



**Administrative Policy Board
Monday, January 23, 2017
10:00 AM**

City of Wyoming, 1st Floor West Conference Room

Minutes

1. Call to Order and Roll Call by Vice Chair Herald at 10:00 AM

<i>Name</i>	<i>Represents</i>	<i>Present</i>	<i>Absent</i>	<i>Excused</i>
<i>Curtis Holt</i>	<i>Wyoming</i>	X		X
<i>Mark Herald</i>	<i>Participating Agency</i>	X		
<i>Larry Stelma</i>	<i>Kent Co. Sheriff</i>	X		
<i>Lee Cook</i>	<i>Grandville</i>	X		
<i>Chuck Deschaine</i>	<i>Walker</i>	X		
<i>Mark Meijer</i>	<i>Kent EMS</i>	X		
<i>Chris McIntire</i>	<i>MSP</i>	X		
<i>Jeff Drake</i>	<i>Township FD</i>	X		
<i>Mike DeVries</i>	<i>Township Supervs</i>	X		
<i>David Jones</i>	<i>Participating Agency</i>	X		
<i>John Lehman</i>	<i>Grand Rapids</i>	X		
<i>Roger Morgan</i>	<i>Kent Co. Board</i>	X		

Guests

<i>Karen Chadwick, ENP</i>	<i>Grand Rapids PSAP</i>
<i>Richard Roberts</i>	<i>Kentwood PD</i>
<i>Michelle Young</i>	<i>Kent County Sheriff</i>
<i>Scott Smith</i>	<i>Dickenson Wright</i>
<i>Matt Groesser</i>	<i>Kent County Sheriff PSAP</i>
<i>Ronald Bonneau, ENP</i>	<i>Executive Director</i>
<i>Damon Obiden</i>	<i>Kent EMS</i>
<i>David Kiddle</i>	<i>Grand Rapids PD</i>

2. Public Comment - None

3. Board Members Attendance Report as of December 5, 2016 for information

4. Appointment of KCDA Board members for 2017

A motion to approve **Resolution # 01 – 012317** to confirm the appointments of David Jones and Mark Herald representing the supporting agencies for a two-year term on the KCDA Administrative Policy Board with a term to expire December 31, 2018, and to approve **Resolution # 02 – 012317** to confirm the appointment of Jeff Drake and Mike DeVries representing the townships for a two-year term on the KCDA Administrative Policy Board with a term to expire December 31, 2018, and to approve **Resolution # 03 – 012317** to confirm the appointment of Mark Meijer representing Kent EMS. for a two-year term

on the KCDA Administrative Policy Board with a term to expire December 31, 2018 was made by Stelma.

Second by Lehman

No discussion

Passed 12 - 0

5. Approval of the Agenda of January 23, 2017 –Bonneau asked for an amendment to the agenda to include:

- a. The removal of the 5 year projected operating budget with a revised budget reflecting the actual bond costs as provided by the Kent County treasurer last Friday.
- b. The removal of the red line draft of the KCDA – Kent County Emergency Management agreement with the same agreement in clean copy form.
- c. The removal of the red line draft of the KCDA IGA for distribution of radios with the same agreement in clean copy form.

A motion to approve the agenda with the amended items above made by Drake.

Second by Meijer

No discussion

Passed 12 – 0 with Bonneau to post the amended agenda on kent911.org

6. Members Excused

A motion to excuse Curtis Holt made by Cook

Second by Meijer

No discussion

Passed 12 - 0

7. Approval of Minutes of December 5, 2017 – no corrections, accepted by the Board as written.

8. Financial Report and Voucher of Bills –

- a. FY2016 Operating Budget End of Year Projections – Bonneau reported that after the audit the plan is to fully fund the annual allocation to the capital replacement fund of \$586,402 with the remaining balance from the end of the FY2016 fiscal year of \$207,620 to be deposited into the unrestricted fund balance.
- b. Cash Flow Process for 800 MHz invoices discussion – a discussion was held on how the bond proceeds will be used to pay for Motorola and other vendors invoices for the 800 MHz project as they come due. It is the opinion of Scott Smith that the Kent County treasurer will require each invoice to be presented for his approval to make sure it conforms to the bond proceeds realized that are tax free and then the funds will either be paid directly by Kent County OR the funds will be transferred to KCDA for payment. A suggestion was made to sit down with Kent County to define the payment methodology for future understanding. Scott Smith and the ED will work with Kent County to get this accomplished.
- c. 5 year budget projections with radio reoccurring costs – Bonneau presented the revised budget for the fiscal years of 2017 – 2021 which indicated the income expected after the annual bond repayment and/or reserve fund payments are subtracted from the incoming and new surcharge revenues. Board would like to see the amounts of annual bond payments on an addendum sheet for reference and would like to see the sheet expanded out for 7 years to reflect the end of year estimates when the reserve fund contribution end. Bonneau also explained the fixed annual cost estimates to operate the 800 MHz system both in the planning, warranty and post warranty periods. Additionally, the rationale for the fire dispatch fees was explained which starts as a PSAP payment in FY2018. Several clarifications were explained and it was determined that as the project history moves forward the estimates may become more defined.

d. **A motion to approve Resolution #04 – 012317** to approve the contract extension with PSAP Concepts and Solutions, LLC to provide Executive Director services for 2017 at a hourly consulting rate of \$95.00/hr was made by Cook.

Second by Meijer

No discussion

Passed 12 - 0

9. **Bills Payable and Due:** A motion to Accept the Financial Report and Authorize Expenditures and Disbursements as Attached was made by Drake.

Second by Rahinsky

No discussion

Passed 12 - 0

10. Election of Board Officers for 2017 – (Holt)

a. Chair – Voting Procedure

A motion to approve **Resolution # 07 – 012317** to confirm the election of Curtis Holt to serve as Chair of the KCDA Administrative Policy Board for 2017 and authorize the Chair to counter sign KCDA checks for payment of approved invoices and contracts pursuant to the KCDA Financial Policy and Procedures was made by Deschaine.

Second by McIntire

No discussion

Passed 12 - 0

b. Vice Chair - Voting Procedure

A motion to approve **Resolution # 08 – 012317** to confirm the election of Mark Herald to serve as Vice Chair of the KCDA Administrative Policy Board for 2017 was made by Stelma.

Second by Cook

No discussion

Passed 12 - 0.

c. Secretary – Voting Procedure

A motion was made to approve **Resolution # 09 – 012317** to confirm the election of Larry Stelma to serve as Secretary of the KCDA Administrative Policy Board for 2017 was made by McIntire.

Second by Rahinsky

No discussion

Passed 12 - 0

d. Treasurer – Voting Procedure

A motion to approve **Resolution # 10 – 012317** to confirm the election of Lee Cook to serve as Treasurer of the KCDA Administrative Policy Board for 2017 and authorize the treasurer to counter sign KCDA checks for payment of approved invoices and contract pursuant to the KCDA Financial Policy and Procedures was made by Meijer

Second by McIntire

No discussion

Passed 12 - 0

11. Appointment of Standing Committees – Chair

a. Executive Committee – *Maximum 6 members of Board*

Chair: Curtis Holt

Members: Stelma, Cook, Herald, Drake and Rahinsky.

b. Finance Committee – *Maximum 6 members of Board*

Chair: Lee Cook

Members Devries, McIntire, Herald and Meijer

c. **800 MHz Steering Committee**

Chair: Scott Brown

d. **Technical Advisory Committee**

Chair Matt Groesser

A motion to affirm the nominations to the committees above made by Cook.

Second by Lehman

No discussion

Passed 12 - 0

12. EMS Alternative Funding Proposal – Scott Smith explained the after the Policy Board meeting last month he was asked to find an alternative funding plan that KCDA could participate in that would result in the procurement of radios on the new system for EMS providers. He has authored a plan that has been shared with the Life EMS attorney, the Kent County attorney and bond attorney and has learned that the suggestion that KCDA work through the Kent County Emergency Management agency to fund these radios, using KEMA to hold and distribute the funds is not acceptable to Kent County's attorney who wants KCDA to be the arm that holds the funds and contracts with Motorola for these purchases.

- a. Conflict of Interest Opinion – Scott Smith informed the Board that he had received in inquiry from the KCDA Board member inquiring if KCDA Board members Meijer and Morgan, who have ownership interests in two of the EMS providers are in conflict of interest status as defined by Michigan Statutes. Legal Opinion attached to minutes. In essence Meijer and Morgan cannot participate in discussions or negotiations with KCDA on a funding agreement for EMS providers nor vote on the issue. Additionally, per state law, when a conflict of interest exists with Board members a 2/3 vote of the entire board, in KCDA's case 9 members not counting the 2 excluded, must vote in the affirmative for the contract to be awarded.
- b. A lengthy discussion ensued about whether the proposed agreement with Kent Emergency Management Services and the KCDA was the proper way to proceed. The consensus of the Board is that the County Sheriff is

researching other methods to procure the EMS radios, as well as other radios for use on the new system, that do not require full funding and/or partial funding from KCDA using alternate funding sources such as Homeland Security funding. Additionally, the Region 6 committee is working on a comprehensive plan for communications attempting to determine all the gaps in interoperable radio within Kent County in order to obtain residual funding for these gaps, one of which is EMS providers.

Since there seems to exist a funding streams other than KCDA, KCDA Board member Stelma moved to postpone the decision on **Resolution # 11 – 012317** that addresses contract negotiations with Kent County Emergency Management Department for procurement and provisioning of 260 – Motorola 800 MHz portable and/or mobile radios for use by LIFE and AMR EMS and repayment of 800 MHz portable and mobile radios costs incurred by Rockford EMS to the next KCDA Admin Policy Board meeting in February 2017.

Second by McIntire

No further discussion

Passed 10 - 0

13.800 MHz radio Project Steering Committee Update and Discussion –

(Bonneau)

- a. General Information Report – Bonneau reported that a complete summary of the actions Scott Smith and Bonneau have undertaken, as well as the Steering Committee were reported to the Board. He went on to emphasize that MPSCS has offered to send their talk group guru to the next Steering Committee meeting on Jan 30th to set the foundation for this discussion which is estimated will take 6 – 9 months to complete. Additionally, Bonneau reported that he is actively working on the four new tower sites with the owners and municipalities/townships to determine zoning and planning requirements and hopes to have this completed by the end of Feb. He and Andrea Ballou, the Motorola Project Manager, as well as cadets from the Kent County Sheriff worked on inventorying and asset

tagging depreciable equipment contained in the equipment racks at the storage facility last week.

- b. Control Station Count Issue – Groesser reported to the Board that 150 control stations had been ordered with the system and the original facility estimates to arrive at that number were wrong, being too high. He is conducting a survey of fire chiefs, whom the control station was designed to be deployed, to determine the actual number needed and return the remainder. An additional consideration learned during the evaluation process is that each control station is determined by the FCC to be a base station, thus requiring FCC licensing to operate. Many of the fire chiefs can achieve the same result for station alerting using a Unication VHF/UHF/800MHz pager for \$500 with the effort and cost required for licensing the control stations. Matt to have the survey information by next week. Motorola was alerted to the fact and will handle any returns per the signed agreement for change orders.
- c. Radio Count Report – Bonneau have summary of discussions and there ensued a lengthy discussion on this item. It was decided by the Board that the number of portable radios requested in the latest survey by Scott Brown should be honored, without a radio by radio qualification on the use of each radio ordered by KCDA. Additionally, there was discussion on the number of spare portables and mobiles that should be provided to each PD and FD agency that is participating. The discussion also included the idea presented at the Executive Committee meeting on taking delivery of all the radios originally ordered and keeping all of those radios to allow for member agencies to purchase additional radios from the “cache” of radios owned by KCDA at the discounted price. The Board felt that could not make a decision on the “cache” of radios that would be retained by KCDA until they knew the total count of radios required for both portable and mobile, and the number of spare radios being provided to

each agency by KCDA. They asked that the ED provide those final counts prior to the next Board meeting for final discussion. The Board asked about the most recent survey conducted by Scott Brown and it was the decision of the Board that the distribution of the radios occur with the number of portable radios requested on the survey, plus an additional 5% for spares, and the number of mobile radios requested on the survey form plus an additional 2% for spare. Bonneau to determine if the spares they requested for portables and mobiles falls within the 5% and 2% thresholds and adjust the spares being provided using the aforementioned metrics.

A motion was made for **Resolution #13 – 012317** to document the KCDA provisioning of portable spares to be 5% (in addition to the number of portables requested in the Scott Brown survey) and the mobile spares to be 2% (in addition to the number of mobiles in the Scott Brown survey) by Drake.

Second by McIntire

A discussion ensued that went from the provisioning of the spares at this time to the desire to have Motorola extend the discounted pricing for a period of time through the warranty so that KCDA did not have to hold a cache of extra discounted radios. Also a discussion ensued about the who should provide additional subscriber units to the PD and FD when they expand their workforce. While no formal vote was taken the consensus seemed to be to establish the cache of radios after the final count is known and to have Bonneau request a 3 year extension from Motorola on the discounted pricing of the series 600 portables and 6500 mobile radios.

Passed 12 – 0

A motion was made for **Resolution #14– 012317** to accept the survey counts as of January 23, 2017, to determine portable and mobile radio needs and to have the Executive Director use those counts to determine the actual number of spares using the 5% and 2% metrics by Drake.

Second by Lehman

No discussion

Passed 12 - 0

1. Distribution of Subscriber Units – Bonneau explained that the KCDA Finance Committee is recommending that the Board approve distribution of the portable and mobile radios to each participating PD and FD in the month of Feb 2017, to reduce the insurance costs by \$100,000. The distribution or transfer of ownership of the radios will be done by agency pursuant to the schedule being developed. The individual agency is then responsible for working with Motorola if they want a change in radio cover colors (green, yellow or black) and exchanging single radio chargers for bank chargers. Any additional cost to do these exchanges or substitutions will be paid by the participating PD and/or FD.
1. IGA for Distribution of Subscriber Units – Bonneau explained the attached draft IGA for transfer of ownership to the participating PD and FD as well as the caveats contained within the agreement. The Board attorney stated that this IGA and transfer document is required as part of the Kent County – KCDA Bond Agreement that has already been approved by the KCDA Board so this IGA does not need to have Board approval. Scott Smith further stated that the draft document IGA has not been vetted with Kent

County's attorney or bond counsel to make sure all Bonding requirements and tax exempt language is included. Scott is planning on having the final IGA and radio transfer of ownership form completed by the first of February.

2. Therefore, pursuant to the discussion by Scott Smith, the KCDA Board attorney, **Resolution #12 – 012317** to transfer ownership of 800 MHz subscriber units (portables and mobile units) to the participating agencies in the month of February, 2017 which requires the KCDA IGA and KCDA Transfer Form for that distribution being executed by the Chief (or their designate) of the participating PD and FD agency was deemed included in a prior approved contract of the KCDA with Kent County for Bond Issuance and Sale and was merely the recitation of the particulars of the parties in that contract.

14. Smart911 Promotion Status – (Bonneau/Sabo) - Tabled

15. TAC Reports – (Chadwick, ENP and Groesser)

1. Motorola CAD P1 Phase II status
 - i. Matt explained that Kent County is asking for a legal opinion on the contract with Motorola signed in 2010 where they believe Motorola was obligated to provide a Production, Training and Staging environment when all that has been provided is a Production and a combined training and staging environment. This has resulted in Kent County training new employees on the training environment that due to the dual purpose often has releases that are not what is on the production environment. Motorola is refusing to agree to the third environment to be their obligation to provide. The issue has been assigned to the Exec Director and Board Attorney for review

if the issue is an enforceable action by KCDA. Grand Rapids expressed that they do not have this issue as they train their new hires differently than Kent County. This contract was signed by all parties in 2010 so it will need some time to be researched.

2. CAD P1 Version 4 Upgrade
3. Motorola Version 4 Hardware Upgrade (Replacement Hardware)
4. Airbus Project – Grand Rapids wishes to place an upgrade to Text to 9-1-1 on the agenda to begin that process now that the new Airbus equipment has been installed. Kent County and Grand Rapids PSAP both agreed that the outstanding issues that remain are an Airbus design issue and not AT&T so the final invoice to AT&T has been paid.

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

17. Miscellaneous – For the Good of the Order - None

18. Adjournment at 12:04 PM

Respectfully submitted
Ronald Bonneau, ENP
Executive Director

Upcoming Meetings (www.kent911.org)

KCDA Executive Committee

Monday, February 13, 2017

Manager's Conference Room – City of Wyoming

KCDA Administrative Policy Board Meeting

Monday, February 27, 2017 at 10 AM
 1st Floor West Conference Room – City of Wyoming

Income to Authority

Name	Purpose	Amount	Line Item	Fiscal Year	Approval
Kent Co	911 Surcharge	\$45,764.00	584.000	2016	Bonneau
State of MI	911 Surcharge	\$	545.000	2016	Bonneau
Misc/Interest	Interest	\$159.46	688.000	2016	Bonneau

Voucher of Bills for Approval

Name	Purpose	Amount	Line Item	Fiscal Year	Approval
Wyoming	Fiduciary Feb	\$1,200.00	801.005	2017	Bonneau
Motorola	Annual P1 CAD maint	\$97,863.96	930.000	2017	Bonneau
Motorola	Annual P1 CAD Maintenance	\$152,076.96	930.000	2017	Bonneau
AT&T	2 nd half Airbus	\$278,348.00	984.000	2017	Bonneau
Karen Chadwick	Moto Staging	\$250.74	860.000	2016	Bonneau
David Schnurstein	Moto Staging	\$306.67	860.000	2016	Bonneau
PCS	Executive Dir Nov Corrected	\$8,233.77	807.000	2016	Holt
PCS	Executive Dir Dec	\$5,475.46	807.000	2016	Holt

Sabo	Pub Ed	\$1,507.10	801.009	2016	Bonneau
Dickinson Wright	Legal	\$16,916.00	801.022	2016	Bonneau
MiDeal	Annual Fee	\$170.00	984.017	2017	Bonneau
Matt Groesser	Hotel Staging Moto	\$232.30	860.000	2016	Bonneau
MMRMA	Earned Premium	\$29,310.00	910.100	2017	Bonneau
Motorola	P1 IRD Hardware	\$103,500.00	984.927	2016	Bonneau
Motorola	P1 Hardware	\$345,000.00	984.927	2016	Bonneau
Kent IT	GIS Support	\$1,677.69	807.000	2016	Bonneau

Status of Current and Future Project / Task

Project/Issue	Assigned	Status	ECD
MOTO 800 hz	Team	On Going	Aug 2018
MSP Interface	MSP	Version 4X of P1 CAD	TBD
CAD to CAD	CAD Team	Version 4X of P1 CAD	TBD
PFN Initiative	Team	Awaiting Kick Off	TBD
FY2017 Budget	Finance	Amended in Progress	March 2017
Airbus System	Bonneau	Paid Final Payment	
Tower Lease Legal	Smith	In Progress	May 2017
PALM ESInet Group	Team	Meeting TBD	TBD
MMRMA	Bonneau	Paid Earned Premium	TBD
800 MHz Tower Site	Bonneau	Acquiring Lease/Approval	May 2017
Surcharge Reporting	Holt	Pending	TBD

Initiative	Bonneau		
Smart911 Pub Ed	Sabo	Pending Kick Off	Oct
Motorola Version Hardware	Bonneau	Installing in KC and GR	TBD
MPSCS Agreements and AG waiver	Smith	In Progress	March 2017
DTE Legal	Smith	In Discussion	Mar2017
800 MHz Project	Bonneau	Completed Inventory of Depreciable Items in Racks	On Going
800 MHz Steering Committee	Team	Working on Talk Groups	TBD