



**Administrative Policy Board
Monday, July 27, 2015 at 10:00 AM**

City of Wyoming, 1st Floor West Conference Room

Minutes

- 1. Call to Order and Roll Call** by Vice Chair Herald at 10:15 AM without a quorum present. The Chair asked the Board if they could go over the reports to the Board and wait for Mark Meijer to arrive which would provide a quorum at which time they could go back to the regular agenda items that need a formal vote to approve. The Board of six (Stelma, Koorndyk, Herald, Knapp, Spencer, Herald) concurred. The discussions or information discussed before the actual quorum Board meeting are in ***Bold Italics***. At 10:23 hrs Mark Meijer arrived at the meeting and the Chair called the official meeting to order with a quorum present.

Members Present

Mark Herald	East GR Dept of PS
Larry Stelma	Kent County Sheriff
Lee Cook	City of Grandville
Jay Spencer	Plainfield Townnship
Laura Knapp	Grand Rapids FD
Dan Koorndyk	Kent County Commissioners
Jeff Drake #	Solon Twp. FD
Mark Meijer	Kent EMS
Ronald Bonneau, ENP	Executive Director (non voting)

= Appointed and in attendance but not confirmed when meeting called to order

Members Excused

Curtis Holt	City Of Wyoming
Chuck Deschaine	City of Walker
Chris McIntire	MSP
David Rahinsky	Grand Rapids PD

Members Absent

Michael Young	City of Rockford
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Guests

Michelle Young	Kent County Sheriff
Matt Groesser	Kent County Sheriff
Reed Wakeman, ENP	Grand Rapids PD
David Kiddle	Grand Rapids PD
Capt. Roberts	City of Kentwood
Cameron Van Wyngarden	Plainfield Twp

2. Public Comment – *There was no Public Comment*

3. Members Excused – Motion to excuse Holt, McIntire, Rahinsky and Deschaine made by Spencer

Second by Knapp

No Discussion

Passed 7 - 1

4. Approval of New Member Representative (Herald)

- a. **Resolution #20 – 072715** to approve the appointment of Chief Jeff Drake of Solon Twp. FD representing the Township fire chiefs on the KCDA Administrative Policy Board with an expiration date of December 31, 2016 was made by Cook.

Second by Stelma

No Discussion

Passed 8 - 0.

Jeff Drake welcomed to the Board by Chair Herald.

5. Approval of the Agenda – Motion to approve the agenda of July 27, 2015
made by Koorndyk

Second by Spencer

No Discussion

Passed 8 - 0

6. Approval of Minutes – Minutes were accepted as read for June 22, 2015

7. Financial Report – *Bonneau gave a summary of the Financial Report that focused on the content of the report tendered to the Board and how the Fiduciary was eliminating reporting of income in line item 584.010 and moving it to line item 584.000 which matches the line item number in the approved 2015 budget and will give a clearer picture of how that line item is actually performing. Bonneau also stated that the Fiduciary and he are working on a Fund Balance report for the Board, cautioning the Unrestricted Fund Balance is not a Fixed amount but rather static in that some huge line items are actually paid using Unrestricted Fund Balance until the surcharge funds have been received to repay the Fund Balance in the amount that was used. So the Unrestricted Fund Balance is static during reporting periods.*

Bonneau then discussed the recommendation from the KCDA Finance Committee for Budget Amendment 5 in order to transfer funds from the Unrestricted Fund Balance to the Line Item for Professional Services to pay for the Prima Civitas Contract approved by the Board in June in the amount of \$30,000 bringing that line item up to \$55,000.

Bonneau then discussed the recommendation of the KCDA Finance Committee to zero out the line item for Smart911 and appropriate \$35,250 to the line items for GR and KC CAD Admin in order to pay for the annual year payment in August of this year which will increase each of those line items to \$70,5000 AND to appropriate the remaining \$7,000 from Smart911 to the Pub Ed line item, increasing the Pub Ed budget by \$7,000 to \$32,000.

8. Voucher of Bills - Motion to Authorize Expenditures and Disbursements as Attached was made by Stelma

Second by Cook

No Discussion

Passed 8 - 0

9. Finance Committee Report (Cook/Bonneau)

- a. **Surcharge Formula Distribution of \$1,250,000.00 to PSAP's** – was provided to the Board as information and documentation that the surcharge being disbursed was correct. Checks provided to each PSAP at the meeting as they were approved in the vouchers of bills aforementioned.

i. Grand Rapids receiving 57.99% = \$724,875.00

ii. Kent County receiving 42.01% = \$525,125.00

- b. **Budget Amendment #5 – 072715** (See Attached) which allows for the appropriation of \$30,000.00 from Unrestricted Fund Balance to Fund 994, Line Item 994-325-32500-801.000 to increase the line item to \$55,000.00 for the purpose of funding the Prima Civitas Consulting Contract for consolidation study was motioned for approval by Cook.

Second by Meijer

No Discussion

Passed 8 - 0

- c. **Budget Amendment #6 - 072715** (See Attached) which allows for the appropriation of \$77,500.00 from Line Item 994-325-32500-806.000 to Line Item 994-325-32510-810.000 and Line Item 994-325-32520-810.010 in the amount of \$35,250.00 each to bring the total of each line item to \$70,500.00 to accommodate for payment of the annual CAD Administrator Fee to each PSAP and \$7,000.00 to line item 994.325.32500.801.009 for Pub Education/Web Site for PR services was motioned for approval by Stelma.

Second by Cook

No Discussion

Passed 8 – 0

10. SpectraCom Purchase and Installation (Young) In the absence of Michael Young, Bonneau explained that prior Board of KCDA has planned to purchase, and install Netclocks at all three ambulance providers. Life accepted their Netclock and had it installed but the other two did not. The current plan was to wait for Version 4 of P1 CAD in order to implement a CAD – CAD interface where the Netclock would be installed at the final two ambulance companies so that all dispatch times would be the same using the Netclock time synchronization system. However Michael Young wanted them purchased now to alleviate the time mismatch that has been occurring when the times generated from the CAD systems of the AMR and Rockford ambulance companies do not coincide with the time stamps from either GR not KC.

- a. **Resolution #21 – 072715** to approve \$17,897.00 for the purchase and installation from VanBelkum of two SpectraCom netclocks; one of each to be installed at AMR ambulance and Rockford ambulance companies from Capital Savings Funds and to approve the ongoing annual maintenance costs for said equipment to be paid by KCDA was motioned to the floor for approval by Meijer

Second by Koorndyk

Discussion – Minor discussion about engineering costs, which Bonneau assured the Board had been done by VanBelkum, the vendor, prior to providing the price quote that was included in the Board packet.

Passed 8 – 0

Bonneau to inform VanBelkum, AMR and Rockford of this decision.

11. Motorola Discussion – (Bonneau)

- a. Motorola Decision Point on Version 4 Hardware Installations – ***Bonneau advised the Board that the discussion at last month's Board meeting was that we were holding off on allowing Version 4 Hardware to be installed at the two PSAPs because outstanding questions about the***

hardware had not be resolved with Motorola. However the two issues were resolved to the satisfaction of the ED and both PSAPs and since the hardware for Version 4 requires a lead time of at least 5 weeks we felt it prudent to allow the hardware to be procured, staged and delivered to the two PSAPs asap. The decision did not require a Board vote since the contract had been approved in May of 2014 only concurrence by the two PSAPs that they were ready and willing to accept the hardware packages.

- b. *Motorola Staging of Version 4 Travel – Matt Groesser and Reed Wakeman both reported that their original request to go to Schaumburg to see the staging of the new P1 CAD hardware has been changed due to the fact that that Motorola and the PSAPs have agreed not to load old software and data onto the new servers. This effectively limits what could be accomplished with a visit so they are rescinding the request.*
- c. *Motorola User Conference Registration (3 Complimentary) – Bonneau advised the Board that he is not using the free seat to the Motorola User Conference in Henderson, NV on October 4 – 7 and offered his seat to another KCDA board member to use if they had an interest in attending No Board member expressed interest so Bonneau informed the Board that the seat would be available to either PSAP to use and the PSAPs can determine which one will use it this year.*

12. TAC Reports – (Groesser and Chadwick)

- a. *Motorola Phase II – The current version of the software has fixed or repaired some issues with P1 and they are optimistic going forward. Chief Knapp asked about the CAD – CAD EMS interface and was told that the current plan is to re-engage Motorola on these interaces after Version 4 had been loaded and stabilized*

13. Update and Progress Report from Executive Director: (Bonneau) - None

- 14. Miscellaneous –** Mark Herald asked that Board members reply if they are not going to be attending a Board meeting so the Board knows if a quorum will exist

prior to arrival. Dan Koorndyk suggested that the “Excused from Meeting” be eliminated as was done at the County Board so that Board members do not get the impression that they can miss meetings because they have some excuse. The Board asked that the issue of eliminating Board Excused Absence be placed on the agenda for the Exec Comm and APB for the August meeting.

Meeting adjourned at 10:50 hrs.

Respectfully submitted

Ronald Bonneau, ENP

Executive Director

Upcoming Meetings (www.kent911.org)

KCDA Finance Committee Meeting

August 5, 2015 at 10:00 AM

City of Rockford, Manager’s Conference Room

KCDA Executive Committee Meeting

August 10, 2015 at 10:00 AM

City of Wyoming, Manager’s Conference Room

KCDA Administrative Policy Board Meeting

August 24, 2015 at 10:00 AM

City of Wyoming First Floor West Conference room

Income to Authority

Name	Purpose	Amount	Line Item	Fiscal Yr	Approval
Kent Co	911 Surcharge	\$5,599.21	584.000	2015	Bonneau
State of MI	911 Surcharge		545.000	2015	Bonneau

Bills for Approval

Name	Purpose	Amount	Line Item	Fiscal Yr	Approval
Wyoming	Fiduciary	\$1,000	801.005	2015	Bonneau
Bonneau	NENA Travel Reimbursement	\$1,413.72	860.000	2015	Curtis
Bonneau	MCDA Travel Reimbursement	\$295.67	860.000	2105	Curtis
Kent Co IT	GIS Support	\$54.71	807.000	2015	Bonneau
Prima Civitas	Downpayment Consulting Contract	\$15,480.00	801.000	2015	Bonneau
Prima Civitas	July 30, 2015 Payment	\$10,320.00	801.000		
MCDA	Training Registration Fee Grosser	\$200.00	860.000	2015	Bonneau
Dickinson Wright	Legal	\$630.00	801.021	2015	Bonneau
Bonneau	Meal Reimb for Team at GRCM	\$80.03	956.000	2015	Curtis
Bonneau	Reimbursement for Groesser and Holmberg meals	\$62.36	860.000	2015	Curtis
Kent	Surcharge	\$525,125.00	956.525	2015	Bonneau

County Sheriff	Distribution Jan 1 – June 30				
Grand Rapids	Surcharge Distribution Jan 1 – June 30	\$724,875.00	956.520	2015	Bonneau
Matt Groesser	NENA Travel Reimbursement	\$95.46	860.000	2015	Bonneau
Dirk Holmberg	NENA Travel Reimbursment	\$194.90	860.000	2015	Bonneau
PCS	Exec Director June	\$5,652.38	810.000	2015	Curtis