

**Kent County Dispatch Authority
Administrative Policy Board**

**Meeting Minutes
July 19, 2007**

Meeting Location: City of Wyoming, City Hall

Members Present:

Peter MacGregor	Cannon Township
Greg Sundstrom	City of Grand Rapids
Jim Valentine	City of Lowell
Michael Young	City of Rockford
Chuck Deschaine	City of Walker
Randy Gelderloos	City of Granville
Art Tanis	Kent County Board of Commissioners
Larry Stelma	Kent County Sheriff's Department
Steve Harper	Michigan State Police #61
Dave Peterson	Plainfield Township

Members Absent/Excused: Curtis Holt, City of Wyoming; Harry Dolan, Grand Rapids

Guests: Capt. Michelle Lajoie-Young, Kent County Sheriff's Department; Capt. Belk and Ralph Gould, City of Grand Rapids; Chief Garcia-Lindstrom, City of Walker; Senez Rodriguez, KCEMS; Mark Meijer, Life EMS; Harvey Becker, Michigan State Police; Capt. Brad Schutter, Wyoming Police Department; Kent Morris, Life EMS; Kevin Walk, Life EMS; Rick Uslan, Motorola.

Staff Present: Jennifer DeHaan, Kent County Administrator's Office

Media: None

Meeting Called to Order 8:04 am

Action Items:

07-19-07-01 **Approval of the Agenda**
To approve the July 19, 2007 meeting agenda

Motion by: Deschaine
Support by: Young
Unanimous

07-19-07-02 **Approval of the Minutes**
To approve the June 21, 2007 meeting minutes

Motion by: Sundstrom

Support by: Harper
Unanimous

07-19-07-03 **MOTION to recommend the addition of a representative from Kent County Emergency Medical Services, Inc to represent Medical Service providers.**

Moved by: Valentine
Supported by: Young
Unanimous

07-19-07-04 **MOTION to authorize the Chair to extend the Purchase Order \$5,000 for Bill Doolittle of 911 Insight to provide additional assistance in the preparation and presentation of material to the Kent County Board of Commissioners.**

Moved by: Stelma
Supported by: Peterson
Unanimous

07-19-07-05 **Meeting Adjournment**
To adjourn the meeting of Administrative Policy Board, next meeting to be held Thursday, August 16, 2007 at 8 a.m.

Moved by: Stelma
Supported by: Young
Unanimous

Public Comment: None

Summary of Discussion Items:

1. **Communications Received** –Art Tanis stated that the letters in the agenda packet had been received from Newaygo County and KCEMS. He asked if there were any questions about any of the communications or comments. Tanis stated that this might be a good time to discuss an item that Chair Holt mentioned at the last meeting which was the discussion about recommending that KCEMS have a seat on the Authority. Greg Sundstrom stated that he would support an action to have all voices at the table to make the best decisions for citizens and the community with the purpose of bringing together the voices. Jim Valentine made a **MOTION** to recommend the addition of a representative from Kent County Emergency Medical Services to the Kent County Dispatch Authority to represent the EMS providers. The **MOTION** was supported by Michael Young. It was noted that this will require revisions to the current Kent County Dispatch Authority Agreement and that the municipalities will have to individually approve the changes. The **MOTION** passed unanimously. It was noted that Jen DeHaan will coordinate this process.

2. **Strategic Plan Update** – Vice Chair Art Tanis stated that he had met with several members of the Kent County Board of Commissioners to discuss bringing the Strategic Plan and the surcharge recommendation to the Board for consideration. He noted that there were several questions identified by the group which Bill Doolittle was providing assistance in answering. He noted that there was some question about the timing of the request and whether the Authority could wait to levy the surcharge until SB 410 and SB 411 pass. He stated that a Work Session has been scheduled with the Kent County Board of Commissioners for Thursday, August 9th, 2007 at 7:30 in the Kent County Board of Commission Chambers. He stated that he has requested that Jen DeHaan ensure that Board members receive a copy of the Strategic Plan prior to the work session. Members of the Authority are encouraged to attend.
3. **KCDA Budget:** A **MOTION** was made by Sheriff Stelma to authorize the Chair to extend the Purchase Order \$5,000 for Bill Doolittle of 911 Insight to provide additional assistance in the preparation and presentation of material to the Kent County Board of Commissioners. The **MOTION** was supported by Peterson. Art Tanis indicated that Bill Doolittle would assist in the preparation of the power presentation and to provide assistance as needed. A copy of the current budget was provided to the Authority. The **MOTION** was approved unanimously.
4. **Technical Advisory Committee Update** – Capt. Young of the Kent County Sheriff's Department provided an updated regarding the work of the TAC. She noted that TAC has met on several occasions with the initial task to review the Kimball report and to update any necessary information. As a part of this process the TAC would be providing a written report of their findings to the Authority in August. Some of the work that has been completed involves updating the survey information provided in the Kimball report which includes such things as more thorough and accurate information about the City of Grand Rapids. She also stated that other assertions made in the Kimball report are no longer applicable as a result of the advances and changes in technology since the report was originally written. Capt. Young also noted that the TAC has also identified emergent needs and will include these in the August report. Michael Young asked if the funding included in the proposed budget in the Strategic Plan would cover the emergent needs? Capt. Young noted that at this time it appears to be enough.

Greg Sundstrom inquired as to the outcome of a discussion at the last meeting regarding the submission of a COPS grant which Capt. Young was coordinating. Capt Young noted that in a collaborative effort with the City of Grand Rapids a grant had been submitted in the amount of \$5.8 million to support the purchase of a new CAD system, mobile technology, and RMS replacements. Capt. Young stated that the language was vague as to the scope of these projects as additional discussion/decision making would be necessary to support implementation. Young also noted that there were many letters of support and input provided from various members of the public safety community.

Misc.: Chief Garcia-Lindstrom wanted to provide information to the Authority about the First Responders Fund which assists families of Police, Fire, and EMS personnel that have been killed in the line-of-duty. She stated that there are several members present including, Mark Meijer, Steve Harper, Dave Peterson, and Sheriff Stelma present that sit on the Board of the

First Responders Fund. Chief Garcia-Lindstrom wanted to make the Authority aware of their work and to let other entities know of the resources available.

Next Meeting: Thursday, August 16, 2007, 8 a.m. to be held at the Wyoming City Hall

Adjourn: Meeting adjourned at 8:30 a.m.