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 KCFCA. 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.