

Kent County Dispatch Authority Administrative Policy Board

Meeting Minutes

August 31, 2009 – 9AM

Meeting Location: City of Wyoming, City Hall

Members Present:

Curtis Holt	City of Wyoming;
Art Tanis	Kent County Board of Commissioners
Chris McIntire	Michigan State Police #61
Kevin Belk	City of Grand Rapids
Dave Peterson	Plainfield Township
Michael Young	City of Rockford
Larry Stelma	Kent County Sheriff's Department
Peter MacGregor	Cannon Township

Members Absent/Excused:

James Hinton	City of Lowell
Senez Rodriguez	KCEMS
Greg Sundstrom	City of Grand Rapids

Members Absent

Randy Gelderloos	City of Grandville
Chuck Deschaine	City of Walker

Guests:

Cal Brinks, Kent County Purchasing; Rick Uslan, Motorola; Michelle Young, KCSD; Greg Grier, Motorola; Brad Schutter, Wyoming PD; David VanHouten, GRPD; Matt Groesser, KCSD; Karen Chadwick, GRPD; Kevin Walk, LIFE EMS; Mark Lepley, New World; Marty Hollerback, New World; Catherine Garcia-Lindstrom, Walker PD; Krisin Saper, Rehmann Robson; Greg Long, Walker PD; Chief Carr, Kentwood Fire.

Consultant:

Ralph H. Gould, Interim – Executive Director

Staff Present:

Jennifer DeHaan, Kent County Administrator's Office

Media:

None

Call to Order :

9:04

Action Items:

08-31-09-01

Approval of the Agenda

To approve the August 31, 2009 meeting agenda

Motion by: Belk

Support by: Peterson

Unanimous

08-31-09-02 Approval of the Minutes
 To approve the minutes of June 22, 2009.
 Motion by: MacGregor
 Support by: Tanis
 Unanimous

08-31-09-03 Members Excused: Senez Rodirugez, Greg Sundstrom, James Hinton
 Motion by: McIntire
 Support by: Tanis
 Unanimous

08-31-09-04 Motion to authorize the following expenditures and disbursements:
 July/August Expenditures and Disbursements

Payee	Amount	Date of Board approval
State 911 Surcharge Disbursement – 3 rd Quarter payment - MSP	\$121,839.14	03-23-09
State 911 Surcharge Disbursement – 3 rd Quarter payment – GR	\$64,003.08	03-23-09
Rehmann Robson	\$500	04-27-09
Ralph H. Gould Invoice #5 - June 2009	\$2992.50	03-23-09
Ralph H. Gould Invoice #6 - July 2009	\$3235.00	03-23-09
CAD Site Visit Hotel Cost – Kent County Sheriff's Department	\$2221.90	06-22-09
CAD Site Visit Vehicle & Meal Reimbursement – DVanHouten	\$861.99	06-22-09
CAD Site Visit Vehicle& Meal Reimbursement – MGroesser	\$813.44	06-22-09
CAD Site Visit Reimbursement – Rgould	\$107.36	06-22-09
CAD Site Viisit Reimbursement – Srodriguez – KCEMS	\$91.82	06-22-09
CAD Site Visit Reimbursement – Kwalk – Life EMS	\$120.59	06-22-09
CAD Site Visit Reimbursement – Myoung – KCSD	\$80.04	06-22-09
CAD Site Visit Reimbursement – Lknapp – GRFD	\$76.26	06-22-09
APCO Conference – MGroesser	\$428.00	06-22-09
APCO Conference – KCSD – Mgroesser	\$415.00	06-22-09
APCO Conference Airfare & Registration– DvanHouten GRPD	\$746.38	06-22-09
APCO Conference Lodging – DvanHouten	\$594.00	06-22-09

Moved by: Peterson
 Support by: McIntire
 Unanimous.

08-31-09-05 Motion to receive and file 2008 Audit report as prepared and presented by
Rehmann Robson.
 Moved: Tanis
 Support: MacGregor
 Unanimous

08-31-09-06 Motion to appoint Karen Chadwick, GRPD Communications Manager, as co-chair
of the Technical Advisory Committee
 Moved by: Belk
 Support by: Tanis
 Unanimous

08-31-09-07 Meeting Adjournment

To adjourn the meeting of Administrative Policy Board.
Moved by: Deschaine
Support by: Belk
Unanimous

Public Comment: Marty Hollerbach, New World Systems. Mr. Hollerbach commented regarding the CAD procurement process. A copy of the statement is on file.

Summary of Discussion Items

- 1) **2008 Audit Presentation:** Kristin Saper of Rehmann Robson, presented the findings of the 2008 Audit. Rehmann. Rehmann concluded that the financial statements are presented fairly and reflect the financial position of the governmental activities and major funds of the Kent County Dispatch Authority. A **MOTION** was made by Art Tanis and supported by Peter MacGregor to receive and file the 2008 Audit Report. The **MOTION** passed.
- 2) **TAC Appointment of GRPD Representative:** Curtis Holt stated that the co-chair position on the Technical Advisory Committee had been vacant since Ralph Gould retired and became the interim KCDA Director. A **MOTION** was made by Kevin Belk and supported by Art Tanis to appoint Karen Chadwick, GR Communication Manager as Co-Chair of the Technical Advisory Committee. The **MOTION** passed.
- 3) **CAD Evaluation Presentation:** Curtis stated that the Technical Advisory Committee had completed its review and evaluation of the CAD proposals and was here today to present their findings. Holt stated that throughout this process, the KCDA RFP for the CAD system had been procured following Kent County Purchasing Policies and Procedures and that this had been a fair and open process.

Michelle Young, co-chair of the Technical Advisory Committee, provided a presentation regarding the CAD procurement Process. A copy of the presentation is on file and available on the www.kent911.org website. Young stated that the CAD procurement process began with the detailed creation of a request for proposal document that outlined the functional requirements of the CAD system. Upon completion of the RFP by the TAC members and multiple other interested parties representing police, fire, and EMS, the RFP was released through Kent County Purchasing on March 2, 2009. A mandatory pre-proposal conference was held on March 17, 2009 and bid proposals were due back April 30, 2009.

KCDA received 5 proposals from Interact, Intergraph, Motorola, New World, and Tiburon. Each of the TAC members and various representatives from police, fire, and EMS, conducted an independent review of the five proposals and scored them based upon a predetermined set of standards. The results of these evaluations were compiled and the top 3 proposals were selected for site visits.

In June, the TAC and additional representatives visited three sites where each of the proposed systems or comparable systems were functional. The committee visited Nashville, TN, for Motorola, Louisville, KY for Intergraph, and Hamilton County, IN for New World Systems. Based upon the site visits, the KCDA selected Motorola and New World to perform on-site demonstrations of the proposed product in August.

The on-site demonstrations were held on two days and included administrative overviews and detailed demonstrations of the products, utilizing a script established by the TAC to demonstrate comparable

features. It is estimated that at least 59 people attended the CAD on-site demonstrations and that participants included administrators, dispatchers, and supervisors. Attendees were asked to complete an evaluation of the on-site demos. This information was compiled and it was concluded that both systems have the capability of performing satisfactorily, but in the case of the evaluations, the evaluators preferred Motorola over New World by a margin of 56.5% to 43.5%. Motorola submitted the lowest bid for the overall project.

After a review of all of the input received, the Technical Advisory Committee is recommending that the KCDA Board to initiate negotiations with Motorola for the procurement of a Computer Aided Dispatch system

Young also provided an update regarding the RFP for Networked 911 IP Customer Premise Equipment and Service (911 Phone System), which has been released by Kent County Purchasing and there is a link on the homepage of www.kent911.org. There is a mandatory pre proposal conference on Thursday, September 10, 2009 at 10AM and RFPs will be opened on Wednesday, September 30, 2009 at 4PM. As next steps the TAC will need to identify project management teams for both the Phone System and CAD projects and will need to start GIS file Creation (Map). Also of importance is the need to meet with police and fire stakeholders to discuss mobile client options and issues to ensure coordination with the installation of the CAD system.

Holt stated that the Technical Advisory Committee had made a recommendation that the KCDA enter into negotiations with Motorola. A discussion ensued. A **MOTION** was made by Michael Young and supported by Belk to enter into negotiations with Motorola based upon the recommendation of the TAC. A discussion ensued. The **MOTION** was **WITHDRAWN** by Young and supported by Belk. Sheriff Stelma made a **MOTION** supported by Art Tanis to refer the CAD evaluation process to the Executive Committee. The **MOTION** passed.

- 4) **Interim Executive Director Update:** Ralph Gould stated that the committee appointed by Chair Holt had been reviewing and developing a template to move forward with the negotiation process with the two qualified PSAPs that had responded to the RFQ. A discussion ensued. The committee will continue to work on developing the template for the response and will have a better idea of available resources when the CAD system is selected.
- 5) **Executive Committee Update:** Curtis stated that the next Executive Committee meeting would be on Monday, September 14, 2009 at 10:00AM in the Wyoming City Managers Office.
- 6) **Misc:**
 - a) Holt requested an updated timeline for the implementation of the CAD.
 - b) McIntire inquired if the Authority was moving forward with finding a permanent executive director.

Adjournment 10: 20 AM