



MEETING MINUTES

Kalamazoo County Consolidated Dispatch Authority TECHNICAL ADVISORY COMMITTEE March 4, 2026 – Special Meeting

ITEM 1 – CALL TO ORDER

The Special Meeting of the Technical Advisory Committee was called to order by Lt. Scott Ernstes at 10:00 a.m. on Wednesday, March 4, 2026, in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo, Michigan.

ITEM 2 –ROLL CALL

Members Present: Scott Ernstes (MSP), Scott Merlo (WMUPD), Chris Franks (KDPS), Scott Jackson (KTPD), Bryan Mayhew (PDPS), Mike Bentley (KCMCA), Gerry Luedeking (KCFCA)

Others Present: Matt Huber (arrived 10:23), Logan Bishop, Steve Stryd, Jeff Heppler, Jairus Baird, Scott Smith, Greg McComb, Mike Smith, Brandi Janes, Kacey Coffey, Thomas Proffitt, Jason Kruger, Fred White, Rick Hochstedler, Jeff Troyer (electronic), Torie Rose, Jon Moored, Marty Ftacek, Marie Gleesing, Nicole Face and Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

- A. January 7th – Regular Meeting
- B. February 2nd – Special Meeting

“Motion by Mr. Merlo, second by Mr. Jackson to approve the minutes for the January 7, 2026, Regular Meeting and the February 2, 2026, Special Meeting as presented.”

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

ITEM 4 - CITIZENS TIME

There was none.

ITEM 4 – FOR CONSIDERATION

- A. Administrative Monthly Report

Ms. Rose stated since the meeting was so early in the month, the report would be distributed at a later date.

- B. Old Business

- 1. Radio Readiness Program Guidelines

Ms. Rose stated the revised guidelines were included in the packet, with the only change being that Option 1 was removed. She stated the Committee needed to decide which option to move forward with. She noted that Option 2 was a tiered approach while Option 3 was a set amount.

Mr. Troyer clarified that as long as a device meets the program criteria, it would be reimbursable.

“Motion by Mr. Merlo, second by Mr. Jackson to approve and recommend Board approval of the guidelines and funding Option Two.”

Mr. Stryd noted that the Sheriff’s Office preferred Option Three. Mr. Franks stated KDPS would also prefer Option Three.

The Committee held discussion and determined Option Two would be the better option for the majority of agencies.

On a roll call vote, YES – 7, NO – 1 (KDPS). **MOTION CARRIED.**

Ms. Rose stated the recommendation will go to the Board at their next meeting.

Mr. Ernstes thanked Mr. Troyer for putting everything together for the Radio Readiness Program. He noted that this kind of program wasn’t happening anywhere else in the state.

C. New Business

1. MOU Template – Radio Readiness Program

Ms. Rose stated the template MOU for end-user agencies was included in the packet and will be required if an agency wants to participate in the Radio Readiness Program.

Mr. Troyer stated this is the template agreement with end-user agencies that they will follow the guidelines for the Radio Readiness Program. These are one-time program monies and Dispatch will not hold responsibility for any maintenance or future expenses related to the radios. Mr. Troyer advised there is no need for approval but he advised the Committee he would provide a sample.

2. AES Encryption Key and New AES Talkgroups

Mr. Troyer stated that as we move toward AES, decisions must be made. We have one of two choices with the actual encryption key itself, a custom key specific to Kalamazoo County or use the Statewide AES Law Enforcement Encryption Key. This allows for more interoperability and more key loading devices. He stated he was recommending going with the Statewide AES Encryption Key. The only downside to this is the only key loaders permitted with the Statewide Key are the KVL5000 model. While KCCDA has a KVL5000 key loader, KCSO’s and KDPS’s key loaders will become obsolete.

In addition to the encryption key, the memorandum also outlined the new AES encrypted talkgroups.

“Motion by Mr. Merlo, second by Mr. Franks to move forward with Statewide AES Encryption Key and talkgroups as presented.”

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

3. REVISED SOP 10.03 – Unified Communications Plan

Ms. Rose stated this SOP has been in place for a while and the revisions just incorporate the addition of the new AES zones.

“Motion by Mr. Merlo, second by Mr. Mayhew to approve the revised Unified Communications Plan as presented.”

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

4. Multi-Jurisdictional Team Access to CAD

Ms. Rose stated she received a request for the members of SWET to have mobile licenses and access to CAD. She noted that not all members are from Kalamazoo County.

Mr. Troyer stated this was brought forward because of the out-of-county members.

Mr. Ernstes questioned if the access was only when they were on SWET.

Ms. Rose stated that dispatch would have to rely on communication from SWET as to who their members were. She noted that she runs an audit on users every year, but dispatch had no other way to keep up with members.

Mr. Troyer stated there are licenses available and each member would need an individual license. He suggested language that stated SWET would need to put in a request with each new member and notify Dispatch if a member left.

Ms. Rose noted that this request did not include NCIS access.

The Committee discussed options and past decisions.

Motion by Mr. Ernstes, second by Mr. Bishop to approve access to KCCDA CAD for the Southwest Enforcement Team (SWET) members presented on March 4, 2026, with the understanding that SWET will notify Dispatch any time a member is no longer active and a new request will be presented to the Committee for any new members.”

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

ITEM 5 – **OTHER ITEMS**

D. Announcements and Member Comments

Mr. Merlo thanked Mr. Troyer for joining remotely during his time off.

E. Next Meeting

The next regular scheduled Technical Advisory Committee meeting will be Wednesday, May 6, 2026, at 10:00 am, and will be held in the Chief Switalski Meeting Room at KCCDA, 7040 Stadium Drive, Kalamazoo, MI 49009.

ITEM 6 - **ADJOURNMENT**

F. Adjournment

The meeting adjourned at 10:33 a.m.