



NOTICE and AGENDA for

Kalamazoo County Consolidated Dispatch Authority

Executive Committee

September 1, 2026

PLEASE TAKE NOTICE that a REGULAR Meeting of the Kalamazoo County Consolidated Dispatch Authority Executive Committee will be held on **Tuesday, September 1st, 2026** at 4:00 p.m. in the Chief Switalski Meeting Room at Kalamazoo County Consolidated Dispatch Authority, 7040 Stadium Drive, Kalamazoo Michigan for consideration of items, namely, on this Agenda.

ITEM 1 – CALL TO ORDER

ITEM 2 – ROLL CALL

Jan Van Der Kley, Chair		Richard Fuller, Vice-Chair	
Nicole Miller, Clerk		Tracie Moored, Treasurer	
Matt Huber, Personnel Committee Chair			

ITEM 3 – APPROVAL OF MEETING MINUTES

- A. July 7, 2026 Regular Meeting Minutes (pages 1-3)

ITEM 4 – CITIZENS' TIME

The Committee 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 and state their full name and address for the record. Each member of the public is limited to four minutes or less.

ITEM 5 – FOR CONSIDERATION

- A. Old Business
 - 1. Mission Statement (page 4)
- B. New Business
 - 1. Draft Board Agenda for September 10th (pages 5-11)

ITEM 6 – OTHER ITEMS

- B. Announcements and Member Comments
- C. Next Regular Meeting – November 3rd, 2026 at 4:00 p.m.

ITEM 7 – ADJOURNMENT

KCCDA meetings are open to all without regard to religion, race, color, national origin, sex, sexual orientation, gender identity or expression, height, weight, familial status, marital status, disability, or any other legally protected class. The KCCDA will provide special aid or assistance to attend a KCCDA meeting and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities, upon four (4) business days' notice to the KCCDA. Individuals with disabilities requiring auxiliary aids or services should contact KCCDA by emailing admin@kccda911.org or calling (269) 488-8911.



MEETING MINUTES

Kalamazoo County Consolidated Dispatch Authority EXECUTIVE COMMITTEE

July 7, 2026

ITEM 1 – CALL TO ORDER

The Regular Meeting of the Executive Committee, held in the Chief Switalski Meeting Room at KCCDA, was called to order by Jan VanDerKley at 4:00 p.m. on Tuesday, July 7, 2026.

ITEM 2 – ROLL CALL

Members Present: Jan VanDerKley, Rick Fuller, Tracie Moored

Others Present: Jeff Troyer, Torie Rose, Chris McComb

ITEM 3 – APPROVAL OF MEETING MINUTES

A. Meeting Minutes from May 5, 2026

“Motion by Mr. Fuller, second by Ms. Moored to approve the meeting minutes from the May 5, 2026, Regular Meeting as presented.”

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

ITEM 4 – CITIZENS’ TIME

There was none.

ITEM 5 – FOR CONSIDERATION

A. Old Business

1. Radio Readiness Update

Mr. Troyer stated the current allocations amount to \$3.945 million. He stated he spoke with the Chair and Vice Chair about options moving forward for the remainder of the year. It was decided to have the Finance Committee discuss it at their regular scheduled meeting in August and to report back to the Board at the September meeting. KCCDA will be the last agency to be funded and we do not intend on doing anything with our radios until 2027.

B. New Business

1. Back-Up Emergency Communications Center Space Lease Agreement with Construction with the Township of Kalamazoo

Mr. Troyer stated the back-up center agreement with Kalamazoo Township has been reviewed by legal counsel and the Township approved the agreement at their last meeting. He stated there were no specified dollar amounts listed because bids had not gone out. He noted that Appendix A, which was based off the 50% construction documents, was in line with original cost estimates.

2. Agreement to Amend and Terminate – Back-Up Emergency Communications Center Space Lease Agreement with Construction with the City of Portage

Mr. Troyer stated this was a mutual agreement with Portage to terminate the back-up center agreement.

3. Resolution 2026-01 Appointing Nulty Insurance Agency as Benefits and Insurance Agent of Record

Mr. Troyer stated this request was for the change of agent of record for benefits to from Acrisure (Burnham and Flowers) to Nulty Insurance Agency. This also authorized the Executive Director to execute the documents.

Ms. VanDerKley stated it should be noted that the service from Acrisure had been less satisfying than what was received from Burnham and Flowers in past years.

4. Business Office Public Hours

Mr. Troyer stated this request was to change the public hours from Monday to Thursday 8 a.m. to 4 p.m. and Friday 8 a.m. to 3 p.m. to Monday to Thursday 8 a.m. to 4 p.m. and closed on Friday. He stated there is very little public traffic and administrative staff mostly work more hours from Monday to Thursday already.

Mr. Fuller stated he was not in favor of closing offices before COVID, but it became common during that time. They continued that type of schedule after COVID and his staff were happy with it.

5. Mission Statement

Mr. Troyer stated the current mission statement was created at consolidation and the focus was accomplished now. Administrative staff worked with a consulting group to come up with a simplistic and widened focus.

Ms. VanDerKley suggested putting back the public safety wording to explain type of emergency communications provided. She stated that to someone not in the industry it might not be clear.

Mr. Fuller stated he believed the goal is reader dependent.

Mr. Troyer explained that our communication responsibility is more than just public safety.

Ms. VanDerKley also suggested rearranging functions to show priority.

Mr. Troyer stated he would take the statement back to the team with the suggestions for a clearer definition of emergency communications and rearranging functions such as protecting life and property to show priority.

6. Draft Board Agenda for July 9

Mr. Troyer stated there would also be two items of correspondence, Board appointments from Kalamazoo Township and KCFA. He stated all of the items would be Executive Committee recommendations except the mission statement.

Ms. VanDerKley stated she did not believe the public hours change was something the board should decide, since it was an operational item. She suggested bringing it forward as an informational item.

Mr. Troyer stated the item would be removed from action items and presented as informational.

He noted TAC would be recommending approval of two MPSCS agreements that Administration has been negotiating for over two years.

Lastly, there would be one item under new business. He noted that with Mr. McGinnis's retirement, the Vice Chair role would need to be filled.

ITEM 6 – OTHER ITEMS

A. Announcements and Member Comments

There was none.

B. Next Meeting – September 1, 2026, at 4:00 p.m.

ITEM 7 – ADJOURNMENT

The meeting was adjourned at 4:47 p.m.



Kalamazoo County Consolidated Dispatch Authority



TO: Executive Committee and Board of Directors

FROM: Jeff Troyer, Executive Director

DATE: August 24, 2026

SUBJECT: Mission Statement

Kalamazoo County Consolidated Dispatch Authority's (KCCDA) current mission statement has been in place since the Authority was formed and prior to the physical consolidation of the former Emergency Communication Centers. The mission statement is as follows:

Governmental collaborative to create and efficient and non-duplicative way of providing cost effective and efficient response to public safety emergency services, including the dispatch of emergency police, fire, and medical services within Kalamazoo County.

Since the end of last year, the administrative team has been strengthening collaboration and communication through team-building sessions facilitated by Tim Terrentine of Translators Consulting Group. We re-evaluated our mission statement and our core values. While the core values are still applicable, we believe that our mission statement should align with the services we provide public safety agencies, residents, and visitors. The administrative team recommends modifying KCCDA's Mission Statement to the following:

While safeguarding life and property, we serve as the 911 communications lifeline connecting our community to emergency services with compassion and professionalism.



NOTICE and AGENDA for

Kalamazoo County Consolidated Dispatch Authority

BOARD OF DIRECTORS

September 10, 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, September 10, 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, Chair</i> (Alt. C. Ghiringhelli)	City of Portage <i>Vacant</i> (Alt. A. Herringa)	
Western Michigan University <i>Scott Merlo</i> (Alt. T. Unangst)	City of Portage <i>Nicole Miller, Clerk</i> (Alt. P. Randall)	
City of Kalamazoo <i>Vacant</i> (Alt. R. Tibbets)	Township of Kalamazoo <i>Tracie Moored, Treasurer</i> (Alt. D. Combs)	
City of Kalamazoo <i>Matt Huber</i> (Alt. D. Boysen)	Township of Kalamazoo <i>Darien Smith</i> (Alt. D. Combs)	
Kalamazoo County Board of Commissioners <i>Dale Deleeuw</i> (Alt. J. Heppler)	Kalamazoo County Fire Chiefs Association <i>Greg McComb</i> (Alt. S. Smith)	
Kalamazoo County Sheriff <i>Richard Fuller, Vice-Chair</i> (Alt. M. Greenlee)	Michigan State Police <i>Vacant</i> (Alt. D. Hinz)	
Kalamazoo County Medical Control Authority <i>William Fales</i> (Alt. M. Bentley)		

ITEM 3 – APPROVAL OF MEETING MINUTES

- A. July 9, 2026 – Regular Meeting (pages x-x)

ITEM 4 – 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 5 – FOR CONSIDERATION

A. Executive Director Reports

1. Administrative Monthly Report (pages x-x)
2. July and August Reconciliation Reports (pages x-x)
3. Year-to-Date Budget Performance Reports
 - a. 2026 General Operations and Training Fund – REV I (page x-x)
 - b. 2026 Capital Projects Fund – REV I (page x)
4. Correspondence

B. Committee Reports

1. Executive Committee – Jan Van Der Kley
 - a. DRAFT Minutes for September 1st Regular Meeting (page x-x – Information Only)
 - b. Mission Statement (pages x-x)
2. Personnel Committee – Matt Huber
 - a. DRAFT Minutes for September 2nd Regular Meeting (page x-x – Information Only)

- 3. Technical Advisory Committee – Scott Merlo
 - a. DRAFT Minutes for September 2nd Regular Meeting (page x-x – Information Only)
- 4. Finance Committee – Tracie Moored
 - a. DRAFT Minutes for August 25th Regular Meeting (page x-x – Information Only)
 - b. Radio Readiness Program Funding
- C. Old Business
- D. New Business
 - 1. Dispatch Supervisors Group – Three-Year Economic Terms

ITEM 6 – OTHER ITEMS

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

ITEM 7 – ADJOURNMENT

KCCDA meetings are open to all without regard to religion, race, color, national origin, sex, sexual orientation, gender identity or expression, height, weight, familial status, marital status, disability, or any other legally protected class. The KCCDA will provide special aid or assistance to attend a KCCDA meeting and will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting/hearing, to individuals with disabilities, upon four (4) business days' notice to the KCCDA. Individuals with disabilities requiring auxiliary aids or services should contact KCCDA by emailing admin@kccda911.org or calling (269) 488-8911.



Kalamazoo County Consolidated Dispatch Authority



TO: Finance Committee Members

FROM: Jeff Troyer, Executive Director

DATE: August 13 2026

SUBJECT: Radio Readiness Program Funding

KCCDA's Radio Readiness Program (RRP) was initially approved as a two-year fiscal program (2026 and 2027) with \$4 million allocated each year. By mid-June of this year, fully executed program Memorandum of Understandings (MOU's) were received from 20 agencies totaling \$3.943 million in reserved funding. The following is a detailed list of the agencies and the respective funding under the program:

DATE	AGENCY	RESERVED AMOUNT	PROJECT TOTAL
3/27/2026	Augusta PD	\$25,500	\$25,500
4/16/2026	Oshtemo Twp FD	\$255,820	\$281,320
4/6/2026	Schoolcraft PD	\$47,925	\$329,245
4/27/2026	KCMCA	\$76,575	\$405,820
5/4/2026	TKPD	\$208,860	\$614,680
5/4/2026	TKFD	\$344,250	\$958,930
5/4/2026	Ross Augusta FD	\$169,907	\$1,128,837
5/5/2026	Parchment FD	\$16,875	\$1,145,712
5/7/2026	PDPS	\$271,800	\$1,417,512
5/7/2026	Alamo Twp FD	\$150,850	\$1,568,362
5/18/2026	Cooper Twp FD	\$168,522	\$1,736,884
5/19/2026	Vicksburg PD	\$48,600	\$1,785,484
5/28/2026	Richland PD	\$23,550	\$1,809,034
5/29/2026	SKCFA	\$186,125	\$1,995,159
5/29/2026	Comstock FD	\$361,765	\$2,356,924
5/29/2026	Galesburg Charleston FD	\$119,325	\$2,476,249
6/2/2026	KDPS	\$1,107,210	\$3,583,459
6/3/2026	Richland Twp FD	\$185,050	\$3,768,509

6/5/2026	Pavillion Twp FD	\$164,700	\$3,933,209
6/8/2026	Ross Township PD	\$10,790	\$3,943,999

NOTE: Agencies in gray, have already received their funding under the program.

All law enforcement agencies, fire departments, and KCMCA were provided updates throughout the year on program monies reserved as well as the remaining funds available for 2026. They were informed in mid-June that we would not accept any MOU's that exceeded the initial \$4 million allocation. Furthermore, agencies were advised that this does not prevent an agency from proceeding with their purchases of new devices as some of the manufacturers/vendors were offering significant discounts. Agencies without executed MOU's would have to front the monies for the equipment purchase(s) until additional funds are allocated by the Board of Directors which could be as early as September but more definitive after January 1, 2027. This also doesn't change the amount an agency receives per device under the program because anything purchased after January 1, 2026, is considered a "New Device". The only impact on the agency is the timing of KCCDA's reimbursement.

Board Leadership was provided an update on the program funding and requested the Finance Committee to discuss and consider options at the regular scheduled meeting on August 25th and then report back to the Board of Directors at the September 10th meeting.

The following is a list of remaining public safety agencies and the estimated amount the agency is eligible for under the program:

<i>Remaining from initial \$4 million:</i>		<i>\$56,001</i>
AGENCY	ESTIMATED AMOUNT	PROJECT REMAINING
Airport Fire Rescue	\$31,000	\$25,001
Texas Township FD	\$162,375	-\$137,374
Climax FD	\$110,000	-\$247,374
KCSO	\$1,019,000	-\$1,266,374
KVCC Public Safety	\$87,150	-\$1,353,524
MSP - Paw Paw	\$183,000	-\$1,536,524
WMU Public Safety	\$221,175	-\$1,757,699
KCCDA	\$200,000	-\$1,957,699

The updated cost analysis for the program, including equipment KCCDA will need to replace, is estimated at \$2 million. This reduces the overall program cost from \$8 to \$6 million.

Administration presents the Committee with two options:

- **Status Quo**

Keep the funding level the same for 2026 (\$4 million) and the remaining \$2 million will be included in the 2027 Capital Projects Fund budget proposal.

- **Add \$2 Million to the Program this Year**

KCCDA's Capital Projects Fund is anticipated to have a year-end (12/31) fund balance of \$3,183,269 (see Appendix A). Therefore, the additional \$2 million is available but it will drop the anticipated year-end balance to \$1,183,669. That said, no new/additional monies will need to be allocated in 2027 and originally that was anticipated to be \$4 million.

Any program funding adjustment recommended by the Committee and approved by the Board of Directors shall be incorporated into the Capital Projects Fund REVISION II Budget Amendment.

APPENDIX A

Kalamazoo County Dispatch Authority 2026 Proposed Capital Project Fund Line-Item Budget - REV I

Capital Projects Fund Balance (audited 1/1/26): **\$6,998,614**

	2024 Revision II	2025 Revision II	2026 ORIGINAL Budget	REV - I (Net Change)	REV - II (Net Change)	2026 REVISED Budget
REVENUE						
699.000 Transfers In	1,750,000	1,325,000	2,250,000	0		2,250,000
TOTAL REVENUE	1,750,000	1,325,000	2,250,000	0		2,250,000
EXPENSES						
970 thru 989 Equipment & Capital Outlay						
976.000 Project Costs	0	7,500	0	0		0
980.000 Equipment/Software - Capital	341,418	385,957	4,536,120	-220,775		4,315,345
980.020 Facility - Capital	266,500	332,600	1,290,000	460,000		1,750,000
980.030 Land - Capital	0	0	0	0		0
TOTAL EXPENDITURES	607,918	718,557	5,826,120	239,225		6,065,345

Capital Projects Fund - Ending Balance:

\$3,422,494	-\$239,225		\$3,183,269
Additional RRP Cost Allocation:		-\$2,000,000	\$1,183,269



Kalamazoo County Consolidated Dispatch Authority



DATE: August 12, 2026

FROM: Jeff Troyer
KCCDA Executive Director

SUBJECT: Dispatch Supervisors Group – Employer Proposal V3

Existing/Current 2026 Wage Scale:

Step 1	Step 2	Step 3	Step 4	Step 5
\$35.08	\$36.31	\$37.55	\$38.78	\$40.01

- Effective January 3, 2027, eliminate the existing step 1 and create a new step 5; and provide a eight percent (8%) increase. This retains the five-step wage scale the Supervisor Group requested to condense just a few years ago. Employees will remain at their step (example: if you are at Step 3 today, on January 3, 2027, you will be at Step 3 on the new scale) until your next classification anniversary.

EFFECTIVE January 3, 2027:

Eliminate Step	NEW				
	Step 1	Step 2	Step 3	Step 4	Step 5
	\$39.22	\$40.55	\$41.88	\$43.21	\$44.72

- Effective January 2, 2028, a 4.0% increase to all steps on the Dispatch Supervisor wage scale.

Step 1	Step 2	Step 3	Step 4	Step 5
\$40.79	\$42.17	\$43.56	\$44.94	\$46.51

- Effective January 14, 2029, a 4.0% increase to all steps on the Dispatch Supervisor wage scale.

Step 1	Step 2	Step 3	Step 4	Step 5
\$42.42	\$43.86	\$45.30	\$46.74	\$48.37