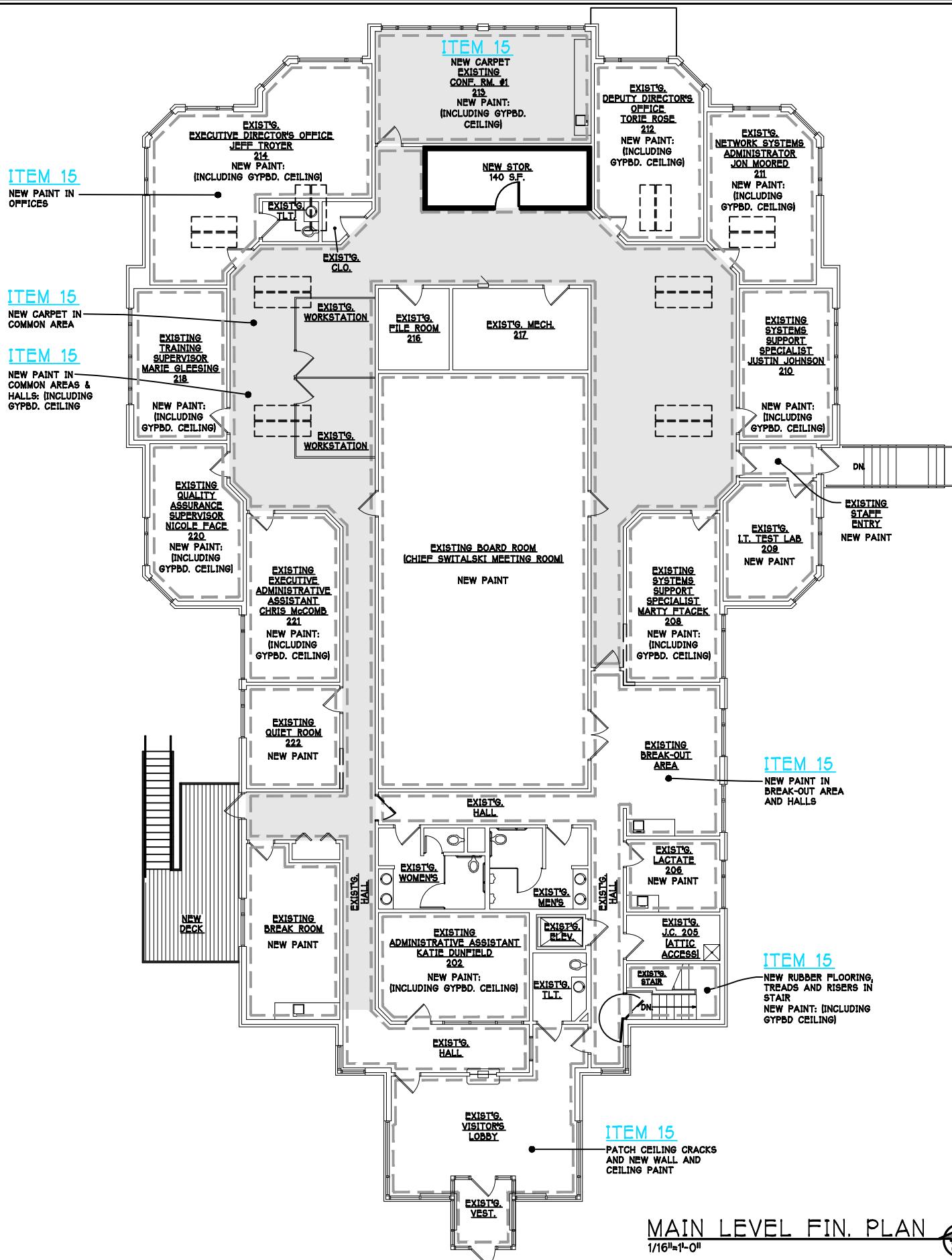
01 General Conditions	\$ 3,400
02 Demolition	\$ 5,800
09 Floor Finishes	\$ 23,400
Market Raw Material Price Increases / Schematic Level Contingency	\$ 8,100
GC/CM Fees	\$ 4,070
Cost Analysis Forecast	\$ 44,770

Cost Analysis – New Paint “Common Areas” Where Indicated:

01 General Conditions	\$ 2,400
09 Finishes	\$ 20,900
Market Raw Material Price Increases / Schematic Level Contingency	\$ 5,600
GC/CM Fees	\$ 2,890
Cost Analysis Forecast	\$ 31,790

Cost Analysis – New Paint Offices / Conference Room Where Indicated:

01 General Conditions	\$ 3,200
09 Finishes	\$ 28,100
Market Raw Material Price Increases / Schematic Level Contingency	\$ 7,800
GC/CM Fees	\$ 3,910
Cost Analysis Forecast	\$ 43,010



MAIN LEVEL FIN. PLAN

Sheet No.	Schley Nelson Architects Project No.	Rev. Date: Rev. Date:
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Phase 1 Conceptual Schematic Drawings for:

KCCD A

7040 Stadium Dr., Kalamazoo, MI 49009



Needs Assessment and Cost Analysis

Item 16: Roof Gutters:

Issue:

The existing roof gutter needs cleaning more than 2 times per year.

Recommendation:

Clean gutters, adjust gutter pitch where required, repair any gutter damage and add Leaf Guards to all gutters.

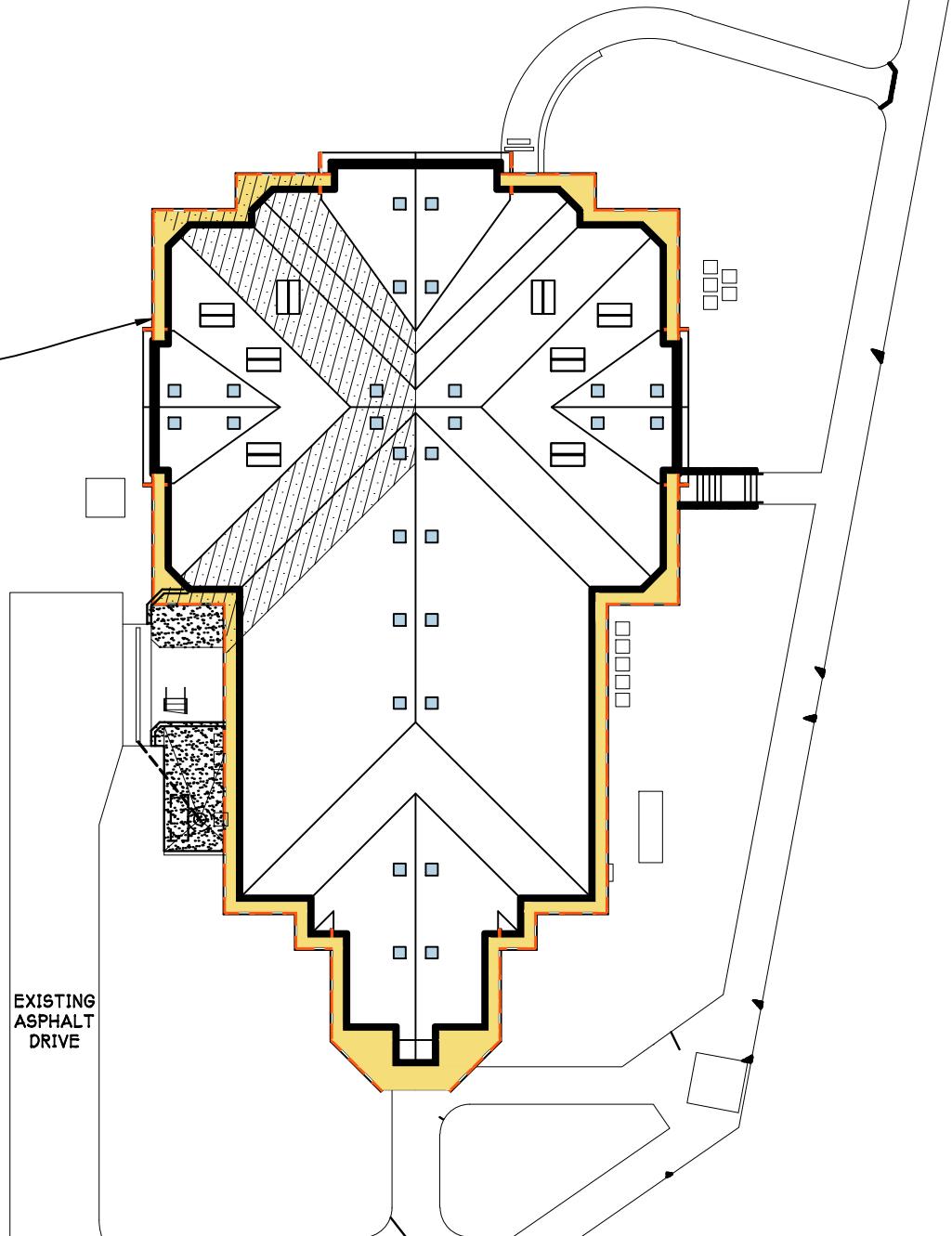
Refer to drawing sheet A901.

Cost Analysis:

01 General Conditions	\$ 900
07 Thermal and Moisture Protection (Leaf Guards)	\$ 8,100
Market Raw Material Price Increases / Schematic Level Contingency	\$ 2,200
GC/CM Fees	\$ 1,120
Cost Analysis Forecast	\$12,320

ITEM 16

CLEAN GUTTERS,
ADJUST PITCH OF
EXISTING GUTTER
WHERE / AS REQUIRED,
REPAIR ANY DAMAGED
AREAS OF GUTTERS,
ADD "LEAF GUARDS" TO
ALL GUTTERS
450 L.F.



EXISTING
ASPHALT
DRIVE

SITE PLAN

1"=30'-0"



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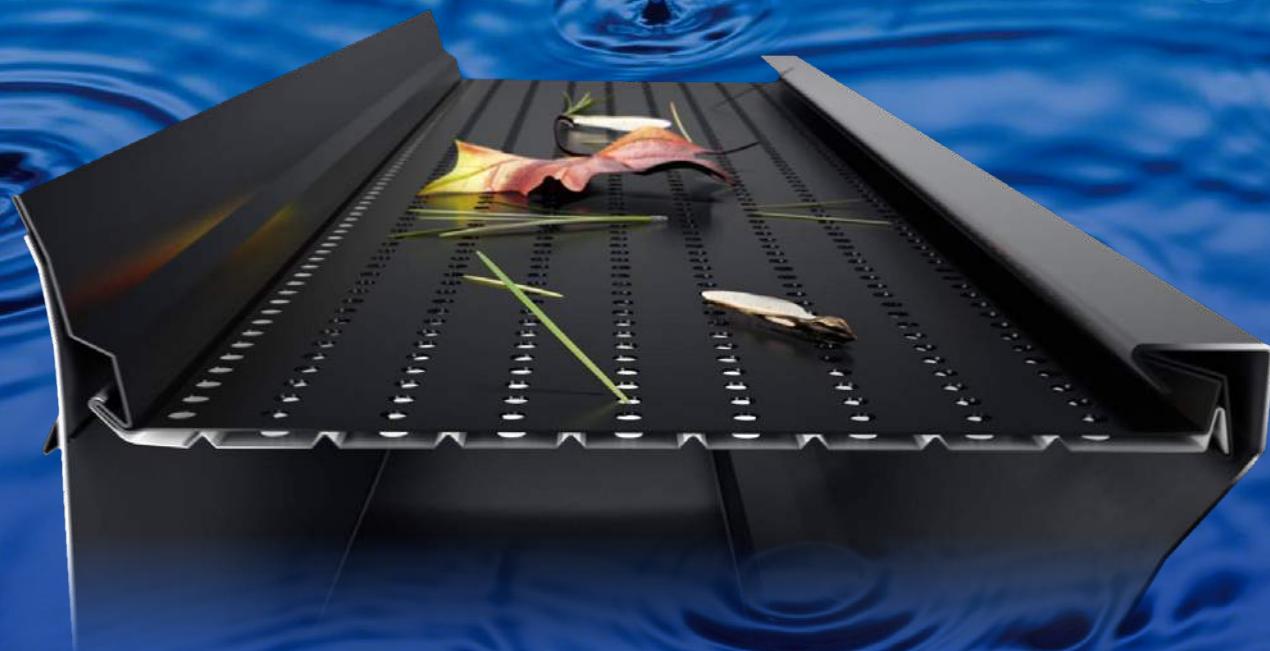
Rev. Date:

Issue Date: Dec. 09, 2025



DuoPro

MICROFILTRATION CONTINUOUS HANGER



THE **STRONGER, SMARTER GUTTER HANGER** THAT BATTLES SMALL DEBRIS.

DuoPro is a dual-action gutter protection system. It is designed to **strengthen the gutter** from front to back and end to end while delivering **unparalleled protection** against fine debris, such as **pine needles**.



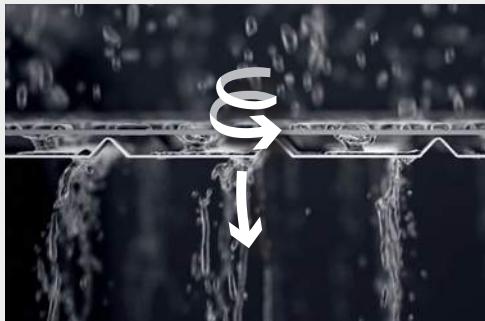
PINE STRAW HAS MET ITS MATCH.

ITEM 16 - EXAMPLE OF LEAF GUARD PRODUCT



ECLIPSE TECHNOLOGY

The unique dual-layer membrane keeps debris from getting inside the gutter. The offset holes make it the perfect filter, allowing water to drain freely while blocking pine needles and leaves without getting clogged.



VORTEX TECHNOLOGY

The suction created by the two membranes makes it possible to drain three times more water than ever recorded in the heaviest storms. The inner membrane draws water through the wider holes.



ROLLBACK TECHNOLOGY

This technology sends excess rainwater back into the gutter for truly high-volume drainage capabilities.



WINTER SHIELD TECHNOLOGY

Winter shield stops ice from building up in the gutter, protecting it from warping caused by freeze/thaw cycles. That way, water flows through the gutter rather than into your home.



The unique **dual-layer microfilter** keeps pine needles and smaller debris out of the gutter system and doesn't require regular cleaning and maintenance that other screen products require.

 **LEAF RELIEF®**
by **Ply Gem**

leaf-relief.com | 888-9PLYGEM | 2600 Grand, Suite 900, Kansas City, MO 64108

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Needs Assessment and Cost Analysis

Item 17: Existing Visitor's Lobby and Vestibule - Main Level Mechanical and Electrical:

Issue:

The existing Visitor's Lobby and Vestibule are very cold in the winter months. Ice and frost forms on the exterior windows.

Recommendation:

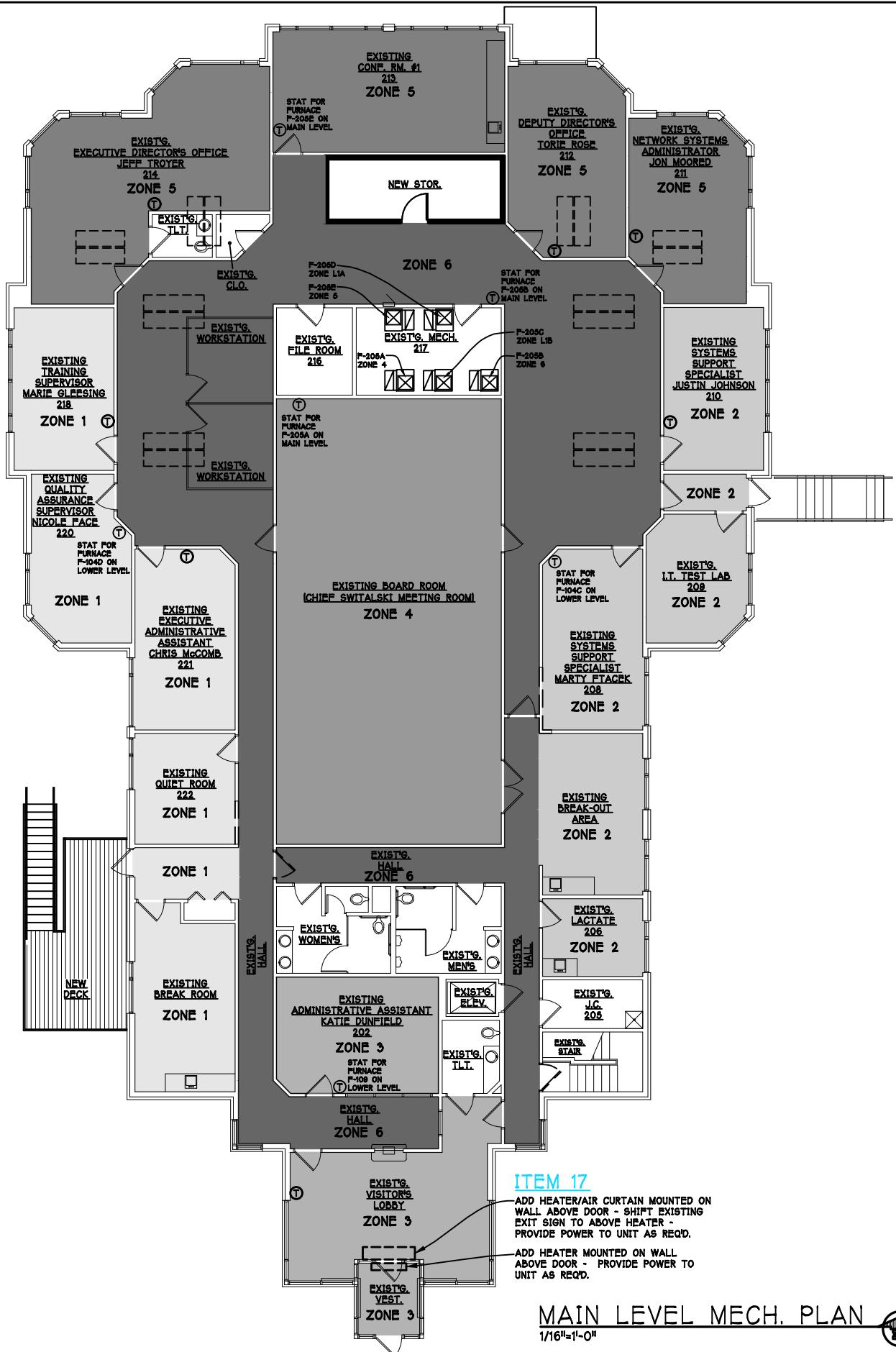
Add a heater / air curtain on the lobby side and wall mounted heater in the vestibule.

Provide power as required by new equipment.

Refer to drawing sheets M102 and E102.

Cost Analysis:

01 General Conditions	\$ 500
23 HVAC (New wall mounted units)	\$ 3,000
26 Electrical	\$ 1,000
Market Raw Material Price Increases / Schematic Level Contingency	\$ 1,100
GC/CM Fees	\$ 560
Cost Analysis Forecast	\$ 6,160



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ITEM 17

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Rev. Date:

ITEM 17 – INSTALL AIR CURTAIN / HEATER OVER VESTIBULE DOOR



Needs Assessment and Cost Analysis

Item 18: Zone Control - Main Level Mechanical:

Issue:

Not enough zone control for the main level offices.

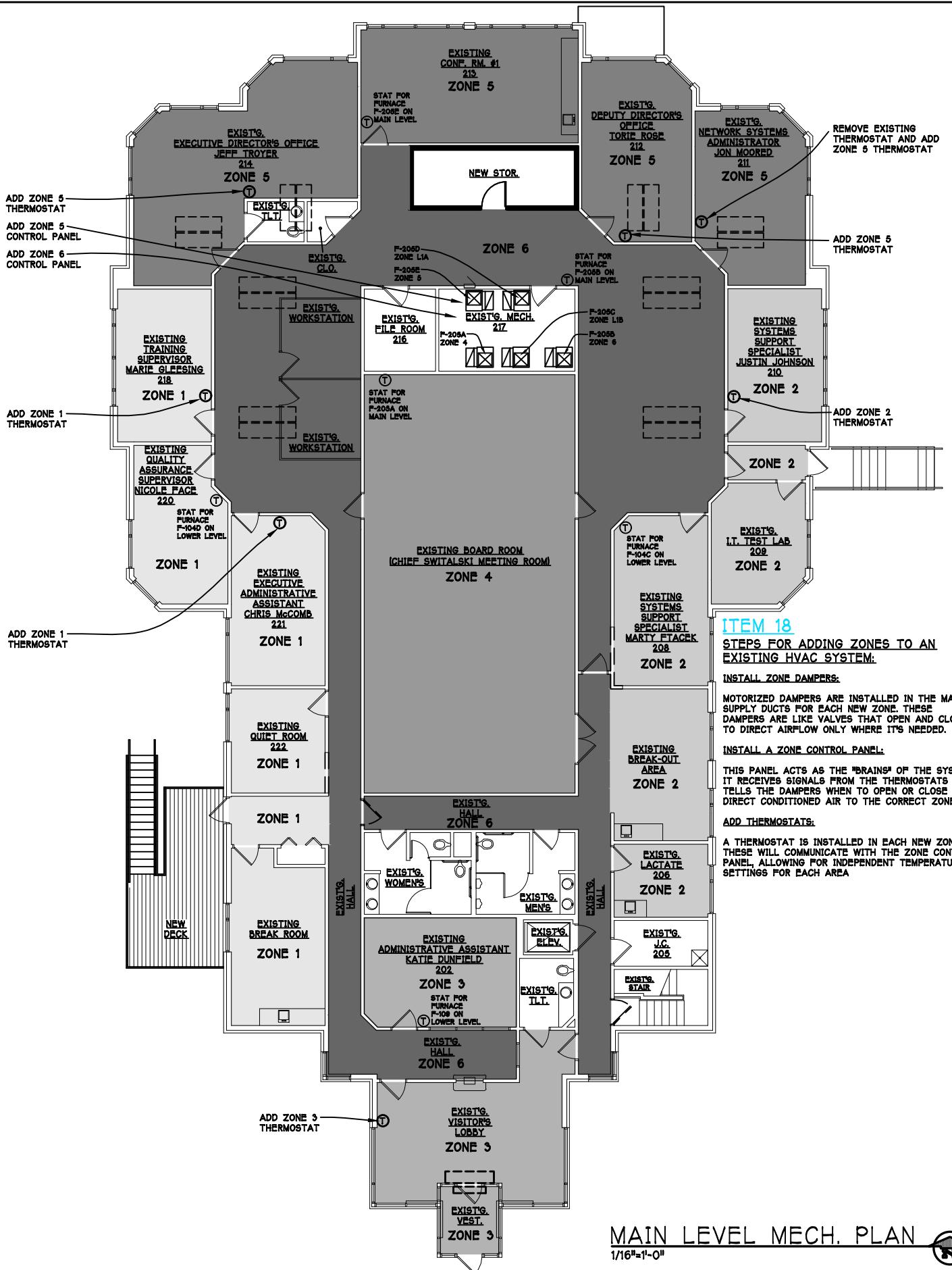
Recommendation:

Install zone dampers, zone control panels and add thermostats.

Refer to drawing sheets M101 and M102.

Cost Analysis:

01 General Conditions	\$ 800
23 HVAC (New zone dampers, control panels, thermostats)	\$ 6,000
26 Electrical	\$ 1,200
Market Raw Material Price Increases / Schematic Level Contingency	\$ 2,000
GC/CM Fees	\$ 1,000
Cost Analysis Forecast	\$11,000



MAIN LEVEL MECH. PLAN
1/16"=1'-0"

Sheet No.

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Needs Assessment and Cost Analysis

Item 19: Stair Handrails:

Issue:

Handrails are required on both sides of stairs by code. Currently handrails only exist on one side.

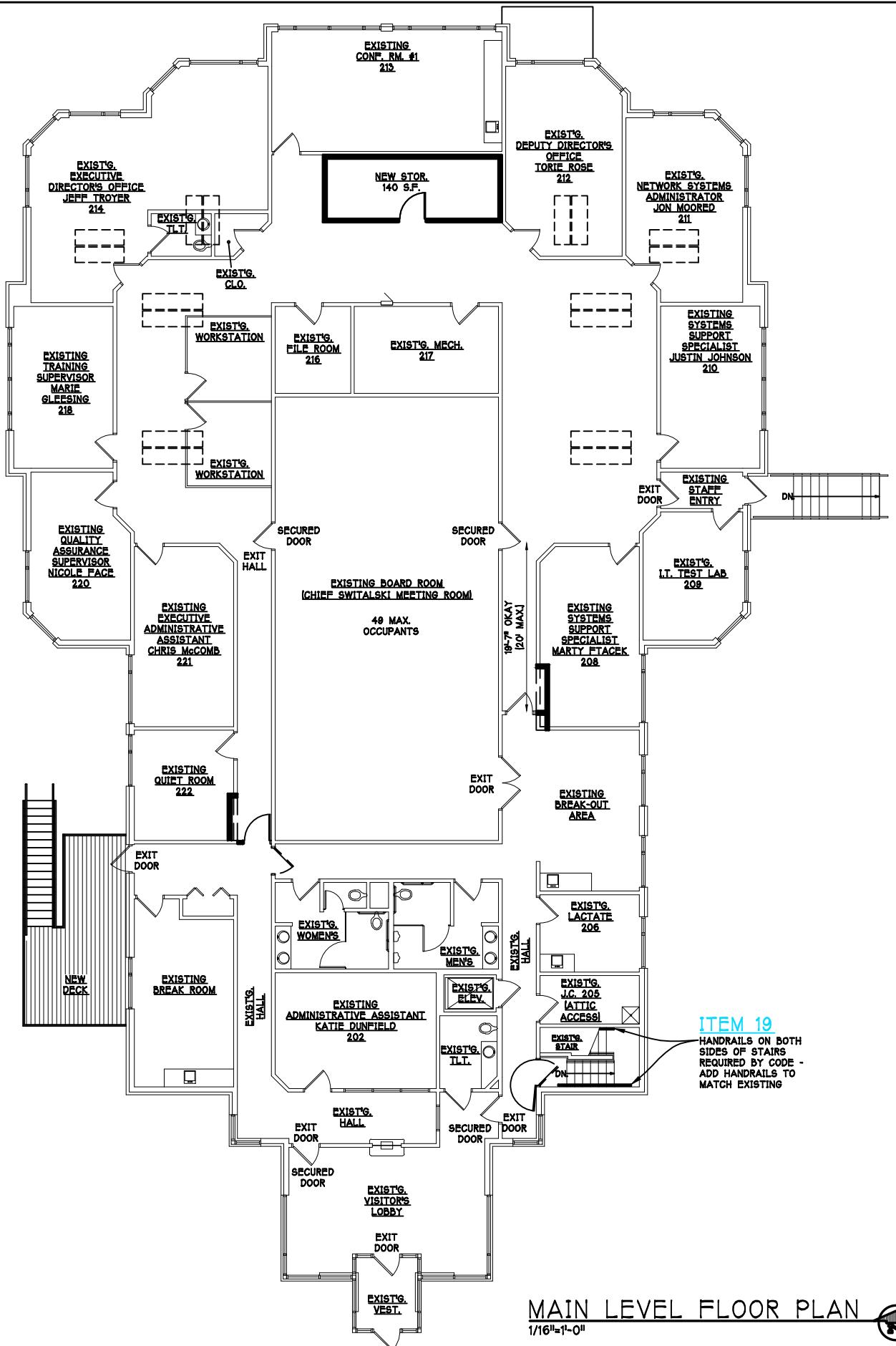
Recommendation:

It is recommended to add handrails to match the existing to bring the handrails up to code in the stairs.

Refer to drawing sheets A101 and A102.

Cost Analysis:

01 General Conditions	\$ 100
06 Wood	\$ 1,200
Market Raw Material Price Increases / Schematic Level Contingency	\$ 400
GC/CM Fees	\$ 170
Cost Analysis Forecast	\$ 1,870



MAIN LEVEL FLOOR PLAN

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Phase 1 Conceptual Schematic Drawings for:

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7040 Stadium Dr., Kalamazoo, MI 49009



ITEM 19 – BOTTOM STAIR RUN



ITEM 19 – TOP STAIR RUN



Needs Assessment and Cost Analysis

Item 20: New LED Lights - Lower Level Electrical:

Issue:

KCCDA desires replacement of non-LED lighting.

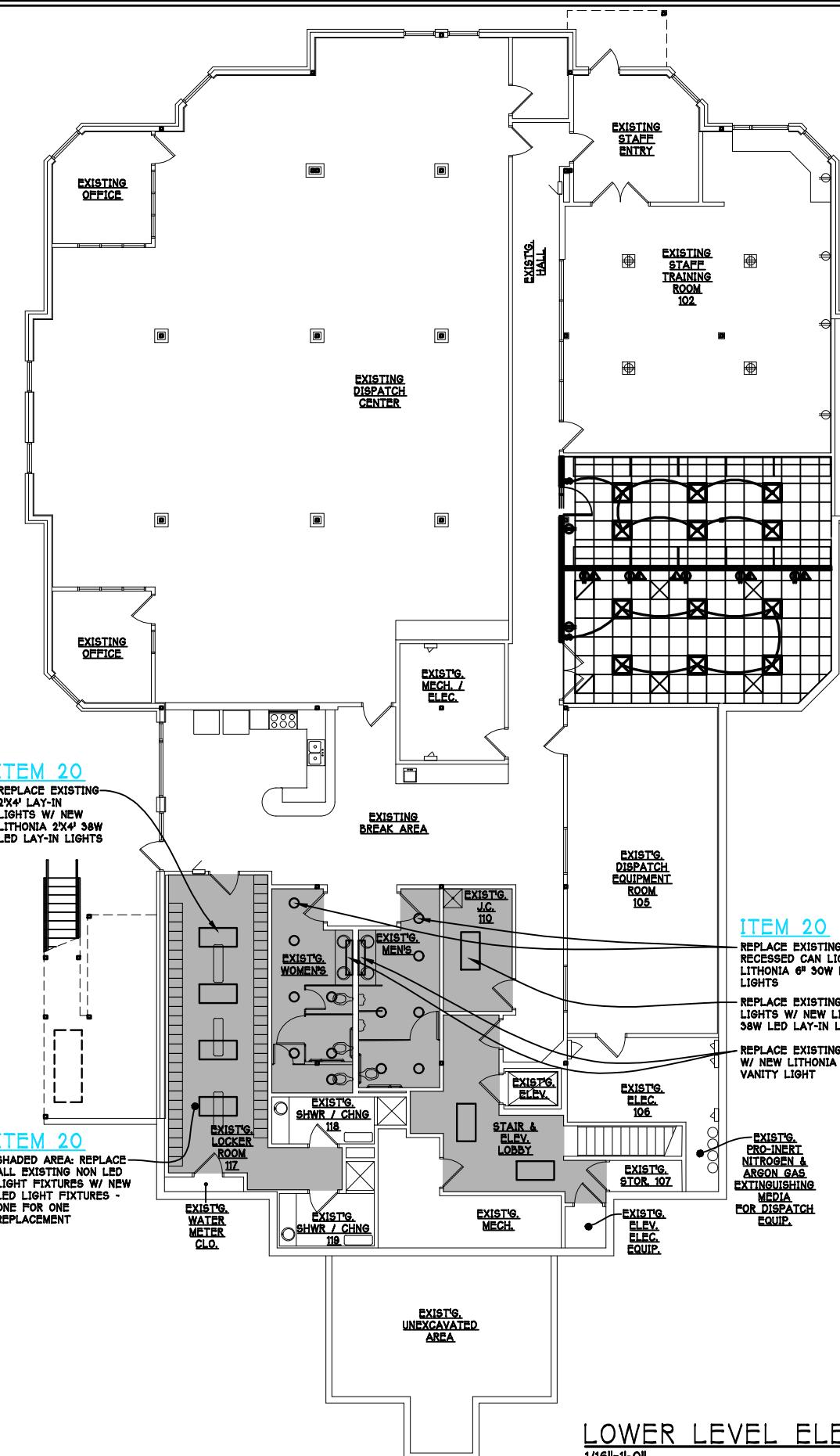
Recommendation:

Replace indicated existing non-LED lights with new LED lights.

Refer to drawing sheet E101.

Cost Analysis:

01 General Conditions	\$ 500
26 Electrical	\$ 4,000
Market Raw Material Price Increases / Schematic Level Contingency	\$ 1,100
<u>GC/CM Fees</u>	<u>\$ 560</u>
Cost Analysis Forecast	\$ 6,160



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ITEM 20

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Needs Assessment and Cost Analysis

Item 21: New LED Lights - Main Level Electrical:

Issue:

KCCDA desires replacement of non-LED lighting.

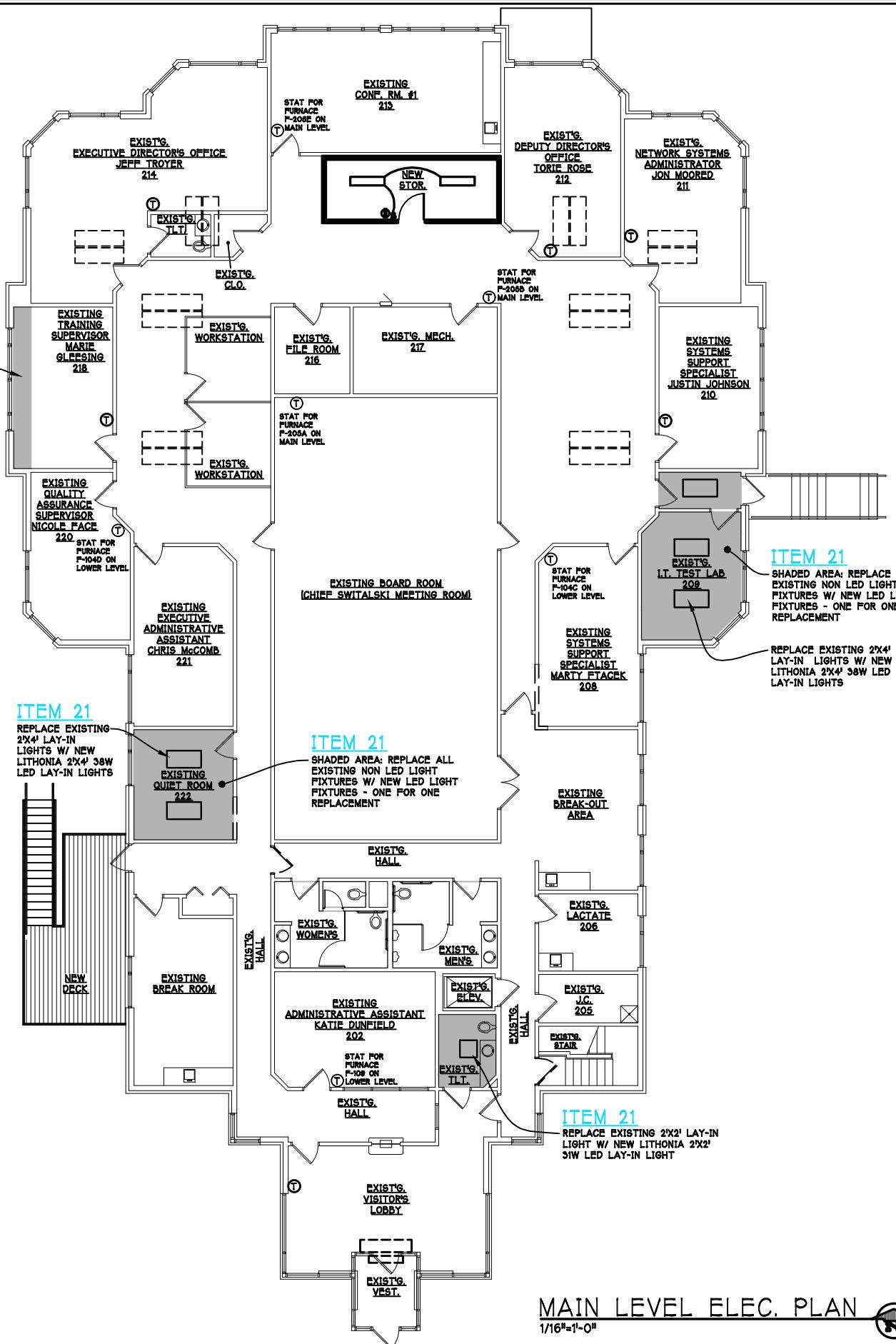
Recommendation:

Replace indicated existing non-LED lights with new LED lights.

Refer to drawing sheet E102.

Cost Analysis:

01 General Conditions	\$ 300
26 Electrical	\$ 2,200
Market Raw Material Price Increases / Schematic Level Contingency	\$ 600
<u>GC/CM Fees</u>	<u>\$ 310</u>
Cost Analysis Forecast	\$ 3,410



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ITEM 21	25-156				
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FEATURES & SPECIFICATIONS

INTENDED USE — The BLT Best-in-Value Low Profile LED luminaire features a popular center basket design that offers a clean, versatile style and volumetric distribution. High efficacy LED light engines deliver energy savings and low maintenance compared to traditional sources. An extensive selection of configurations and options make the BLT the perfect choice for many lighting applications including schools, offices and other commercial spaces, retail, hospitals and healthcare facilities. The low profile BLT design (2-3/8") also makes it an excellent choice for renovation projects.

CONSTRUCTION — Prior to fabrication, BLT components are coated with a proprietary paint blend and die-formed for dimensional consistency.

The BLT reflector is available in both smooth and ribbed finishes. Choose RB from the fixture style section below for a ribbed finish.

End plates contain easy-to-position integral T-bar clips for securely attaching the luminaire to the T-grid. For additional T-grid security, optional screw on T-bar clips are available.

Diffusers are extruded from impact modified acrylic for increased durability.

LED boards and drivers are accessible from the plenum.

OPTICS — Volumetric illumination is achieved by creating an optimal mix of light to walls, partitions and vertical and horizontal work surfaces — rendering the interior space, objects and occupants in a more balanced, complimentary luminous environment. A typically configured 2BLT2 features a **Unified Glare Rating (UGR)** starting at 18, UGR data available on page 8. High performance extruded acrylic diffusers conceal LEDs and efficiently deliver light in a volumetric distribution. Five diffuser choices available - curved and square designs with ribbed or a smooth frosted finish.

ELECTRICAL — Long-life LEDs, coupled with high-efficiency drivers, provide superior quantity and quality of illumination for extended service life. 80% LED lumen maintenance at 60,000 hours (L80/60,000). Color Variation within 3-step MacAdam ellipse (3SDCM).

Non-Configurable BLT: Generic 0-10 volt dimming driver. Dims to 10%

Configurable BLT: available in High Efficiency (HE) versions for applications where a lower wattage (over the standard product) is required. The High Efficiency versions deliver >130 LPW and can be specified via the Lumen Package designations in the Ordering Information below.

eldoLED driver options deliver choice of dimming range, and choices for control, while assuring flicker-free, low-current inrush, 89% efficiency and low EMI.

Optional integrated nLight® controls make each luminaire addressable - allowing them to digitally communicate with other nLight enabled controls such as dimmers, switches, occupancy sensors and photocontrols. Connection to nLight is simple. It can be accomplished with integrated nLight AIR wireless rF0 and rF57 sensors, or through standard Cat-5 cabling. nLight offers unique plug-and-play convenience as devices and luminaires automatically discover each other and self-commission. nLight AIR is commissioned easily through an intuitive model app.

Lumen Management: Unique lumen management system (option N80) provides on board intelligence that actively manages the LED light source so that constant lumen output is maintained over the system life, preventing the energy waste created by the traditional practice of over-lighting.

Step-level dimming option allows system to be switched to 50% power for compliance with common energy codes while maintaining fixture appearance.

SENSOR — **Integrated sensor (individual control):** Sensor Switch MSD7ADCX ((Passive infrared (PIR)) or MSDPDT7ADCX ((PIR/Microphonics Dual Tech (PDT)) integrated occupancy sensor/automatic dimming photocell allows the luminaire to power off when the space is unoccupied or enough ambient light is entering the space. See page 4 for more details on the integrated sensor.

Integrated Sensor (nLight Wired Networking): This sensor is nLight-enabled, meaning it has the ability to communicate over an nLight network. When wired, using CAT-5 cabling, with other nLight-enabled sensors, power packs, or WallPods, an nLight control zone is created. Once linked to a Gateway, directly or via a Bridge, the zone becomes capable of remote status monitoring and control via SensorView software. See page 4 for the nLight sensor options.

Integrated Smart Sensor (nLight Air Wireless Platform): The RES7 sensor is nLight AIR enabled, meaning it has the ability to communicate over the wireless nLight control platform. It is available with an automatic dimming photocell, and either a digital PIR or a microphonics (PDT) dual technology occupancy sensor. It pairs to other luminaires and wall switches through our mobile app, CLAIRITY+, which allows for simple sensor adjustment. See page 4 for more details on the Integrated Smart Sensor.

Integrated Wireless Sensor (single room control): Sensor Switch VERTEX JOT or JOTVTX15 luminaire-embedded occupancy and ambient light sensor allows the luminaire to power off when the space is unoccupied or when enough ambient light is entering the space. See page X for more details on the integrated wireless sensor.

INSTALLATION — The BLT's low profile design of only 2-3/8" provides increased installation flexibility especially in restrictive plenum applications. Designed for use in NEMA standard Type G (1" & 15/16"), NFG (9/16"), and SS (9/16") grid ceilings. Consult factory about other ceiling types.

For recessed mounting in hard ceiling applications, Drywall Grid Adapters (DGA) are available as an accessory. See Accessories section. Suitable for damp location.

LISTINGS — CSA Certified to meet U.S. and Canadian standards. IC rated. Tested in accordance with ISO 14644-1; suitable for ISO Class 5-9 positive and negative pressure clean rooms.

DesignLights Consortium® (DLC) Premium qualified product and DLC qualified product. Not all versions of this product may be DLC Premium qualified or DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

BUY AMERICAN ACT — Product with the BAA option is assembled in the USA and meets the Buy America(n) government procurement requirements under FAR, DFARS and DOT regulations. Please refer to www.acuitybrands.com/buy-american for additional information.

WARRANTY — 5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

NOTE: Actual performance may differ as a result of end-user environment and application.

All values are design or typical values, measured under laboratory conditions at 25 °C.

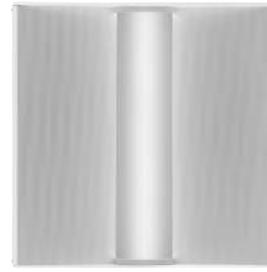
Specifications subject to change without notice.

Catalog Number	
Notes	ITEMS 20 & 21 - NEW LED LIGHTS
Type	



ADP Diffuser Option

2' x 2'
LED



Ribbed Reflector Option



eldoLED BAA

Specifications

Length: 23-3/4 (60.3)

Width: 23-3/4 (60.3)

Depth: 2-3/8 (6.0)

Depth with Air supply/return: 2-3/4 (6.9)

All dimensions are inches (centimeters) unless otherwise specified.



Static



Air Supply/Return

Embed nLight controls today. Prepare for tomorrow.

Now

User-friendly install

Enhanced energy savings

Code compliance

Tomorrow

Scalability

Space configuration

Future-ready

A+ Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and out-of-the-box control compatibility with simple commissioning when used with Acuity Brands controls products.

All configurations of this luminaire are calibrated and tested to meet the Acuity Brands' specifications for chromatic consistency — including color rendering, color fidelity, and color temperature tolerance around standard CIE chromaticity coordinates.

To learn more about Acuity A+ standards, specifications, and testing visit www.acuitybrands.com/aplus.

 design select

Items marked by a shaded background qualify for the Design Select program and ship in 15 days or less. To learn more about Design Select, visit www.acuitybrands.com/designselect.

*See ordering tree for details

FEATURES & SPECIFICATIONS

INTENDED USE — The BLT Best-in-Value Low Profile luminaire features a popular center basket design that offers a clean, versatile style and volumetric distribution. High efficacy LED light engines deliver energy savings and low maintenance compared to traditional sources. An extensive selection of configurations and options make the BLT the perfect choice for many lighting applications including schools, offices and other commercial spaces, retail, hospitals and healthcare facilities. The low profile BLT design (2-3/8") also makes it an excellent choice for renovation projects.

CONSTRUCTION — Prior to fabrication, BLT components are coated with a proprietary paint blend and die-formed for dimensional consistency.

The BLT reflector is available in both smooth and ribbed finishes. Choose RB from the fixture style section below for a ribbed finish.

End plates contain easy-to-position integral T-bar clips for securely attaching the luminaire to the T-grid. For additional T-grid security, optional screw on T-bar clips are available.

Diffusers are extruded from impact modified acrylic for increased durability.

LED boards and drivers are accessible from the plenum.

OPTICS — Volumetric illumination is achieved by creating an optimal mix of light to walls, partitions and vertical and horizontal work surfaces — rendering the interior space, objects and occupants in a more balanced, complimentary luminous environment. A typically configured 2BLT4 features a **Unified Glare Rating (UGR)** starting at 17, UGR data available on [page 8](#). High performance extruded acrylic diffusers conceal LEDs and efficiently deliver light in a volumetric distribution. Five diffuser choices available - curved and square designs with ribbed or a smooth frosted finish.

ELECTRICAL — Long-life LEDs, coupled with high-efficiency drivers, provide superior quantity and quality of illumination for extended service life. 80% LED lumen maintenance at 60,000 hours (L80/60,000). Color Variation within 3-step MacAdam ellipse (3SDCM).

Non-Configurable BLT: Generic 0-10 volt dimming driver. Dims to 10%

Configurable BLT: available in High Efficiency (HE) versions for applications where a lower wattage (over the standard product) is required. The High Efficiency versions deliver >130 LPW and can be specified via the Lumen Package designations in the Ordering Information below.

eldoLED driver options deliver choice of dimming range, and choices for control, while assuring flicker-free, low-current inrush, 89% efficiency and low EMI.

Optional integrated nLight® controls make each luminaire addressable - allowing it to digitally communicate with other nLight enabled controls such as dimmers, switches, occupancy sensors and photocontrols. Connection to nLight is simple. It can be accomplished with integrated nLight AIR wireless RIO, RES7 sensors, or through standard Cat-5 cabling. nLight offers unique plug-and-play convenience as devices and luminaires automatically discover each other and self-commission. nLight AIR is commissioned easily through an intuitive mobile app.

Lumen Management: Unique lumen management system (option N80) provides on board intelligence that actively manages the LED light source so that constant lumen output is maintained over the system life, preventing the energy waste created by the traditional practice of over-lighting.

Step-level dimming option allows system to be switched to 50% power for compliance with common energy codes while maintaining fixture appearance.

CONTROLS — Standalone Embedded Controls — BLT is available with (wired or wireless) standalone embedded controls by SensorSwitch. A wired SensorSwitch or wireless SensorSwitch AIR (sensor and/or control device) can be embedded within this luminaire.

Networked Embedded Controls — BLT is available with (wired or wireless) networked embedded controls by nLight®, addressing requirements of Luminaire Level Lighting Controls (LLLC). A wired nLight or wireless nLight AIR (sensor and/or control device) can be embedded within this luminaire.

INSTALLATION — The BLT's low profile design of only 2-3/8" provides increased installation flexibility especially in restrictive plenum applications. Designed for use in NEMA standard Type G (1" & 15/16"), NFG (9/16"), and SS (9/16") grid ceilings. Consult factory about other ceiling types.

For recessed mounting in hard ceiling applications, Drywall Grid Adapters (DGA) are available as an accessory. See Accessories section. Suitable for damp location.

LISTINGS — CSA Certified to meet U.S. and Canadian standards. IC rated. Tested in accordance with ISO 14644-1; suitable for use in ISO 5-9 positive and negative pressure clean rooms.

Design Networks Consortium® (DLC) Premium qualified product and DLC qualified product. Not all versions of this product may be DLC Premium qualified or DLC qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.

GOVERNMENT PROCUREMENT — BAA — Product with the BAA option qualifies as a domestic end product under the Buy American Act as implemented in the FAR and DFARS. Product with the BAA option also qualifies as manufactured in the United States under DOT Buy America regulations.

BABA — Build America Buy America: Product with the BAA option also qualifies as produced in the United States under the definitions of the Build America, Buy America Act.

Please refer to www.acuitybrands.com/buy-american for additional information.

WARRANTY — 5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed. Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

NOTE: Actual performance may differ as a result of end-user environment and application.

All values are design or typical values, measured under laboratory conditions at 25 °C.

Specifications subject to change without notice.

Catalog
Number

Notes

ITEMS 20 & 21 - NEW LED LIGHTS

Type

BLT Series LED

2BLT4



ADP Diffuser Option

2' x 4'
LED



Ribbed Reflector Option



SensorSwitch



eldoLED

BAA

BABA

Specifications

Length: 47-3/4 (121.2)

Width: 23-3/4 (60.3)

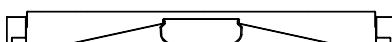
Depth: 2-3/8 (6.0)

Depth with Air supply/return: 2-3/4 (6.9)

All dimensions are inches (centimeters)
unless otherwise specified.



Static



Air Supply/Return

Embed nLight controls today. Prepare for tomorrow.

Now

User-friendly install

Enhanced energy savings

Code compliance

Tomorrow

Scalability

Space configuration

Future-ready

S4+ Capable Luminaire

This item is an A+ capable luminaire, which has been designed and tested to provide consistent color appearance and out-of-the-box control compatibility with simple commissioning when used with Acuity Brands controls products.

All configurations of this luminaire are calibrated and tested to meet the Acuity Brands' specifications for chromatic consistency — including color rendering, color fidelity, and color temperature tolerance around standard CIE chromaticity coordinates.

To learn more about Acuity A+ standards, specifications, and testing
visit www.acuitybrands.com/aplus.

 design select

Items marked by a shaded background qualify for the Design Select program and ship in 15 days or less. To learn more about Design Select, visit www.acuitybrands.com/designselect.

*See ordering tree for details

FEATURES & SPECIFICATIONS

INTENDED USE — Typical applications include corridors, lobbies, conference rooms and private offices.

CONSTRUCTION — Galvanized steel mounting/plaster frame; galvanized steel junction box with bottom-hinged access covers and spring latches. Reflectors are retained by torsion springs. Vertically adjustable mounting brackets with commercial bar hangers provide 3-3/4" total adjustment. Two combination 1/2"-3/4" and four 1/2" knockouts for straight-through conduit runs. Capacity: 8 (4 in, 4 out). No. 12 AWG conductors, rated for 90°C. Accommodates 12"-24" joist spacing.

Passive cooling thermal management for 25°C standard. Light engine and drivers are accessible from above or below ceiling.

Ceiling thickness range 1/2" to 1-1/2".

OPTICS — 55° cutoff to source and source image.

80CRI standard (90CRI optional)

LEDs are binned to a 3-step MacAdam Ellipse

Controls (Optional) —

• Luminaires can be equipped with interface for nLight wired, allowing it to communicate over an nLight network. Couple with nLight-enabled sensors, power packs, or WallPods using CAT-5 cabling to create an nLight Control Zone. Link Control Zone to a Gateway directly or via a Bridge for remote status monitoring and control using SensorView software.

• Luminaires can be equipped with interface for nLight Air, allowing it to communicate over the wireless nLight control platform. Can be paired to other luminaires and wall switches through CLAIRITY+, a mobile app, which allows individual fixture control.

UGR — UGR is zero for fixtures aimed at nadir with a cut-off equal to or less than 60deg per CIE 117-1996 Discomfort Galre in Interior Lighting. [UGR FAQs](#)

ELECTRICAL — Adjustable lumen output with four module options.

MVOLT 120/277V 50/60Hz driver (0-10V & 120V Phase Dimming to 10% or 1% min dimming level). DALI driver dimming to 1% also available

FCC CFR Title 47 Part 15 Class A for 277V. FCC CFR Title 47 Part 15 Class B for 120V.

LUMEN MAINTENANCE —

L80 @ 60,000 hours

LISTINGS — Certified to US and Canadian safety standards. Title 24 compliant (90CRI, up to 1000lm) Wet location, requires covered ceiling. Wallwash suitable for damp locations only.

WARRANTY — 5-year limited warranty. This is the only warranty provided and no other statements in this specification sheet create any warranty of any kind. All other express and implied warranties are disclaimed.

Complete warranty terms located at: www.acuitybrands.com/support/warranty/terms-and-conditions

Note: Actual performance may differ as a result of end-user environment and application.

All values are design or typical values, measured under laboratory conditions at 25 °C.

Specifications subject to change without notice.

PERFORMANCE DATA

LDN6 AR LS	Wattage	80CRI							
		30K/80CRI		35K/80CRI		40K/80CRI		50K/80CRI	
Lumen Output	Delivered Lumens	LPW							
AL01 (500LM)	6	605	100	615	101	623	102	630	102
AL01 (750LM)	9	909	101	925	102	936	103	948	104
AL01 (1000LM)	13	1268	98	1290	99	1306	100	1322	100
AL02 (1000LM)	12	1360	112	1383	113	1400	113	1418	114
AL02 (1500LM)	19	2004	108	2038	109	2063	110	2089	110
AL02 (2000LM)	25	2547	103	2590	104	2622	104	2655	105
AL03 (2000LM)	25	2655	106	2700	107	2733	108	2768	108
AL03 (2500LM)	32	3214	101	3269	102	3309	103	3351	103
AL03 (3000LM)	38	3670	96	3732	97	3778	98	3825	98
AL04 (4000LM)	39	4035	104	4117	107	4199	109	4241	110
AL04 (4500LM)	44	4453	101	4544	103	4635	105	4680	107
AL04 (5000LM)	49	5345	108	5454	111	5563	113	5617	114

Notes

Tested in accordance with IESNA LM-79-08

Tested to current IES and NEMA standards under stabilized laboratory conditions

CRI: 80 typical.



CERTIFIED IN
TITLE
20
battery pack

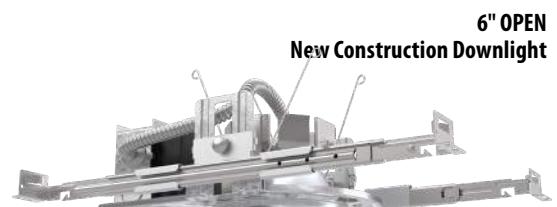
Catalog
Number

Notes

ITEMS 20 & 21 - NEW LED LIGHTS

Type

LDN6 SWITCHABLE

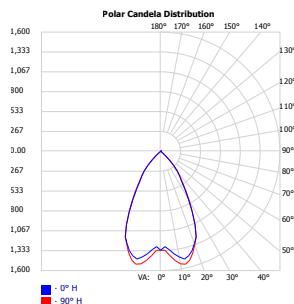


Open Trim

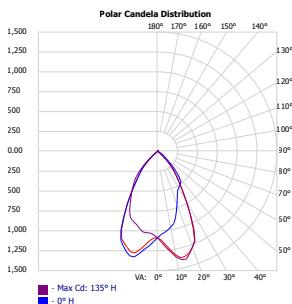


Wallwash Trim

DISTRIBUTIONS



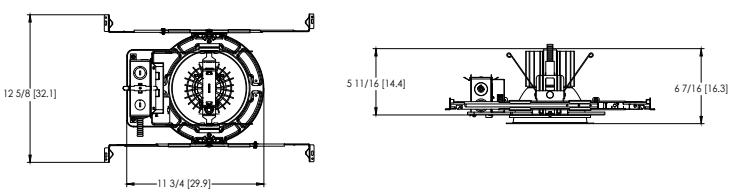
Open



Wallwash

DIMENSIONS

LDN6 500-3000 Lumens



Aperture: Ø 6-1/4" [15.9]
Ceiling Cutout: Ø 7-1/8" [18.1] Self-flanged
Overlap Trim: Ø 7-1/2" [19.1]



Catalog Number	
Notes	ITEMS 20 & 21 - NEW LED LIGHTS
Type	

Contractor Select™

FMVCSLS Vanity LED

Contemporary Switchable Square
Vanity

Provides an LED lighting platform to deliver general or task lighting for residential and light commercial applications. Light engine delivers long life and excellent color to ensure a quality, low-maintenance light installation. Ideal for use in bathrooms, lavatories, hallways, corridors, stairways, utility areas and more.

FEATURES:

- Available in 24" and 48"
- 24in produces 1550 lumens, standard input = 27 watts.
- 48in produces 2960 lumens, standard input = 36 watts.
- Fixture is rated to deliver L70 performance at 50,000 hours and operates at 120-277 volts.



ADA



Catalog Number	UPC	Description	Lumens	Input Watts	Voltage	Color Temperature	Pallet qty.
FMVCSLS 24IN MVOLT 30K35K40K 90CRI BN M6	191848792117	2' LED Vanity	1550	27W	MVOLT	3000K, 3500K, 4000K	108
FMVCSLS 48IN MVOLT 30K35K40K 90CRI BN M4	191848792179	4' LED Vanity	2960	36W	MVOLT	3000K, 3500K, 4000K	48

Needs Assessment and Cost Analysis

Item 22: Existing Door Code Compliance Issues:

Issue:

Item 22.1: Main Level Door 203 is not code compliant. The secured door creates a dead-end situation and is not ADA compliant as constructed in the hallway.

Item 22.2: Main Level Door 205 is not code compliant. The secured door is not ADA compliant as constructed in the hallway.

Item 22.3: Lower Level door 107 includes a secured access card reader. The situation has created a non-code compliant dead-end corridor.

Recommendation:

Item 22.1: It is recommended to remove existing secured door 203 and to construct new walls and door in the adjacent hallway to keep the north portion of the building secured. The new setup allows free egress to the west and south.

Item 22.2: It is recommended to demo portion of the existing hallway and to construct new walls to create ADA clearances required at doors.

Item 22.3: It is recommended to remove the card access reader and electric strike hardware from lower level stair and elevator lobby door and to install free egress hardware.

Refer to drawing sheets A101 and A102.

Cost Analysis Item 22.1:

01 General Conditions	\$ 600
02 Demolition	\$ 1,800
08 Door and Hardware	\$ 2,300
09 Finishes	\$ 1,500

Market Raw Material Price Increases / Schematic Level Contingency	\$ 1,500
GC/CM Fees	\$ 770

Cost Analysis Forecast	\$ 8,470
-------------------------------	-----------------

Cost Analysis Item 22.2:

01 General Conditions	\$ 400
02 Demolition	\$ 1,800
09 Finishes	\$ 2,000

Market Raw Material Price Increases / Schematic Level Contingency	\$ 1,100
GC/CM Fees	\$ 530

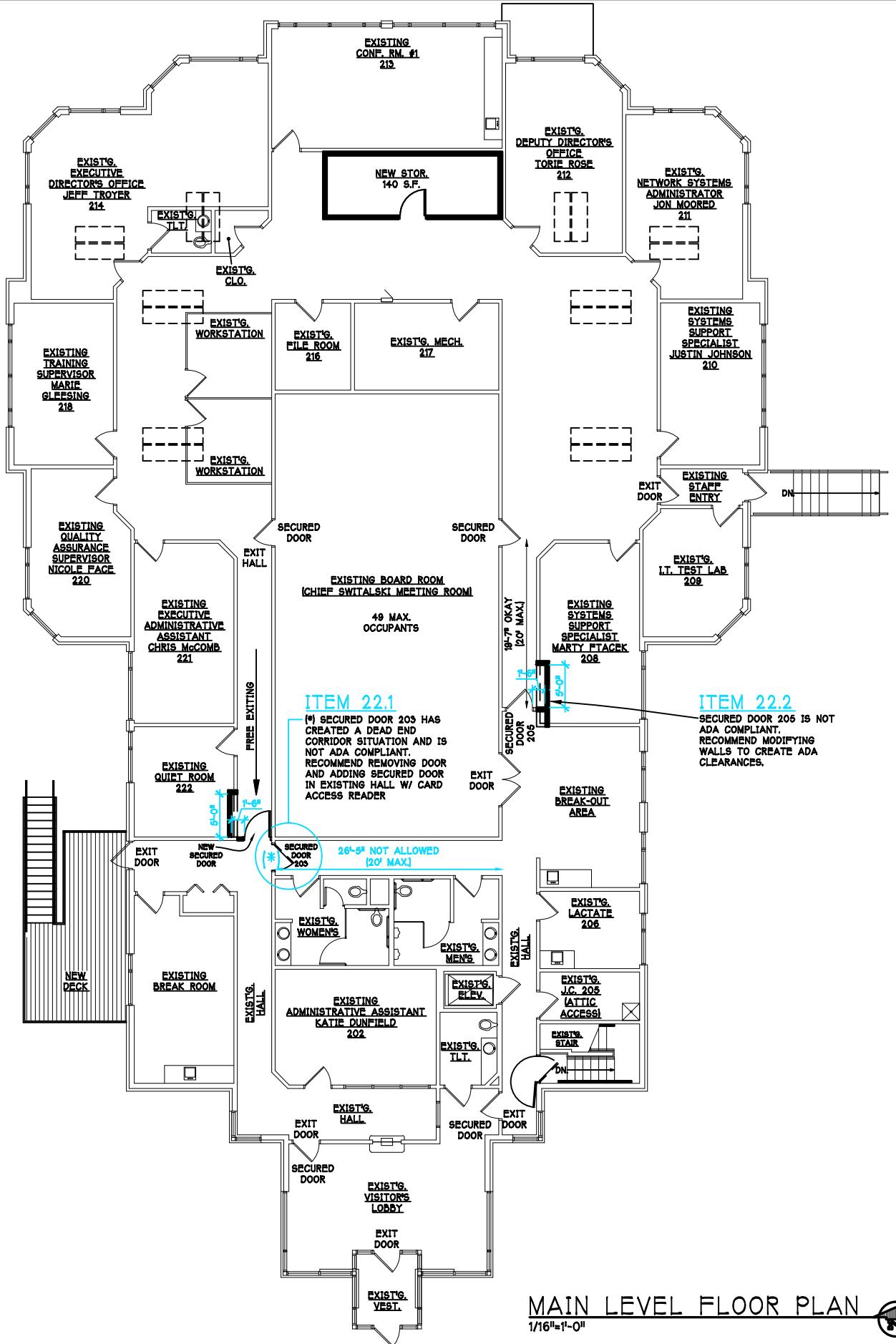
Cost Analysis Forecast	\$ 5,830
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Cost Analysis Item 22.3:

01 General Conditions	\$ 100
02 Demolition	\$ 100
08 Door Hardware	\$ 500
09 Finishes	\$ 200

Market Raw Material Price Increases / Schematic Level Contingency	\$ 200
GC/CM Fees	\$ 110

Cost Analysis Forecast	\$ 1,210
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MAIN LEVEL FLOOR PLAN

$$1/16" = 1' - 0"$$

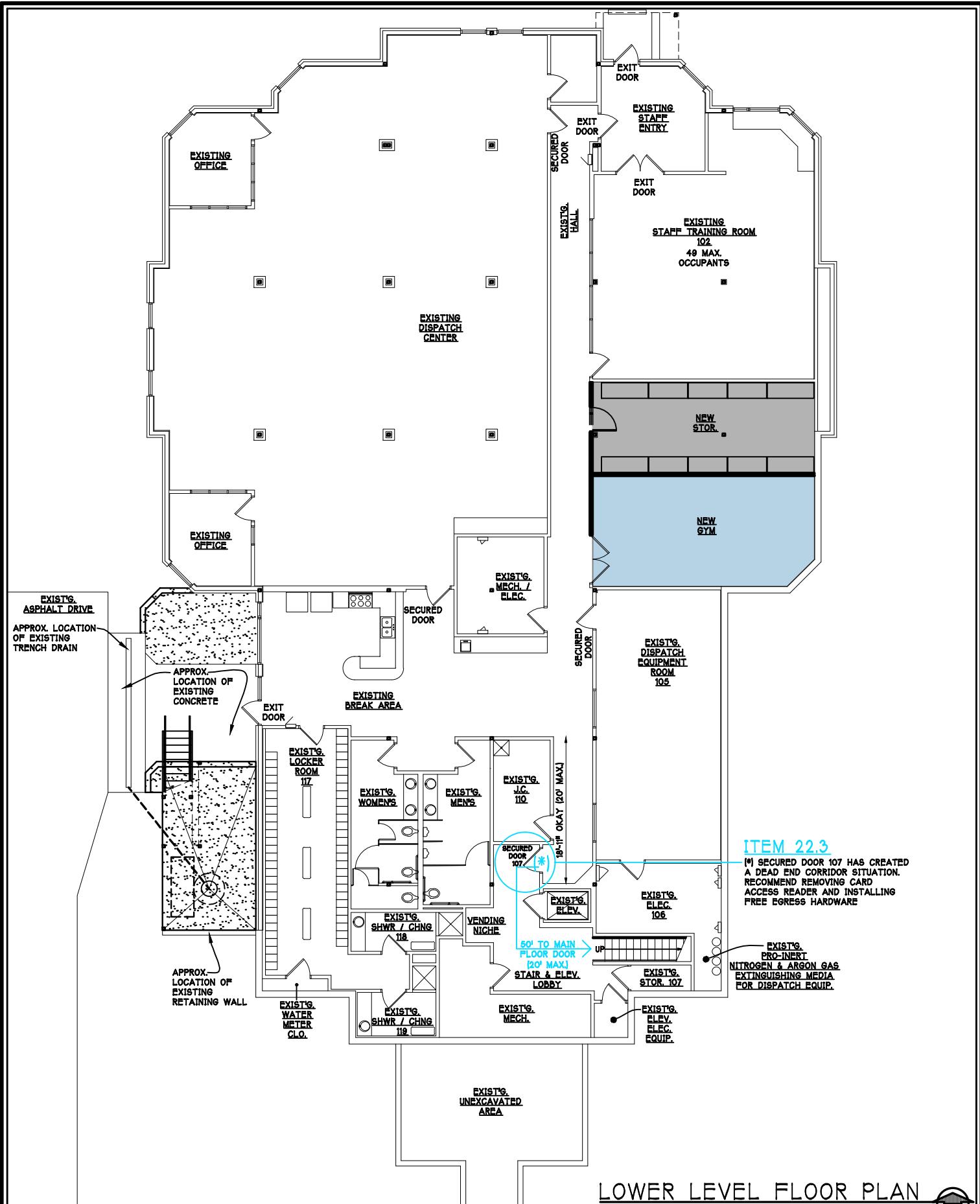
Sheet No.	Schley Nelson Architects Project No.	Rev. Date: Rev. Date:
ITEM 22	25-156	Rev. Date: Rev. Date:
	Copyright © 2025	Rev. Date: Issue Date: Dec. 09, 2025
	Schley Nelson Architects, Inc.	

Phase 1 Conceptual Schematic Drawings for:

KCCDA

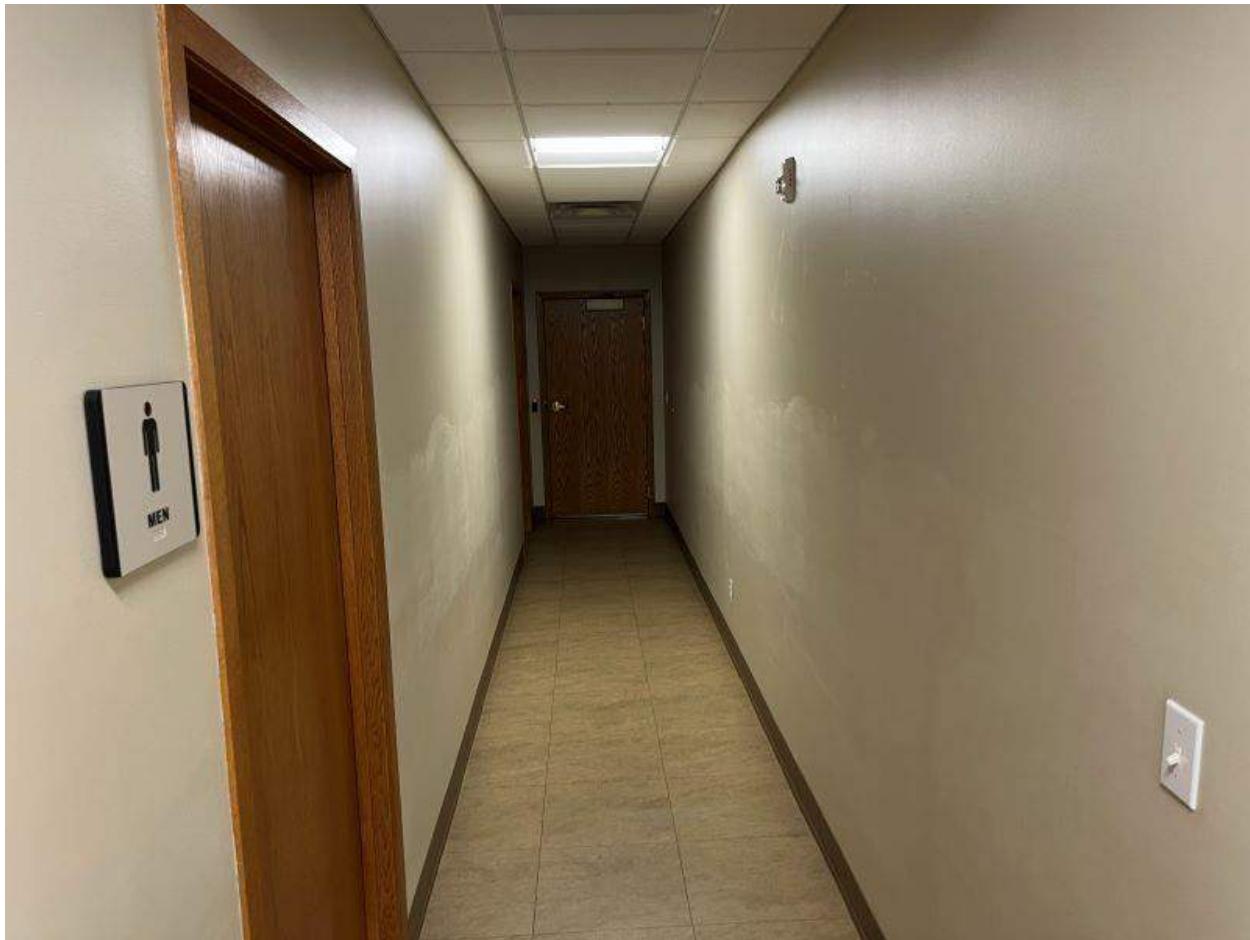
7040 Stadium Dr., Kalamazoo, MI 49009





Sheet No.	Schley Nelson Architects Project No.	Rev. Date: Rev. Date: Rev. Date: Rev. Date: Rev. Date:	Phase 1 Conceptual Schematic Drawings for: KCCDA	Schley Nelson Architects 4200 S. 9th Street, PO Box 239 Dahlberg, MI 49077 (269) 375-8360
ITEM 22	25-156	Copyright © 2005 Schley Nelson Architects, Inc.	Rev. Date: Rev. Date: Rev. Date: Rev. Date: Issue Date: Dec. 09, 2005	KCCDA Board Mtg Packet - Page #11A

ITEM 22.1 – DEAD END DUE TO SECURED DOOR
NOT ADA COMPLIANT DUE TO PULL SIDE CLEARANCE ISSUES



ITEM 22.2 – NOT ADA COMPLIANT DUE TO PULL SIDE CLEARANCE ISSUES



ITEM 22.3 – DEAD END DUE TO SECURED DOOR



Needs Assessment and Cost Analysis

Item 23: Roof Leaks – Office 214 & Office 221:

Issue:

Roof leaks in Offices 214 and 221. It is believed that the existing venting of the attic space is not sufficient to move warm air out of the attic during cold weather causing ice dams.

Recommendation:

Item 23.1: It is recommended to remove the existing asphalt shingles in the hatched area indicated on the floor and roof plan and to install ice and water shield in that entire area. Install new asphalt shingles to match existing in the area.

Item 23.2: It is recommended to remove the existing non-vented metal soffit panels and to install new vented soffit panels.

Item 23.3: It is recommended to add 28 static roof vents high on the roof each with 150 square inches of free venting area.

Refer to drawing sheets A102 and A901.

Cost Analysis Item 23.1:

01 General Conditions	\$ 1,400
02 Demolition	\$ 3,400
07 Thermal and Moisture Protection	\$ 9,000
Market Raw Material Price Increases / Schematic Level Contingency	\$ 3,400
<u>GC/CM Fees</u>	<u>\$ 1,720</u>

Cost Analysis Forecast **\$18,920**

Cost Analysis Item 23.2:

01 General Conditions	\$ 1,300
02 Demolition	\$ 3,400
07 Thermal and Moisture Protection	\$ 8,100
Market Raw Material Price Increases / Schematic Level Contingency	\$ 3,200
<u>GC/CM Fees</u>	<u>\$ 1,600</u>

Cost Analysis Forecast **\$17,600**

Cost Analysis Item 23.3:

01 General Conditions	\$ 1,300
07 Thermal and Moisture Protection	\$11,200
Market Raw Material Price Increases / Schematic Level Contingency	\$ 3,100
<u>GC/CM Fees</u>	<u>\$ 1,560</u>

Cost Analysis Forecast **\$17,160**

ITEM 23.1

ROOF LEAK:

REMOVE THE EXISTING ASPHALT SHINGLES IN HATCHED AREA AND INSTALL ICE AND WATER SHIELD ENTIRE AREA - INSTALL NEW SHINGLES TO MATCH EXISTING

ITEM 23.2

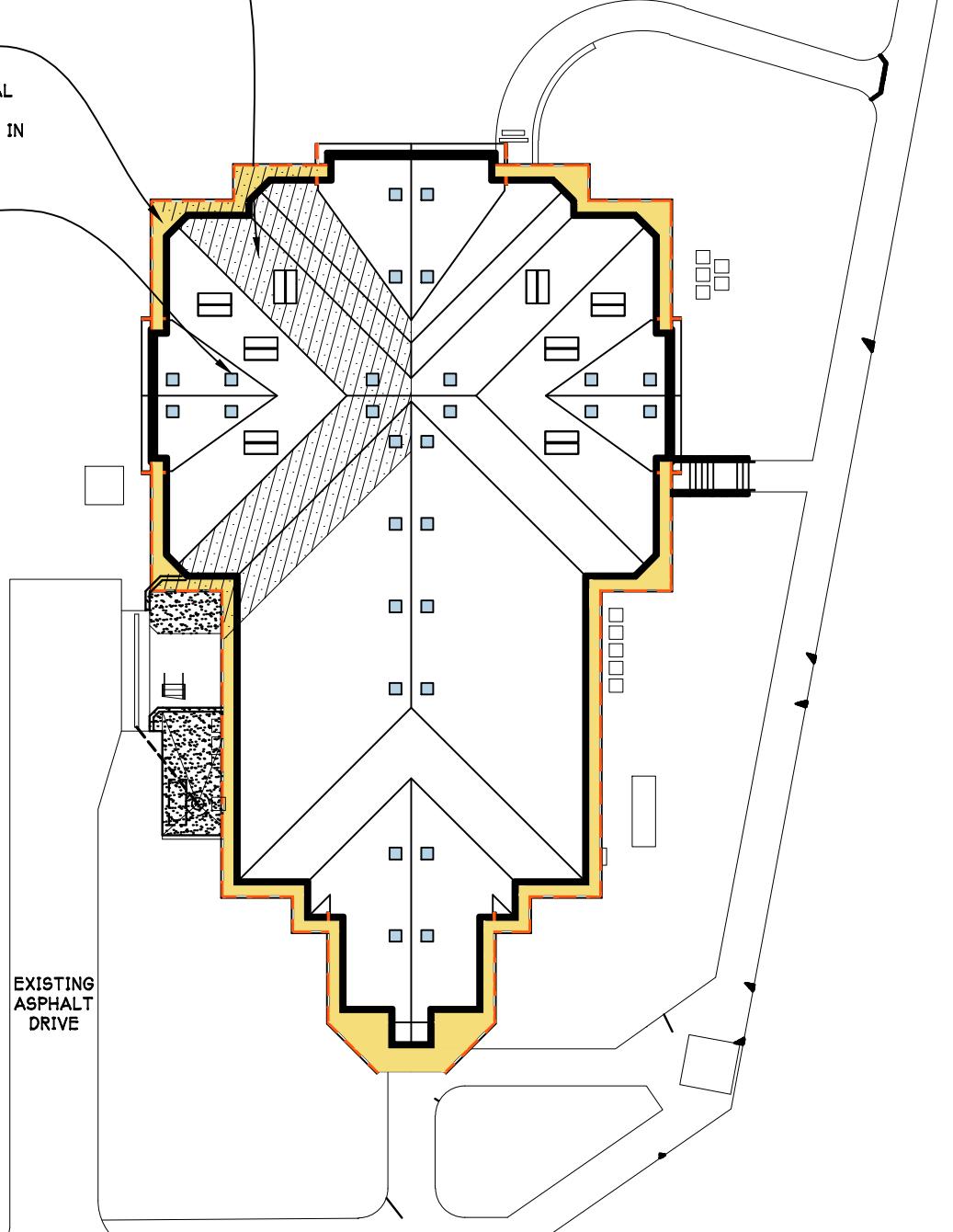
ROOF VENTILATION:

REMOVE THE EXISTING METAL SOFFIT AND INSTALL NEW PERFORATED METAL SOFFIT IN SHADED AREA

ITEM 23.3

ROOF VENTILATION:

ADD 28 STATIC ROOF VENTS W/ 150 SQUARE INCHES OF VENTING

**SITE PLAN**

1"=30'-0"

Sheet No.

Schley Nelson Architects
Project No.Rev. Date:
Rev. Date:

Phase 1 Conceptual Schematic Drawings for:

KCCDA

ITEM 23

25-156

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Rev. Date:

Issue Date: Dec. 09, 2005





ITEM 23 - ROOF VENTILATION

PLASTIC STATIC VENTS



SLP150 Slant Back Plastic
24" x 24" flashing
NFA: 150 sq. in./pc.
13" square opening



RVP61 Square Plastic
17" x 18" flashing
NFA: 61 sq. in./pc.
9" square opening



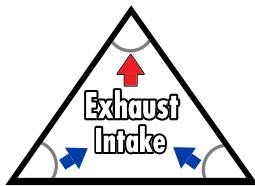
SLP61 Slant Back Plastic
16.5" x 19.5" flashing
NFA: 61 sq. in./pc.
9" square opening
CSA approved



SQP Square Plastic
17" x 18" flashing
NFA: 61 sq. in./pc.
Rain diverter throat
9" square opening



B-144 Round Plastic Dome
24" x 24" flashing
NFA: 144 sq. in./pc.
14" round opening
(only available in gray)



THE BALANCED SYSTEM®

Research has shown that the best way to ventilate an attic is with a system that provides continuous airflow along the entire underside of the roof sheathing. Achieving this desired airflow requires a balanced system of intake ventilation low at the roof's edge or in the soffit/eaves and exhaust ventilation at the ridge. Air Vent offers a variety of high performance intake vents.



4117 Pinnacle Point Dr., Suite 400 Dallas, TX 75211

Customer Service: 800-AIR-VENT (247-8368) • Fax: 1-800-635-7006

www.airvent.com • ventilation@gibraltar1.com

KCCDA Board Mtg Packet - Page #194

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AV1045-1/15





ITEM 23 - ROOF VENTILATION



ETAL STATI E TS

Aluminum Vents



SLA Slant Aluminum

- Weather tight 1-piece base & throat for added strength
- Large flange for easy installation
- NFA: 50 sq. in./pc.
- 8" round opening
- Optional filter available

MIAMI DADE COUNTY
APPROVED

Aluminum & Galvanized Vents



RVA 51 / RVG 51

Square Vent

- Aluminum or galvanized
- Rust-free integral screen
- NFA: 50 sq. in./pc.
- 8" round opening



RVA 40 / RVG 40

Slant Back

- Aluminum or galvanized
- Low profile, compact vent
- NFA: 40 sq. in./pc.
- 7 1/2" round opening

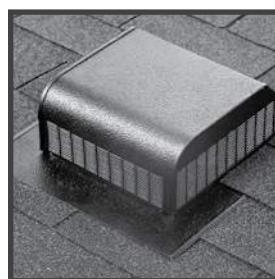


RVA 50 / RVG 50

Slant Back

- Aluminum or galvanized
- NFA: 50 sq. in./pc.
- 8" round opening

Galvanized Vents



RVG55

Slant Galvanized

- Heavy-duty galvanized construction
- NFA: 50 sq. in./pc.
- 8" round opening
- Optional filter available



RVG53

Square High Collar

- NFA: 50 sq. in./pc.
- 8" round opening
- Available in Mill only



B-144

Round Metal Dome

- Galvanized steel
- 24" x 24" flashing
- NFA: 144 sq. in./pc.
- 14" round opening

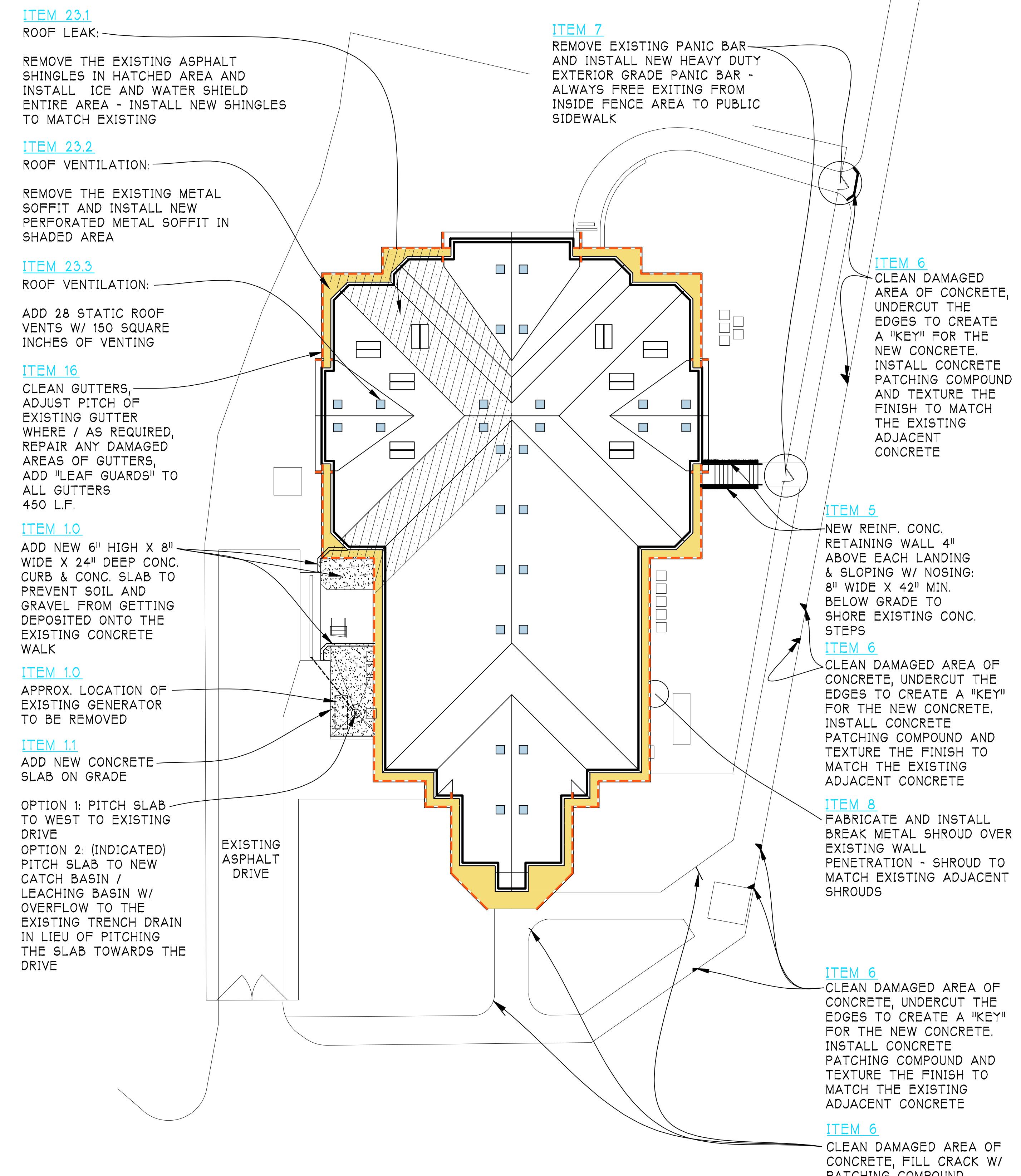
Metal Vent Color Options:

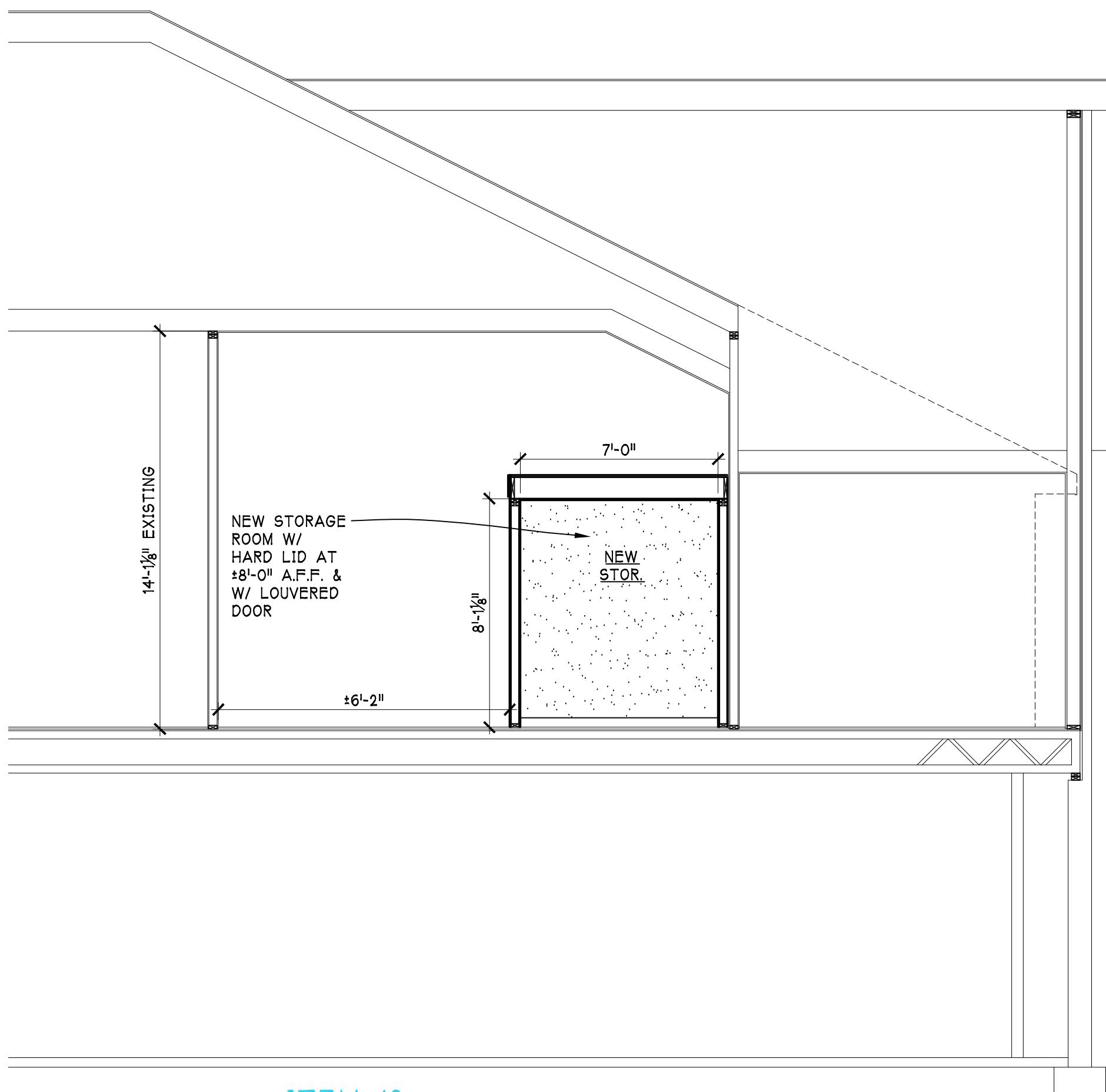
- Mill
- Black
- Brown
- Weatherwood
- White
- Gray

Refer to Air Vent's Product Guide
for each vent's color options

ITEM 23 – VIEW OF CEILING DAMAGE DUE TO ROOF LEAK



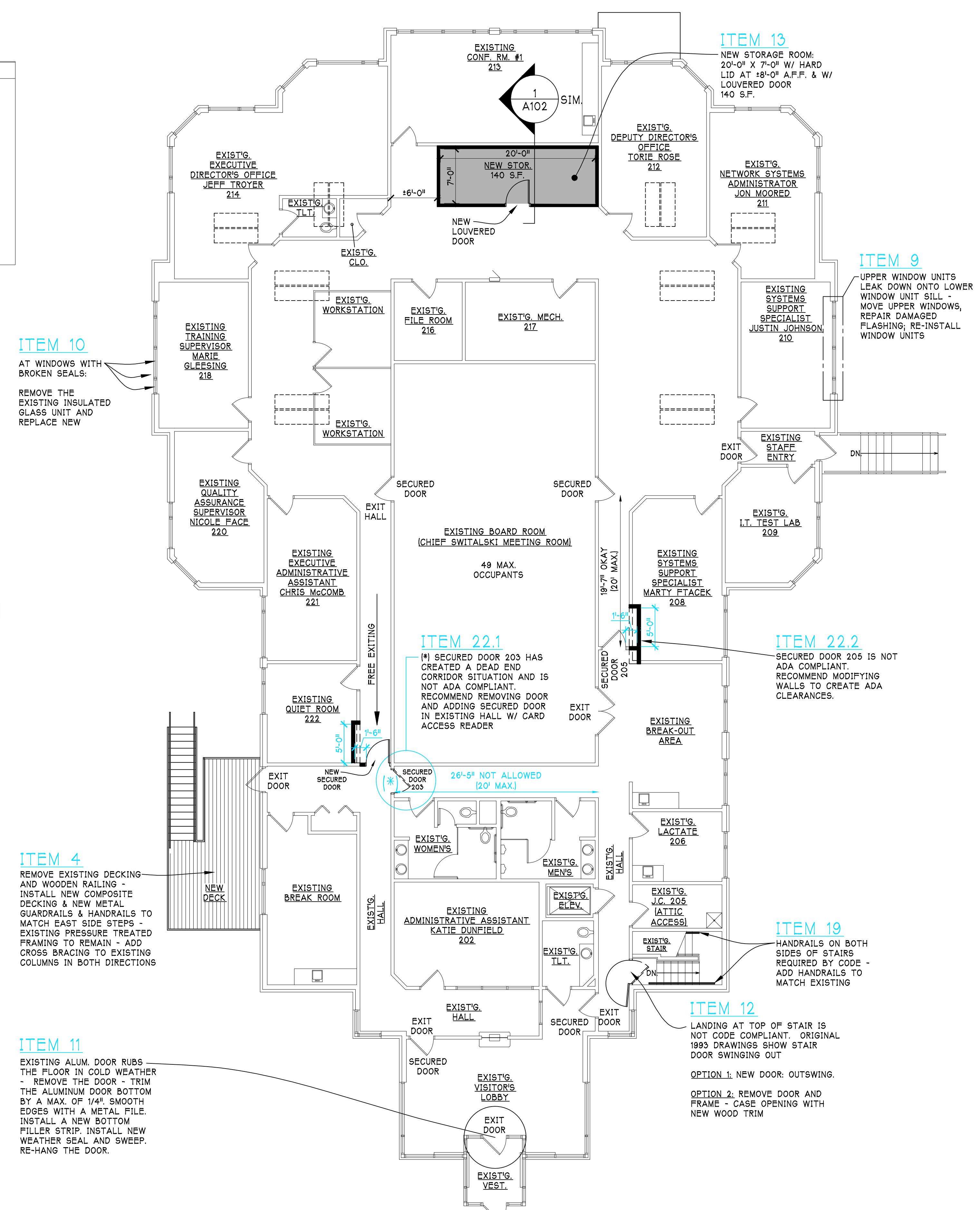


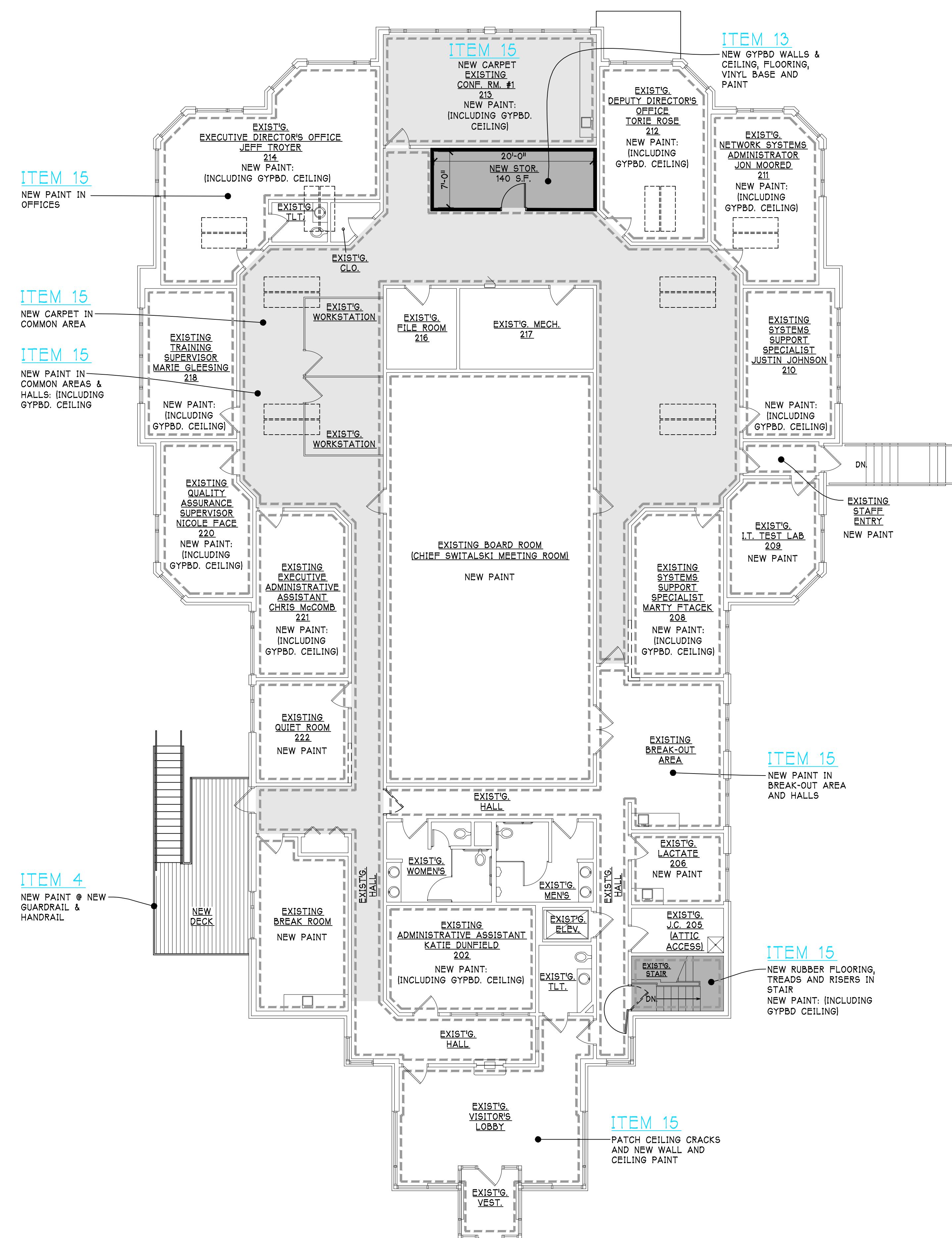
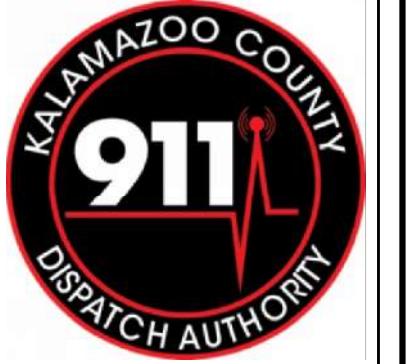
**ITEM 13**

Section -

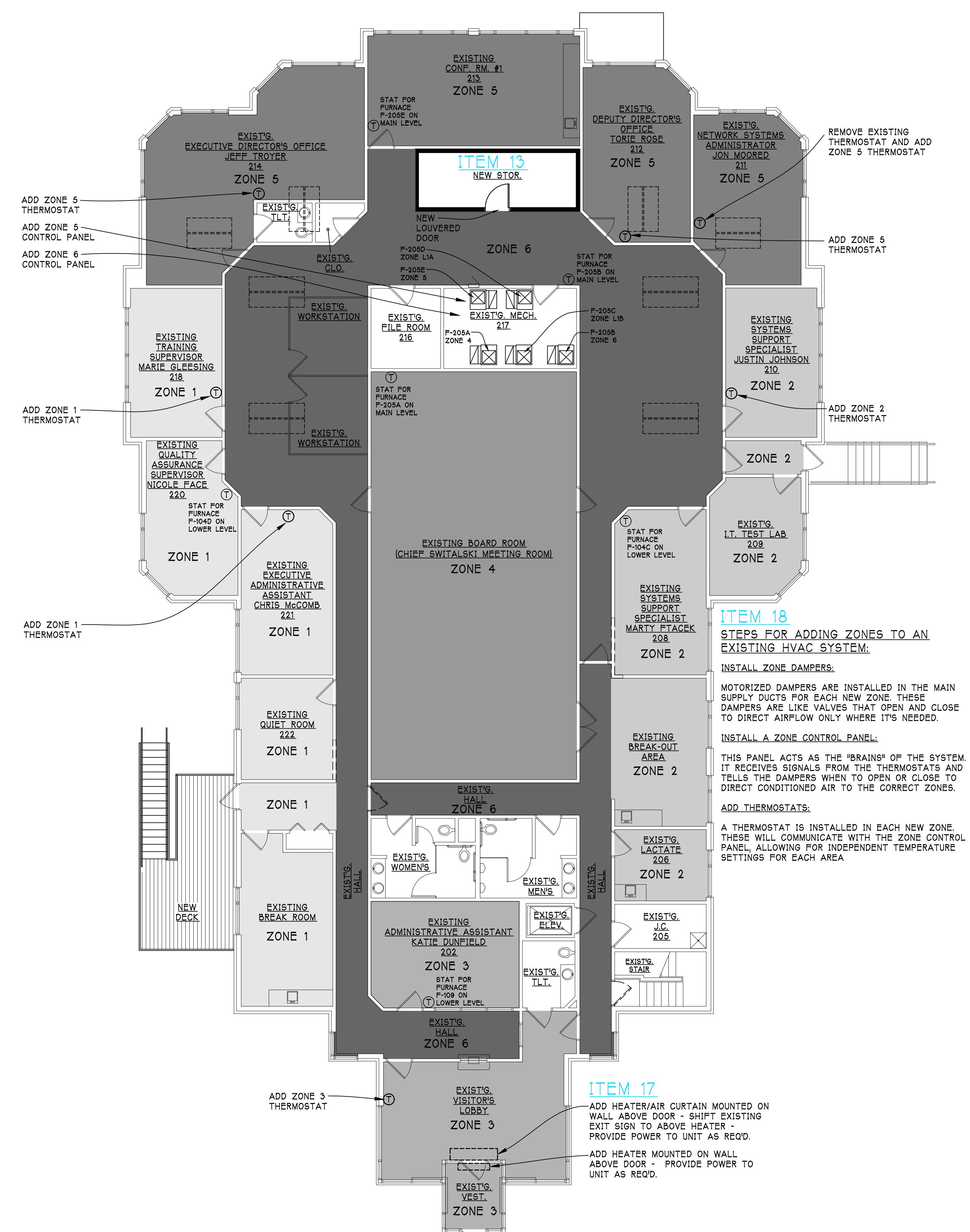
New Storage Rm.

1/4" = 1'-0"

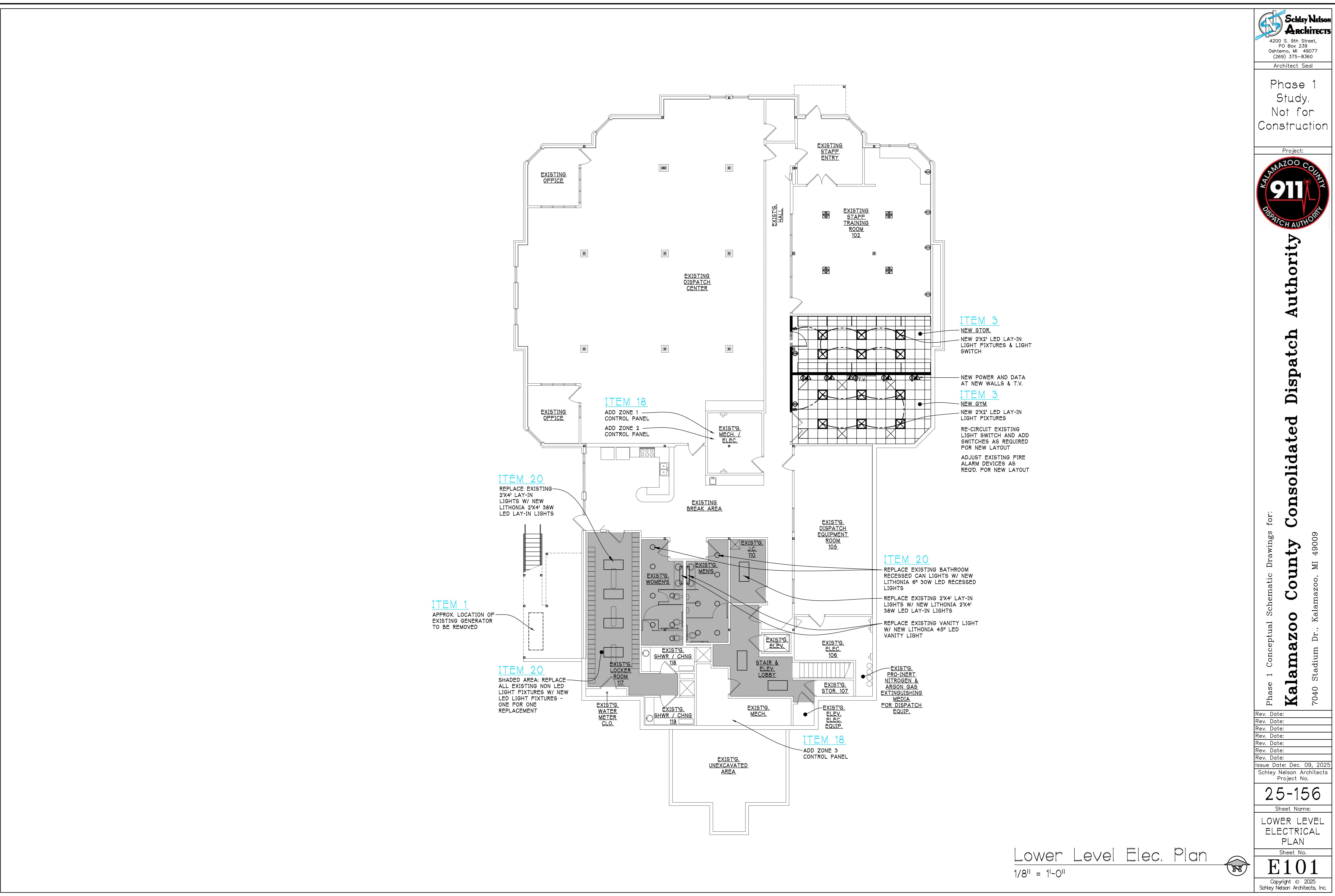




ITEM 15
Main Level Finish Plan
1/8" = 1'-0"



Main Level Mech. Plan
1/8" = 1'-0"





Kalamazoo County Consolidated Dispatch Authority

7040 Stadium Dr., Kalamazoo, MI 49009

Date:
Date:
Date:
Date:
Date:
Date:
Date:
Date:
Date:
Date: Dec. 09, 2025
ey Nelson Architects
Project No.

25-156

Sheet Name: **MAIN LEVEL
ELECTRICAL**

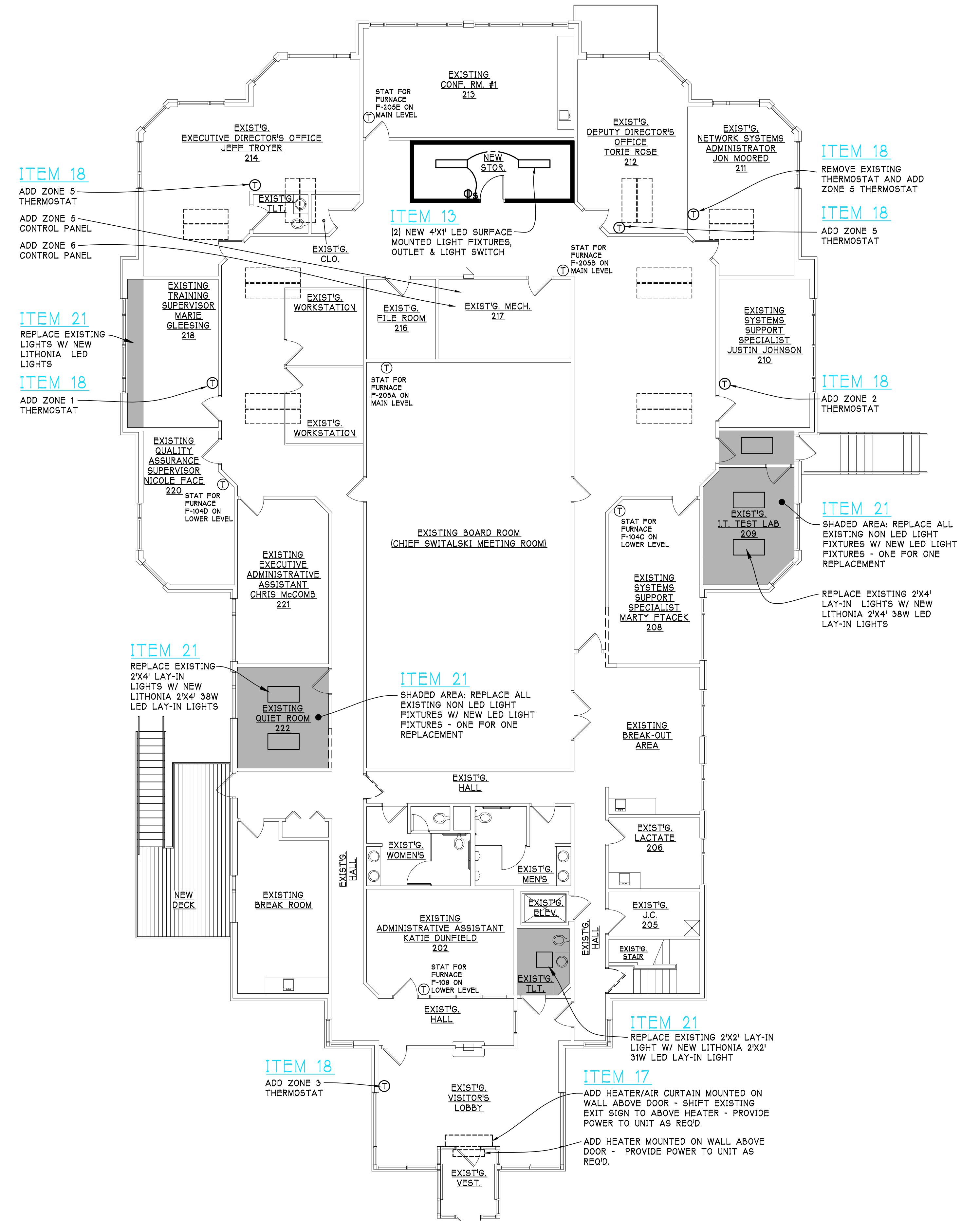
PLAN

E102

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Mtg Packet - Page #206

A Board Mtg Packet - Page #206



Main Level Elec. Plan

$$/8^{II} = 1^I - 0^{II}$$



E102

Agenda Request Form

Please fill in the boxes below with the appropriate information.

Name:	Administration	Agency:	KCCDA
Phone Number:		Length of Time Needed:	2 mins
Topic:	7040 Stadium Drive Facility Assessment and Drawings		

Brief Description:

RFP #25-01 consisted of two separate phases: I – Needs Assessment, Cost Analysis, and Conceptual Schematics; and II - Final Design, Detailed Drawings and Construction Services. The attached proposal from Schley Nelson is for completing Phase II for all items identified in the facility assessment including lower-level drain line and full roof replacement.

This is part of Capital Project #2 for 2026 – 7040 Stadium Drive Facility Upgrades. This project currently has an allocation of \$1,100,000 which includes the services in this proposal as well as the renovation/upgrades to the facility.

Administration recommends approval of Schley Nelson's proposal totaling \$70,900.

Proposed Motion:

Motion to approve Schley Nelson Architect's proposal for Phase II work as indicated in RFP #25-01 totaling \$70,900.

Agenda Request Approved: Meeting Date: Time:

Persons or items will not be placed on a meeting agenda without an agenda request form first being completed. The agenda request form must be accompanied by information that substantiates and justifies your request. Lack of this information may cause a delay in your request being acted upon by the Board of Directors. Agenda requests must be received by 9:00 a.m. on Monday of the week preceding the monthly meeting date. Completed forms should be delivered to an Officer of the Board of Directors or sent electronically to admin@kccda911.org. If you have any questions regarding this form, please feel free to contact KCCDA's administrative office at (269) 488-8911.



January 6, 2026

KCCDA
C/O Mr. Jeff Troyer
7040 Stadium Dr.
Kalamazoo, MI 49009

Re: Phase 2 A&E Fee Letter for:
KCCDA repair and modification work

Dear Mr. Troyer,

Schley Nelson Architects is excited to help you move into Phase 2 of your project! We are providing this letter as a confirmation of our fees based on the Existing Facility Assessment report we provided dated December 9, 2025. This letter will serve as our updated proposal for architecture and engineering fees associated with Phase 2 of the project.

After careful consideration of the existing facility assessment report, our team offers the following Fee for your review and consideration. This fee is based on the scope of work defined in December 9, 2025 report with two additional items. The repair to the lower level drain line would be included in our design work, and a full roof replacement to help facilitate the repair of problem roof leak areas in lieu of partial replacements.

Breakdown of Fee is as follows:

- Construction Documentation : Fixed fee \$ 56,000
- Bidding and Awarding: Fixed fee \$ 2,500
- Construction Administration: Fixed fee \$ 12,400
 - **TOTAL FIXED FEE: \$ 70,900**

Clarifications:

- The above described fees assume all construction projects will be designed and constructed under a single prime contract with a general contractor.
- If there is a desire to break all projects into separate projects additional fees will apply.
- It is assumed the construction of the described work will be approximately 4 to 6 months.
- It is assumed the existing facility is free from all hazardous materials, no material testing or abatement is included or implied by SNA.
- Reimbursable Expenses are additional to above fees:
 - These expenses are in several forms the most typical will be mileage, telephone charges, emailing of drawing files, blueprints, plotting, and other reproduction services.

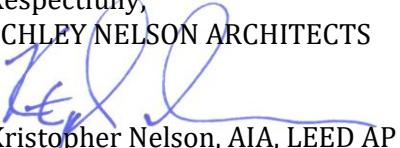
The estimated cost of typical reimb. are: \$500.00

- This proposal is good for 90 days from receipt unless extended by Schley Nelson Architects, Inc

The terms for payment are on a regular monthly basis for 100% of the work completed, based on the proportion of services performed. Payments are due upon presentation of the Architect's invoice with interest due at 1.5% per month for the unpaid balance over thirty days.

If the fees and terms meet with your approval, please confirm your acceptance as agreement for our records signing below in reference to this letter. Of course, any questions or concerns, just call. We look forward to this project and appreciate greatly the chance to be on your team.

Respectfully,
SCHLEY NELSON ARCHITECTS


Kristopher Nelson, AIA, LEED AP
President

Accepted By

Date