

MINUTES

KALAMAZOO COUNTY CONSOLIDATED DISPATCH AUTHORITY

REGULAR MEETING

May 12, 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 May 12, 2016.

ITEM 2 - Roll Call

Members Present: Ron Reid, Lowell Rinker, Thom Canney, George Cochran, Jan Van Der Kley, Pete Strazdas, Scott Ernestes, Mark Barnes, Claudette Reid, Jeff Chamberlain, Jeff Heppler, William Fales (arrived 4:20)

Others Present: Scott Merlo, Jeff Troyer, Dan Mills, Mark Meijer, Mike Seals, Karianne Thomas, John Taylor, Julia Jankowiak

ITEM 3 - Approval of Minutes

Motion made for approval of the April 14, 2016 minutes. The motion carried by a voice vote.

ITEM 4 - Citizens' Time

No citizens shared remarks.

ITEM 5- For Consideration

A. Executive Director Report – Jeff Troyer

Mr. Troyer shared his report containing a listing of his meetings and activities. Mr. Troyer did not attend the New World RMS & Demo that was scheduled on May 11.

Mr. Troyer gave his first presentation at the May 12th meeting of the Gull Lake Rotary Club regarding consolidation.

1. Reconciliation Report – This report is going to replace the accounts payable report. The report reflects both actual and pending activity.
2. FY 2016 Budget Performance Report – Year to date as of May 6, 2016.
3. Year End Audit Update – The audit is ongoing. Mr. Troyer has a first draft submitted to BDO; not all reports are completed at this time. He expects BDO to attend our June meeting to present the audit.

Ms. Reid noticed the budget for dental was 180% of the budgeted amount.

Mr. Troyer indicated they had run into issues with the cost of a dental plan for a single rather than a group plan. The Dispatch Authority could not purchase a plan as outlined in the Employment Agreement. Adjusting for this variance is part of the budget amendment today.

Ms. Van Der Kley indicated it took a lot longer to line up the insurances. The options that were being found didn't align with the Employment Agreement.

B. Old Business

1. Personnel Committee – Pete Strazdas (for Jim Pearson)

No report at this time

2. Technical Committee – Karianne Thomas

Continue to meet with Jeff

3. Executive Committee – Jan Van Der Kley

The Executive Committee met to prepare for this meeting. They are committed to a new Executive Committee meeting schedule so that the Agenda may be distributed earlier.

4. Legal Committee – Jeff Chamberlain (for Jim Ritsema)

No report at this time.

Mr. Troyer has his first meeting with legal counsel set for the afternoon of May 13.

Ms. Van Der Kley suggested the Legal Committee be disbanded at this time since its charge had been met.

A motion to disband the Legal Committee was made and duly seconded. The motion carried by a voice vote.

Mr. Reid expressed appreciation to the Legal Committee for their work.

5. Finance Committee – George Cochran

The Finance Committee has met. It is difficult starting their work when they are missing some of the information.

Mr. Troyer stated that all of the PSAP surveys have been returned, but two of them were not 100% complete. He has contacted the PSAPs to obtain the remaining information.

The Finance Committee is to meet June 2 to start analyzing costs. They will need additional help to analyze this information. Later, this date was corrected to June 8th.

Mr. Troyer indicated that committee membership need not necessarily pinpoint to specific PSAP representation. Individuals are needed who can attend weekly meetings and put the work in. Since the Board's last meeting, he believes there is a need for at least one, maybe two other individuals to be appointed to the Finance Committee.

Ms. Van Der Kley asked if Mr. Troyer had any individuals in mind.

Mr. Troyer stated a representative from the County Board of Commissioners would be ideal. Any referendum would be placed on the ballot with the County Board of Commissioners support. A representative from the Board of Commissioners would be able to keep the whole Board apprised which would be beneficial in moving the process along.

Mr. Cochran indicated we have an upcoming date of August 16; hence, the need for weekly meetings. The Finance Committee may be able to start out with bi-weekly meetings but sees a point where it would be necessary for weekly meetings.

Mr. Canney suggested the Chair or Vice-Chair of the County Board of Commissioners comment on this as they were both in attendance.

Vice-Chair John Taylor stated he is tremendously relieved by the gathering of the financial information from the PSAPs. Putting a referendum on a ballot without knowing the financial information would be problematic. Mr. Taylor indicated he would be happy to serve on the Finance Committee to bring this forward

Mr. Strazdas indicated in the past one of the problems with a consolidation was financial. He likes getting as much representation as possible. In the end it won't be the County Board or this Board selling the consolidation it will be the separate

jurisdictions. Individuals will need to put on presentations in the various jurisdictions to make sure everyone is on the same page.

Mr. Strazdas made a motion and it was duly seconded by Ms. Reid to appoint John Taylor to the Finance Committee. The motion carried by a voice vote.

Ms. Van Der Kley asked if there were any thoughts on whether others should be added to the Finance Committee and if so, who?

Mr. Cochran indicated there is a township supervisors association group. We could go through them to appoint someone from within that group.

Mr. Reid indicated Mr. Barnes should be on the committee representing the Fire Chiefs.

Mr. Barnes stated Stacy French is on the committee representing fire. Mr. Barnes would also like to ask the township supervisors to consider who they would select as a representative.

Mr. Strazdas indicated he would lean more toward an elected official.

Mr. Cochran indicated the outlying townships will benefit from this consolidation; representation from one of them is extremely important.

Mr. Barnes made a motion and it was duly seconded by Mr. Strazdas to approach the township supervisors association asking for a representative.

Discussion ensued.

Ms. Reid indicated it is important to be explicit that we are expecting them to be an active participant by sharing all information with the other township supervisors and assist in getting this information out.

Mr. Heppler would be willing to help to get things moving on this.

Mr. Strazdas amended previous motion made by Mr. Barnes to include that the individual appointed by the township supervisors would report to the entire township supervisors association the knowledge obtained from the Finance Committee and be an active contributor to the process. The motion carried by a voice vote.

Mr. Cochran suggested Mr. Heppler ask the supervisor's association if they would desire Mr. Heppler represent the townships on the Finance Committee.

Ms. Van Der Kley asked Mr. Heppler to go to that group and reach out. She requested he advise Mr. Cochran or Mr. Troyer of the group's decision on who will represent them on the Finance Committee.

Mr. Van Der Kley asked if any other Director would like to participate on the Finance Committee.

Mr. Canney indicated the County Board of Commissioners would need to place this on the ballot. You can provide information using government funds; may not advocate.

Mr. Cochran indicated the County Board has to put this on a ballot at some point. If we want dispatch to go live in 2017 we need to have a vote in November. If it doesn't pass that will give us May to try again. If it doesn't pass in May 2017 we won't be able to start consolidated dispatch until 2018.

Ms. Van Der Kley indicated it is a large committee with a lot of meetings; she assumes there will be a mechanism for the information to be shared. Mr. Cochran just brought up why this is so important at this time. Ms. Van Der Kley again asked if any board member would like to serve on this committee.

Ms. Reid indicated the Finance Committee meetings will be open and anyone is welcome to attend one meeting or multiple meetings. Information will be shared by this committee to the Board.

Mr. Reid asked if we need to have a political leader from the City of Kalamazoo on the Finance Committee.

Mr. Troyer stated it is important to keep in mind the Finance Committee will come up with multiple financing options. He sees the Finance Committee doing the majority of the work paring down to a couple of recommendations. This full board will have the final say so the representation will be there at the end. The formulas will be quite similar in their scope. If a public referendum is part of that this board will have to go out to get it on the ballot.

Mr. Strazdas indicated a critical element is each jurisdiction as PSAP needs to make a decision on what to do with the funds. They will have to go to their boards, etc. to get approval on the decision.

Ms. Reid indicated the next Finance Committee meeting is scheduled for June 8, not June 2 as previously indicated, at 3PM at Crosstown facility of KDPS.

C. New Business

1. 2016 Budget Amendment – Revision I

There are four different line items.

A private dental insurance plan could not be purchased according to the terms of the Employment Agreement. HRA is being utilized to cover the difference between COBRA and coverage in the agreement.

The Life and A&D insurance as well as the disability insurance came through underwriting at a higher cost than originally anticipated.

The fourth item is the contractual services with the County accounting for the \$3,000 for receiving and distributing the surcharge.

The total increase is \$8,149.

Mr. Heppler motioned and it was duly seconded by Ms. Reid to support the budget increase.

Discussion ensued.

Mr. Reid inquired on line item transfers; do they need to be approved? It was indicated there are none for this month.

Mr. Heppler inquired as to where the funds are coming from?

Ms. Van Der Kley indicated all of our items are being paid from the surcharge revenues.

The motion carried by voice vote.

Mr. Strazdas questioned the Finance Committee on how the people issues will be resolved and collective bargaining be resolved.

Mr. Cochran indicated that is all under consideration. First need to know the structure and the costs of those items will follow.

Mr. Canney indicated that each unit that has a PSAP that has a collective bargaining unit will deal with those people at that time.

Mr. Troyer indicated that typically the process used is to first determine the staffing need through assessment. Once the assessment is complete, employment opportunities are announced to see who is interested in employment. Once employment offers are made and accepted, KCCDA's new employees have the right to organize. If successful, then bargaining would begin. Most important is to make sure that once the Finance Committee comes back with a recommendation that part of those recommendations would be job classifications and pay scales.

Ms. Thomas indicated the Technical Committee constantly has this conversation and are being sensitive to when and what to tell current employees.

Ms. Van Der Kley stated legal counsel recognizes this is a primary issue to be dealt with. They encourage openness with employees during this process.

D. Any Other Items

1. Next Regular Meeting Date June 9, 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 4:24PM