

**Kent County Dispatch Authority  
Administrative Policy Board**

**Meeting Minutes  
January 26, 2009**

**Meeting Location:** City of Wyoming– City Hall

**Members Present:**

Kevin Belk	City of Grand Rapids
Curtis Holt	City of Wyoming;
Chuck Deschaine	City of Walker
Greg Sundstrom	City of Grand Rapids
Chris McIntire	Michigan State Police #61
Peter MacGregor	Cannon Township
Senez Rodriguez	KCEMS
James Hinton	City of Lowell
Randy Gelderloos	City of Grandville
Michael Young	City of Rockford

**Members Absent/Excused:**

Art Tanis	Kent County Board of Commissioners
Larry Stelma	Kent County Sheriff’s Department

**Members Absent**

Dave Peterson	Plainfield Township
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**Guests:**

Tom Valdez, MSP; Matt Groesser, KCSD; Michelle Young, KCSD; Rick Uslan, Motorola, Ralph Gould, GRPD; Dave VanHouten, GRPD; Kevin Walk, Life EMS; Brent Looman, Kentwood Fire; Catherine Garcia-Lindstrom, Walker PD; Greg Long, Walker PD; Carl Wood, Walker PD;

**Consultant:**

Bill Doolittle, 911 Insight

**Staff Present:**

Jennifer DeHaan, Kent County Administrator’s Office

**Media:**

None

**Call to Order :**

9:04

**Action Items:**

**01-26-09-01**

Annual Authority Nominations and Elections

- a) Election of Chair – Curtis Holt
- b) Election of Vice Chair – Art Tanis
- c) Election of Treasurer – Greg Sundstrom

d) Election of Secretary – Larry Stelma

Motion by: Young  
Support by: Rodriguez

**01-26-2009 -02**      Amend the January 26, 2009 Agenda to include consideration of an invoice received from Bill Doolittle of 911 Insight.

Motion by: MacGregor  
Support by: Gelderloos

**01-26-2009 -03**      Approval of the Agenda  
To approve the January 26, 2009 meeting agenda  
Motion by: MacGregor  
Support by: Belk  
Unanimous

**01-26-2009 -04**      Approval of the Minutes  
To approve the minutes of December 22, 2008  
Motion by: McIntire  
Support by: MacGregor  
Unanimous

**01-26-2009 – 05**      Motion to Excuse Art Tanis and Sheriff Stelma  
Moved by: Belk  
Support by: Gelderloos  
Unanimous

**01-26-2009 -06**      Motion to authorize the following expenditures and disbursements:

Kent County – Admin. Support	\$	926.81
Printing Costs –KC Central Services	\$	56.73

Moved by: Sundstrom  
Support by: Young  
Unanimous.

**01-26-2009 -07**      Motion to authorize the following expenditures and disbursements contingent upon the receipt of all deliverables.

911 Insight – Invoice #5 Nov-Dec	\$	10,358.28
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Moved: Belk  
Support: Rodriguez  
Unanimous

**11-24-2008 – 08**      Motion to hold a Special Meeting of the Authority on Monday, February 9, 2009 at 10:00am at Wyoming City Hall.

Moved by: Deschaine

Support by: McIntire

Unanimous:

**11-24-2008 – 09**      Meeting Adjournment

To adjourn the meeting of Administrative Policy Board.

Moved by: McIntire

Support by: Deschaine

Unanimous

**Public Comment:**      None

### **Summary of Discussion Items**

#### **1) Executive Committee Update:**

a) **2009 Consulting Services:** Holt stated that the Board members received two proposals in their meeting packet, one from Bill Doolittle of 911 Insight and one from Ralph Gould. It was the intent of this meeting to make all Authority members aware of both proposals and to hold a Special Meeting of the Authority on Monday, February 9, 2009 at 10:00am to further discuss this issue. Holt stated that the Executive Committee has received a proposal from Bill and met with him to discuss the proposal and how best to move forward. In that meeting, it was recommended by Bill that the Authority move forward with hiring an executive director and that Bill would resubmit a proposal with this recommendation and with a scope of service that reflects the services that Bill would continue to provide. Holt stated that upon this recommendation the Executive Committee wanted to move forward with establishing an interim executive director and that there was an opportunity to retain Ralph Gould as the interim director. Ralph has served on the Technical Advisory Committee of the Authority and has a strong understanding of the challenges and steps that are necessary to move forward with the implementation of the Strategic Plan. The Executive Committee is recommending that the Authority contract with Mr. Gould for the interim position of executive director and that Bill Doolittle of 911 be retained on contract to provide necessary services. A **MOTION** was made by Deschaine to hold a special meeting of the Authority on Monday, February 9, at 10:00AM. The **MOTION** was supported by McIntire. The **MOTION** passed unanimously.

2) **Update from 911 Insight:** Bill Doolittle stated that the Board had received his January report indicating the status of the deliverables for which he was responsible to provide. He stated that he has provided a draft of the time synchronization material to the TAC and that they would be reviewing and discussing this material in the meeting today. The PSAP criteria also had been drafted for review by TAC. The CAD RFP was nearing completion as the functional requirements section had been finalized by the TAC pending any last minute comments/changes to the document. Bill stated that he would be meeting with County Purchasing, Ralph Gould, and Michelle Young tomorrow morning to iron out any last questions regarding the bid notice and the process. The RFP was also to be reviewed by counsel. Bill stated that he was also working on the scope of service document for the radio

consultant and that he anticipated all outstanding items would be submitted to the Authority by Friday, January 30, 2009.

- 3) **Update from Technical Advisory Committee:** The TAC had completed its work on the CAD RFP and would be meeting today to review other documents provided by Bill last Friday. Young stated that the CAD RFP could go out after being approved by the Board. Holt requested that the TAC present the CAD RFP to the Board at the next meeting on the 9<sup>th</sup> and the Board will consider the release of the CAD on the 23<sup>rd</sup>. The presentation on the 9<sup>th</sup> will be comprised of “highlights” of the RFP and a review of the critical points. Holt requested that if there were critical issues that this be reported to the Authority as well as the solution that was applied to reach agreement.
  
- 4) **Misc:** None

**Adjournment 9:27 AM**