

02-15-07-04

Approval of Silver & Van Essen as Corporate Counsel

To approve Doug Van Essen of Silver & Van Essen as corporate counsel for the Authority.

Motion by: Steve Harper

Supported by: Jim Valentine

Unanimous

02-15-07-05

Approval of Bill Doolittle & Associates for Strategic Planning Services

To enter into a contract with Bill Doolittle & Associates for Strategic Planning and Facilitation services as described in the Proposal of Professional Services dated February 21, 2007.

Moved by: Greg Sundstrom

Supported by: Jim Valentine

Unanimous

02-15-07-06

Meeting Adjournment

To adjourn the meeting of Administrative Policy Board, next meeting to be held Thursday, March 15 at 8 a.m.

Moved by: Harry Dolan

Supported by: Joe Sierawski

Unanimous

Public Comment: None

Summary of Discussion Items:

- 1. Township Board Representative Appointments** – Staff distributed a letter dated February 12, 2007 from Peter Macgregor, the president of the Kent County Supervisors Association, with the recommendation that David Peterson, Plainfield Township Fire Department, and Peter MacGregor, Cannon Township Supervisor serve as the Township Representatives on the KCDA Board. The Board unanimously approved the appointments. The Board chair welcomed both members and invited them to make a few comments. Dave Peterson stated that he's been involved with the central dispatch effort since the beginning, most recently serving on the technical advisory committee and also attended the interim board meetings, and wants to address the challenges of the radio system. Peter MacGregor stated that he's been supervisor in Cannon Township for a little over two years and has served in various other roles for over eight years including the fire committee; he is also presently serving as the president of the Supervisor's Association.
- 2. Corporation Counsel** – Board members reviewed the portfolio submitted by Doug Van Essen of Silver & Van Essen. Chief Dolan stated that it was important to select someone who has the

background in dispatch since it is a specialized area. Lt. Steve Harper stated that he has worked with Doug Van Essen in the area of dispatch for some time and that he is well-versed in the issues and statute pertaining to emergency dispatch. Greg Sundstrom suggested that the Board consider entering into a contract for services. Staff stated that past work both with Law Weathers & Richardson and Silver & Van Essen and billed on a time and materials basis without a formal agreement. Consensus was to continue to utilize corporate counsel services without a formal agreement.

3. Bill Doolittle & Associates/Strategic Planning and Facilitation – Board members discussed the excellent quality of the previous work provided by Doolittle. It was noted that the proposal had a strong emphasis on individual meetings with board members and that it should be underscored that meeting and working together as a full board to discuss and develop final recommendations is very important.

4. Technical Advisory Committee – Tabled until the March 15 meeting.

Next Meeting: Thursday, March 15, 2007, 8 a.m. to be held at the City of Wyoming

Adjourn: Meeting adjourned at 8:32 a.m.