

# MINUTES

## KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

### REGULAR MEETING

June 9, 2016

#### ITEM 1 - Call to Order

The Regular Meeting of the Kalamazoo County Consolidated Dispatch Authority was called to order by Chairperson Jan Van Der Kley, at 3:30 p.m. in the Board of Commissioner's Room, second floor, County Administration Building, 201 West Kalamazoo Avenue, Kalamazoo, Michigan, on June 9, 2016.

#### ITEM 2 - Roll Call

Members Present: Lowell, Rinker, Don Martin, Scott Ernestes, Dena Smith, Mark Barnes, Jan Van Der Kley, Jim Ritsema, Claudette Reid, Jim Pearson, Jeff Heppler, John Faul, George Cochran (arrived 3:52)

Others Present: Jeff Troyer, Mike Seals, Sara Fetke (BDO), Larry Shaffer, Dan Mills, Karianne Thomas, Tim Bourgeois, Julia Jankowiak, Mark Meijer (arrived 3:39PM)

#### ITEM 3 - Approval of Minutes

Motion made for approval of the May 12, 2016 minutes with an amendment on the 3<sup>rd</sup> page referencing John Taylor as Vice-Chair to be changed to Chair. The motion carried by a voice vote to approve the Minutes with amendment.

#### ITEM 4 - Citizens' Time

No citizens shared remarks.

#### ITEM 5- For Consideration

##### A. Auditor's Update

Sara Fetke of BDO presented to the Board.

The Audit Wrap-Up booklet was reviewed.

The auditor's issued their report dated June 3, 2016 with a clean opinion. The financial statements for the year ended December 31, 2015 were reviewed.

Mr. Troyer clarified that the prepaid asset noted on page 7 was the portion paid in advance for liability insurance coverage that extends into 2016.

Mr. Barnes moved and it was duly seconded to accept the audit as prepared by BDO. The motion carried by voice vote.

#### B. Executive Director Report – Jeff Troyer

Mr. Troyer reviewed the Executive Director Report which outlined his meetings and conference calls occurring between May 6 and June 3.

He met with Cohl, Stoker & Toskey. The meeting was an introductory meeting and lasted for approximately half-a-day. A great deal of the discussion focused on employment issues for KCCDA as the hiring process is initiated.

The Fire Chief's Association has developed a Fire Communications Workgroup to address their needs.

PSAP staff introductory meetings have been scheduled and will take place starting June 21. Mr. Troyer plans to visit each site at two separate times enabling him to meet the employees staffing the different shifts.

Mr. Barnes asked if he has received the PSAP surveys. Mr. Troyer indicated he has received the surveys but is awaiting further information from one PSAP.

The following reports were provided:

1. May Reconciliation Report
2. Budget Performance Report is up to date through 6/3/16.
3. SNC-500 Annual Report.

Mr. Troyer stated the 2016 Report to the Legislature County Information Report has been submitted to the State 911 Committee. This year is the first time in history that all of the State's counties submitted a State 911 Committee Annual Report. This report reflects that the Kalamazoo county-wide expenditures totaled \$5,609,787. Of that total, \$5,103,753 was reported as general fund monies and does include WMU monies. This report provides a good perspective as to what was spent on 911 throughout the county.

Mr. Barnes inquired as to Item 4 on Page 1. Texting to 911 – we have no capabilities at this point.

Mr. Troyer indicated text messaging to 911 needs to be done on a county-wide basis. This is one of the items to be addressed when the consolidated dispatch center goes live.

Ms. Reid inquired as to what happens if someone in Kalamazoo County were to send a text to 911 today.

Mr. Troyer indicated the major carriers automatically send a response to the sender stating that text to 911 is not available.

Further discussion on 911 texting ensued.

The SNC-500 report is an annual declaration of local surcharge that has been enacted by the County Board of Commissioners along with an accompanying letter that they are going to continue collecting the annual surcharge.

C. Old Business

1. Personnel Committee – Jim Pearson

No report at this time

2. Technical Committee – Karianne Thomas

No items to update at this time. They continue to work with Mr. Troyer.

3. Executive Committee – Jan Van Der Kley

No items to report.

4. Finance Committee – George Cochran

The Finance Committee held its initial meeting on June 8. Seven members were in attendance along with a couple of guest attendees. Good discussion ensued.

Mr. Troyer is working on a preliminary outline for budget/costs.

The first step is to get verification on the expense side of the budget. Due diligence in being performed to refine the numbers as close as they can to expected actual.

Mr. Cochran stated they are looking at not proposing a padded budget.

Result of the discussion is to recognize that one of the first things that needs to be accomplished is to address location. Consideration is being given to refurbishing an existing building or to build new space showing we are investing for 30 years.

They have put into motion a search as to what buildings are currently available throughout Kalamazoo County; they are not looking at a specific area within the county.

This careful review of costs and advantages and disadvantages of multiple approaches will allow the Board to better justify the costs when going to the people for a vote.

Mr. Cochran stated we will need to talk with the business community to help support this effort.

Mr. Pearson asked what the time difference would be if we go the route of a brand new facility rather than refurbishing an existing.

Mr. Cochran indicated approximately one year. If we decide to build it would probably set back the go live date a year. We would utilize collected dollars to help offset the construction cost and get it set to go live.

Mr. Pearson inquired if the delay is a year is there any technological way to start 911 texting prior to that?

Mr. Troyer indicated there is but it would require all 5 PSAPS to adopt the same technology at the same time. Another option would be for one PSAP to accept all 911 texts for the county prior to the consolidation going live.

Ms. Thomas indicated the Technical Committee is not looking into 911 texting prior to the consolidation.

Mr. Cochran indicated going live at the current KDPS site is an interim solution only. It would result in spending money that wouldn't all be recouped when relocating to a permanent site.

Mr. Troyer outlined the three plans being considered:

PLAN A – go live at an interim facility (Integrated Dispatch Center) sometime in fall/early winter 2017 and then within a few years move to a permanent facility (new).

The only building that would work is the integrated center at KDPS and it is expected that it would only be available for 1 to 2 years. We would need to spend about \$500,000 to make it suitable to function as a consolidated center. These dollars would no longer be available to use toward a different facility.

PLAN B – Go live at a new facility in a few years.

PLAN C – Renovate an existing building that can be used as KCCDA's facility.

Funding models must be in place. A very rough estimate of \$3-5,000,000 was provided to build a new facility. Ottawa County built 10 years ago and went live in new facility. Ingham County did the same 5 years ago. They both had interesting problems with property they built on. Each facility cost about \$6-7,000,000.

Ms. Reid indicated it comes down to time, money and location. There are various ways to approach the issue. Mr. Troyer will continue to refine the cost estimates and provide this information to the finance committee for further deliberation.

Mr. Troyer has reached out to a couple of individuals he has worked with in the past to verify building and renovating costs.

Ms. Reid indicated this research will allow us to answer the public's questions regarding why we went with our final approach and didn't use another approach.

Mr. Cochran indicated the only time we can change the surcharge amount is July 1. This timing does not impact when it goes to ballot. The Finance Committee has not ruled out putting it on the November ballot.

Mr. Ritsema asked if the Finance Committee plans to bring back a single recommended approach or will all three options be presented with a recommended direction for the Board to decide.

Ms. Van Der Kley queried the Board and its preference is for the Board to see all 3 options.

Ms. Smith is in agreement that the Board should be presented with the 3 options. This will allow members to share all of the information gathered with the community, etc.

Mr. Cochran indicated this is why we need the business community involved and the importance of their understanding how it benefits them.

Mr. Heppler indicated we have a lot of educating to do.

Mr. Seals was impressed with the conversation at the Finance Committee meeting such as tornado rating of building, flood, communication lines, etc. These are all things that need to be considered in deciding on space. The most important thing is we have to believe in what we are selling.

Mr. Cochran believes we should get businesses involved and ask them to help to finance a campaign for this consolidation.

Mr. Ritsema advised the Transit Authority has a model for their successful campaign.

Mr. Pearson asked Mr. Troyer what the rest of the country is doing: building new or refurbishing an existing building.

Mr. Troyer indicated the direction taken is completely dependent on the funding. Areas building new facilities have saved up or they are very well funded. Those that don't have a lot of funding or are on a short time frame go with refurbishing. Calhoun County refurbished.

Mr. Pearson asked what the timeline for the Finance Committee is for coming back with possibilities.

Mr. Troyer indicated a funding model has to be completed.

Mr. Cochran believes everyone on the Finance Committee wants to be able to come up with something so that this Board can take it to the County Board prior to August 16.

Ms. Van Der Kley: believes the concern of the Board is how much time exists for the committee to flesh out the details. A credible funding model is a necessity in order to proceed and gain public support.

Mr. Bourgeois indicated the Finance Committee hopes to have information to the Board in time to decide if the item should go on the ballot in November or May.

Mr. Rinker inquired if a lease to purchase for an existing or a new building has been discussed.

Mr. Cochran indicated a lease to purchase is a possibility; we just don't know what is out there right now that is doable.

Mr. Pearson inquired about statewide NextGen 911.

Mr. Troyer indicated NG 911 is regional in Michigan.

Mr. Pearson asked if building a new center should be considered in context with the possibility of a regional facility in our county.

Mr. Troyer indicated NG911 is a network and it is not necessary to physically go live at the interim facility but when the permanent facility is completed, it is Mr. Troyer's goal to have that fiber located in the building.

#### D. New Business

Mr. Barnes: has been appointed by the Michigan Association of Fire Chiefs to serve on the State 911 Committee.

#### E. Any Other Items

1. Next Regular Meeting Date July 14, 2016 at 3:30 p.m. at the County Administration building.

There being no discussion, the motion to adjourn carried by a voice vote.

The meeting was adjourned at 4:37 PM