



1720 Riverview Drive
Kalamazoo, Michigan 49004
Tele: (269) 381-8080
www.ktwp.org

**Board of Trustees Work Session Meeting
Monday, February 12, 2024
5:30 P.M.**

The Board of Trustees of the *Charter Township of Kalamazoo* will meet in a “Work Session to be held at 5:30 p.m., on **Monday, February 12, 2024**, at the Kalamazoo Township Hall to discuss the below-listed items and any other business that may legally come before the Board of Trustees of the *Charter Township of Kalamazoo*.

Join Zoom Meeting:

<https://us02web.zoom.us/j/86025457296?pwd=ZjNWMDkZXXZUeXlRREaDU5SWJtUENOQT09>

Meeting ID: 860 2545 7296

Passcode: 718656

Find your local number:

<https://us02web.zoom.us/j/86025457296?pwd=ZjNWMDkZXXZUeXlRREaDU5SWJtUENOQT09>

Meeting ID: 860 2545 7296

Passcode: 718656

- A. Discussion on 2023 Kalamazoo County Hazard Mitigation Plan
- B. Discussion on Agreement with Williams Architects
- C. Discussion on MDOT Performance Resolution for Municipalities
- D. Discussion on Hiring Full-Time FF/EO 24-hour position
- E. Discussion on Request to enter into a Federal Grant with RCKC for traffic Pre-Emption System
- F. Public Comment

Posted: February 9, 2024

Think Green

Don Martin
Kalamazoo Township Supervisor



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Fax: (269) 381-3550
www.ktwp.org

AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9A 02122024

FOR MEETING DATE: February 12, 2024

SUBJECT: 2023 Kalamazoo County Hazard Mitigation Plan

REQUESTING DEPARTMENT: Supervisor Martin

SUGGESTED MOTION:

Approval of the resolution for the 2023 Kalamazoo County Hazard Mitigation Plan. The plan can be viewed here: <https://www.kalcounty.com/em/hazard.php?tag=mitigation> the final draft of "Pending Adoption" by all participating entities

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Submitted by: Supervisor Martin

Recommendation: Approve

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The mission of Kalamazoo Township is to provide government services that promote a safe, healthy, accessible, and economically viable community to live, work, learn, and play.



Local Jurisdiction Resolution of Adoption of the

2023 Kalamazoo County Hazard Mitigation Plan

A Resolution of
Adoption of the 2023 Kalamazoo County Hazard Mitigation Plan

Whereas

Recognizes that all hazards pose a potential threat to people and property within the Charter township of Kalamazoo.

Whereas:

Kalamazoo County Emergency Management has prepared a multi-hazard mitigation plan, hereby known as the 2023 Kalamazoo County Hazard Mitigation Plan, in accordance with federal laws, including the [Robert T Stafford Disaster Relief and Emergency Assistance Act](#), as amended; the [National Flood Insurance Act of 1968](#), as amended; and the [National Dam Safety Program Act](#), as amended;

Whereas

The 2023 Kalamazoo County Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Kalamazoo County, Michigan from the impacts of future hazards and disasters.

Whereas

Adoption by the Charter Township of Kalamazoo demonstrates its commitment to hazard mitigation and achieving the goals outlined in the 2023 Kalamazoo County Hazard Mitigation Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE Charter Township of Kalamazoo

That Charter Township of Kalamazoo hereby adopts the 2023 Kalamazoo County Hazard Mitigation Plan. While content related to Kalamazoo County may require revisions to meet the plan approval requirements, the change occurring after adoption will not require sub-jurisdiction to readopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption.

Adopted by a vote of ___ in favor and ___ against this ___ day of _____, _____

BY: _____ Print Name _____ (Signature)



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: _____

FOR MEETING DATE: _____

SUBJECT: _____

REQUESTING DEPARTMENT: _____

SUGGESTED MOTION:

Financing Cost: _____

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Other comments or notes:

Submitted by: _____

Manager's Recommendation:

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POLICE DEPARTMENT

Bryan N. Ergang
Chief of Police

Emergency: 911
Non-Emergency: (269) 488-8911
Administrative Offices: (269) 567-7523
Fax: (269) 552-4468

1720 Riverview Drive
Kalamazoo, MI 49004-1056
www.ktpd.org

To: Supervisor Don Martin & the Kalamazoo Township Board of Trustees
From: Bryan Ergang, Chief of Police
Date: February 6, 2024
RE: Williams Architects Agreement for Additional Services

The Kalamazoo Township Building Planning Committee has developed a focused strategy to move toward a long-term solution for providing efficient and effective public service to our community, maximizing the benefits of economy of scale and the unique ability of the Township to be adaptive and creative in our approach to facilities planning.

In addition to continually evaluating how to move forward with the assessment and planning stages, the committee determined working with a single architectural firm may best serve our current needs. The Building Committee is requesting the Board review the attached proposal from Williams Architects, to include the ongoing development of the Eastwood Fire Station, as well how to incorporate and develop those plans into a strategic, long-term infrastructure strategy.

The Building Committee believes the services provided by Williams will be critical in assisting the Township in streamlining our approach, maximizing efficiency and ideally increasing the tempo for developing a dynamic timeline of actions for the board to review for these projects.

2 February 2024

Bryan Ergang
Police Chief
Charter Township of Kalamazoo
1720 Riverview Drive
Kalamazoo, MI 49004

Re: Additional Planning Services – Fire Station & Added Municipal Center Concepts
Kalamazoo Township
Architectural Planning Services
Township Municipal Facilities – Township Hall, Police and Fire
WA Project No. 2022-031

Dear Bryan:

Thank you for the good work we have been doing together with your team over the last year and a half! We understand the Town desires to add some additional services to our agreement. These include space programming, conceptual site design and cost estimating for the new Eastwood fire station project, an additional design concept for the Town Hall & Police municipal center on existing site, but further from the intersection and higher up on the hill and finally, and a municipal center with space for a potential future fire station concept on another site to be selected by the Town.

We look forward to reviewing, selecting, refining, and finalizing the list of services below with the Township.

ADDITIONAL SERVICES PROJECT SCOPE

Step I. SET-UP PROJECT

- A. No added services needed.

Step II. ESTIMATE FUTURE FIRE DEPARTMENT STAFFING, VEHICLES & SERVICES

- A. Review with fire department staff the current and estimated staffing levels, emergency response vehicles and the potential for the vehicle repair garage to be relocated to the Eastwood fire station. Should also discuss the potential for ambulance services to be co-located at this facility at some point in the future.
- B. Staff to provide organizational information on the current authorized staffing levels, vehicles and the estimated staffing and vehicles in 10 – 15 years, and one for 25 year / ultimate build-out.
- C. Williams Architects (WA) to review these organizational charts, trends in fire department staffing, and the expected growth and change for Kalamazoo Township with staff and provide a chart that shows the Township's current and estimated future staffing and vehicles as directed by staff.
- D. Township to review and approve the estimated current and future staffing and vehicles.
- E. Step to include one staff meeting

Step III. EASTWOOD FIRE STATION SPACE PROGRAMMING

- A. Township to select appropriate fire department staff members and tour with WA, area fire department facilities that are understood to be well-designed examples at similarly sized communities. (Optional Service).
- B. Meet with fire department staff to review the approved staffing and vehicle estimates and the expected department-provided services. Discuss the space needs for all the people, functions, storage needs, public uses, vehicles, and equipment necessary at the new Eastwood fire station. These meetings are to occur over one day.

- C. Provide a draft space program that lists potential spaces that could be needed along with the overall size of the building. This will include the estimated required staff, visitor, and emergency response vehicles and parking requirements.
- D. Meet with staff to review the space program, review example room types, sizes, and layouts provided by WA for potential changes to the space program.
- E. Provide a target space program and convey it to staff for their review and comment.
- F. Provide refinements to the space program and submit them for staff approval.
- G. Step includes one optional facilities tour and two staff meetings.

Step IV. REVIEW CONDITION & CONTINUED USE REQUIREMENTS OF THE EXISTING FACILITY

- A. It is understood that the existing fire station is to be demolished.

Step V. FIRE STATION, EXISTING MUNICIPAL CENTER ADDED CONCEPT AND NEW SITE

- A. Provide Multiple Site/Building Layout Options for the following options:
 - a. New Eastwoods Fire Station on the existing site
 - b. New Town Hall & Police facility on current site, but further up the hill
 - c. Construction of an all-new facility (with space allowed for another future fire station) on another site to be selected by the Township.
- B. Meetings with staff to review options and select preferred concepts.
- C. Includes civil engineering review and site planning assistance for each option.
- C. Refine concepts to a singular solution for each option.
- D. Prepare Project Budget for each option.
- E. Step to include two staff meetings.

Step VI. PROJECT PUBLIC REVIEW & BOARD DECISIONS

- A. Part of the previous proposal and those services have not yet been provided, so no additional fee.

DELIVERABLES (based upon the services authorized by the Township):

- A. Summary chart of present and estimated future staffing and vehicles.
- B. Space Programs showing potential phasing.
- D. Final conceptual colored plan drawing of each preferred option.
- E. Conceptual level project budgets.
- F. Executive summary.
- G. All documents shall be provided as both a hard copy and digital copy.

EXCLUDED ITEMS:

- A. Drawings, and layouts beyond conceptual.
- B. Review of existing conditions or code issues.
- C. Detailed or unit take-off estimate.
- D. Meetings beyond those listed.
- E. Surveys, wetlands review, soil borings, environmental investigations.

PROPOSED FEES

We propose to provide the above services for the following fees:

Step I.	SET-UP PROJECT		
	Complete, no further service required	\$	0.00
Step II.	ESTIMATE FUTURE EASTWOOD FIRE STATION STAFFING & VEHICLES		
	We propose a lump sum fee of:	\$	1,500.00
Step IIIa.	FIRE STATION FACILITY TOURS (Optional Service)		
	We propose a lump sum fee of:	\$	3,000.00

Step IIIb. EASTWOOD FIRE STATION SPACE PROGRAMMING	
We propose a lump sum fee of:	\$ 7,000.00
Step IV. REVIEW CONDITION OF THE EXISTING MUNICIPAL CENTER	
Complete, no further services required	\$ 0.00
Step V. CONCEPT PLANNING (3 Options, including civil & cost estimating)	
We propose a lump sum fee of:	\$ 24,000.00
Step VI. PROJECT PUBLIC REVIEW & BOARD DECISIONS	
Included in previous proposal, no added services required	<u>\$ 0.00</u>
TOTAL FEE IF ALL STEPS ARE ACCEPTED:	\$ 35,500.00

We shall invoice monthly for the services rendered with payment due within 30 days.

HOURLY RATES

Additional services, approved by the Owner in writing, shall be provided hourly per the rate table listed below. These rates shall be revised at the beginning of June each year. The following rates shall hold through 31 May 2024.

RATE TABLE

Managing Principal.....	\$ 250.00/Hour
Senior Principal	\$ 231.00/Hour
Principal	\$ 225.00/Hour
Associate Principal.....	\$ 223.00/Hour
Senior Associate/Senior Project Mgr.	\$ 223.00/Hour
Associate / Project Manager	\$ 203.00/Hour
Architect III	\$ 180.00/Hour
Architect II	\$ 166.00/Hour
Architect I	\$ 149.00/Hour
Senior Project Coordinator II.....	\$ 180.00/Hour
Senior Project Coordinator I.....	\$ 166.00/Hour
Project Coordinator IV.....	\$ 135.00/Hour
Project Coordinator III	\$ 124.00/Hour
Project Coordinator II	\$ 105.00/Hour
Project Coordinator I.....	\$ 90.00/Hour
Project Technician II.....	\$ 70.00/Hour
Project Technician I.....	\$ 54.00/Hour
Aquatic Engineer II.....	\$ 214.00/Hour
Aquatic Engineer I.....	\$ 163.00/Hour
Director of Marketing.....	\$ 200.00/Hour
Marketing Coordinator	\$ 145.00/Hour
Accounting	\$ 192.00/Hour
Secretarial	\$ 135.00/Hour
Clerical	\$ 96.00/Hour
Director of Interior Design	\$ 182.00/Hour
Interior Designer V	\$ 142.00/Hour
Interior Designer IV	\$ 119.00/Hour
Interior Designer III.....	\$ 92.00/Hour
Interior Designer II.....	\$ 79.00/Hour
Interior Designer I.....	\$ 54.00/Hour

REIMBURSABLE EXPENSES:

In addition to our professional fees, we shall invoice the Township for our reimbursable expenses (mileage, printing, delivery services, misc. project supplies) times a 1.15 multiplier.

PROGRAM QUALIFICATIONS

This proposal is based on the following assumptions and qualifications:

1. The Township shall provide all existing conditions drawings for our use in developing the documents.
2. Our project meetings and on-site time/field time are limited, and some meetings and/or attendees shall participate via the web. Meetings and field time beyond the defined limits will be charged hourly.

CONCLUSION

If you agree with the terms of this Letter of Proposed Agreement, please sign and date below and return one copy to our office. It is understood that the general terms of this proposal are as per the current AIA Document B104 (Standard Form of Agreement Between Owner and Architect for a Project of Limited Scope) and in keeping with the Architect's Standard of Care.

Thank you again for this wonderful opportunity to be of service to the Township of Kalamazoo. If you have any questions or comments, please call or email.

Cordially,



Mark S. Bushhouse, AIA, LEED AP
President / Managing Principal

xc: Sonia L. Sporleder / Williams Architects
Marc Rohde / Williams Architects

The Township of Kalamazoo hereby accepts the Scope of Services, Fees, and Terms listed above and authorizes Williams Architects to begin their services immediately:

ACCEPTED BY:

Authorized Representative - Township of Kalamazoo

Date

Authorized Representative - Printed Name and Title



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9C 02122024

FOR MEETING DATE: February 12, 2024

SUBJECT: MDOT Performance Resolution for Municipalities

REQUESTING DEPARTMENT: Police Department

SUGGESTED MOTION:

Approve the Michigan Department of Transportation (MDOT) Performance Resolution for Municipalities and authorize the Township Supervisor to sign on behalf of the Board to Trustees to allow the Permit Manager from Flock Safety to apply for (MDOT) permits on behalf of the Township of Kalamazoo to complete the installation of Flock Safety license plate reader cameras within the State Highway Right of Way.

Financing Cost: \$0

Source: General Fund _____ Grant _____ Other _____

Are these funds currently budgeted? Yes _____ No _____

Submitted by: Bryan N. Ergang, Chief of Police

Please note: This resolution has been approved to form by the Township Attorney.

Recommendation:

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PERFORMANCE RESOLUTION FOR MUNICIPALITIES

This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

RESOLVED WHEREAS, the _____
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the _____
 (Name of Board, etc.)
 of the _____ of _____
 (Name of MUNICIPALITY) (County)
 at a _____ meeting held on the _____ day
 of _____ A.D. _____.

Signed

Title

Print Signed Name



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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9D 02122024

FOR MEETING DATE: February 12, 2024

SUBJECT: Hiring Full-Time FF/EO 24-hour position

REQUESTING DEPARTMENT: Fire Department

SUGGESTED MOTION:

I authorize the hiring of Joseph Coudron to the position of full-time FF/EO within the Fire Department.

Financing Cost: Budgeted

Source: General Fund _____ Grant _____ Other Fire Operations

Are these funds currently budgeted? Yes X No _____

Other comments or notes: _____

Submitted by: Jairus Baird, Fire Chief

Recommendation:

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AGENDA ITEM REQUEST FORM

AGENDA ITEM NO: 9E 02122024

FOR MEETING DATE: 02-12-2023

SUBJECT: Request to enter into Federal Grant with RCKC for Traffic Pre-Emption System

REQUESTING DEPARTMENT: Fire Department

SUGGESTED MOTION: I authorize the Fire Department to apply for a Regional Federal Highway Safety Grant through the Road Commission of Kalamazoo County with an expected match being \$161,706.82 coming from Fire Capital over two years.

Financing Cost: \$161,706.82 split between 2024 and 2025

Source: General Fund _____ Grant _____ Other Fire Capital

Are these funds currently budgeted? Yes X No _____

Other comments or notes: _____

Submitted by: Jairus Baird, Fire Chief

Recommendation:

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To: Kalamazoo Township Board
From: Jairus Baird, Fire Chief
Date: Feb. 12, 2024

Traffic preemption systems are integrated technology installed on vehicles and traffic signals that allows authorized emergency vehicles to “request” the green light from the traffic light controller.

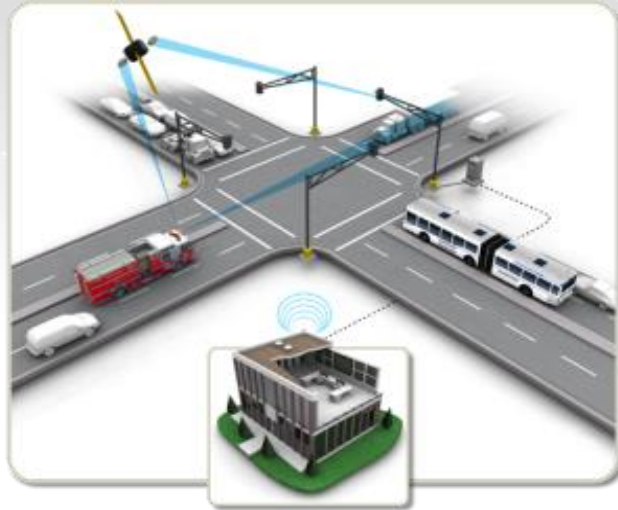
Back in the Summer of 2023, Road Commission of Kalamazoo County (RCKC) informed all fire departments of the possibility to seek Federal funding for installation of traffic preemption systems. The infrastructure that needs to be installed on each traffic signal has already been embraced and installed in all new traffic light installations by RCKC, with the technology already installed along Mosel Ave. during those most recent upgrades.

Without the assistance of a grant, total cost to implement a program would be in excess of \$400,000. If the grant is awarded, total cost to outfit Kalamazoo Township’s remaining intersections, as well as the 17 vehicles in the fire department would be approx. \$81,000 per year over two years. First payment for engineering would be required near the end of 2024 and the other \$81,000 in 2025 to support construction and installation costs. Total anticipated match from Kalamazoo Township is \$161,706.82

Comstock has already installed this technology in both their vehicles and intersections with great results. Oshtemo Township is working to join this regional grant offering along with Richland and Texas. Having this technology installed in our auto-aid partners amplifies the amount of benefits we will receive with us being able to get to calls in their area safer and faster, while allowing them the same when responding into Kalamazoo Township. Added long term benefits once the infrastructure is installed in Kalamazoo Township could include expansion into the vehicles of the Police Department.

RCKC will be handling all aspects of the grant, they just need supporting funding from each municipality to bring this project to fruition. Traffic preemption will make responding safer in Kalamazoo Township, not just to Fire Department vehicles, but also to every member in the motoring public during our response. Funds are available in Fire Capital to support this purchase should it be awarded.

Opticom[®] GPS System



Components:

Intersection: Radio, Interface Panel,
Phase Selector

Vehicle: Radio/GPS Control Unit,
Antenna

What is it?

- A system that features global positioning satellite (GPS) and embedded radio technology

How does it work?

- Using a global network of GPS satellites, vehicle equipment calculates speed, direction, longitude and latitude information
- Intersection equipment is programmed with approach map to define corridors for priority control activity
- As vehicle enters intersection's radio range it sends updated speed, position, identification information, and turn signal status every second
- Intersection equipment sends priority request to the phase selector

Benefits

- Safe, efficient results for emergency and transit vehicles
- Higher level of intersection management and control





Emergency Vehicle Preemption (EVP)
for Fire and Emergency Medical Services (EMS)

Opticom™ helps save lives and preserve resources.

Emergency responders are the lifeline of their communities. Delays arriving on scene can put property and lives at risk. Even their own. That's why fire and EMS agencies choose Opticom™ traffic signal priority control solutions. Our reliable, scalable systems help ensure safer, faster on-scene arrival—while maximizing resources and your investment.



REDUCE
INTERSECTION
CRASH
RATES



IMPROVE
RESPONSE TIMES
by up to

25%*



OPTICOM™ BENEFITS

**PREVENT
INJURIES**

AND
RELATED
COSTS



OFFER **QUICK
PAYBACK**
ON YOUR
INVESTMENT



**DECREASE
LIABILITY**

FOR CRASHES
WITH OTHER
MOTORISTS



*Independent studies available upon request

OPTICOM™ SOLUTIONS



GLOBAL TRAFFIC TECHNOLOGIES

