



**Administrative Policy Board
Monday, February 27, 2017
10:00 AM**

City of Wyoming, 1st Floor West Conference Room

Agenda

- 1. Call to Order and Roll Call – (Holt)**
- 2. Public Comment**
- 3. Board Members Attendance Report as of January 23, 2017 – (Holt)**
- 4. Approval of the Agenda of February 27, 2017**
- 5. Members Excused – (Holt)**
- 6. Approval of Minutes of January 23, 2017**
- 7. Financial Report and Voucher of Bills – Herald**
 - a. FY2016 End of Year Projections
 - b. Seven Year Budget Projections
- 8. Bills Payable and Due: (*Motion to Accept the Financial Report and Authorize Expenditures and Disbursements as Attached*)**
- 9. EMS Funding Decision – Holt**
 - a. Conflict of Interest Opinion
 - b. Policy Decision to Fund EMS Radios- Holt

- 10. EMS Alternative Funding Proposal** – Scott Smith presenting
- a. **Resolution # 11 – 022717** to enter into contract negotiations with Kent County Emergency Management Department for purchase and provisioning of 260 – Motorola 800 MHz portable and/or mobile radios for use by LIFE and AMR EMS and repayment of 800 MHz radios costs incurred by Rockford EMS.
- 11. 800 MHz radio Project Steering Committee Update and Discussion** –(Scott Brown)
- a. General Information Report – Brown
 - b. Control Station Count Issue – Groesser
 - c. Bond Issue – Scott Smith
 - d. Alternative distribution of radios to GRCC from Cache – Brown/Holt
- 12. PSAP Call Handling Agreements** – Holt
- 13. Smart911 Promotion Status** – (Bonneau/Sabo)
- a. **Resolution #15 – 022717** to approve the contract with Sabo Group for promotion of Smart911 in Kent County at a cost not to exceed \$25,000.00
- 14. TAC Reports** – (Chadwick, ENP and Groesser)
1. Motorola CAD P1 Phase II status
 2. CAD P1 Version 4 Upgrade
 3. Motorola Version 4 Hardware Upgrade (Replacement Hardware)
 4. Airbus Project
- 15. Update and Progress Report from Executive Director:** - (Bonneau)
- 16. Miscellaneous – For the Good of the Order**
- 17. Adjournment**

Upcoming Meetings (www.kent911.org)

KCDA Finance Committee

Weds, March 8, 2017

City of Wyoming, Manager's Conference Room

KCDA Executive Committee

Monday, March 13, 2017

Manager's Conference Room – City of Wyoming

KCDA Administrative Policy Board Annual Meeting

Monday, March 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	\$748,316.34	584.000	2016	Bonneau
State of MI	911 Surcharge	\$241,427.00	545.000	2016	Bonneau
Misc/Interest	Reimbursement	\$102,687.50	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
GR PSAP	Surcharge Distribution	\$627,625.00	956.520	2016	Bonneau
Kent County PSAP	Surcharge Distribution	\$622,375.00	956.525	2016	Bonneau
Kent IT/GIS	GIS Support	\$746.96	807.000	2016	Bonneau
Presidio	Kent GIS support	\$2,585.52	807.000	2016	Bonneau
Rehmann	Audit	\$9,180.00	801.005	2017	Bonneau
Bonneau	Moto Staging	\$277.94	860.000	2016	Holt
Bonneau	Moto Inventory	\$226.55	860.000	2017	Holt

PCS	Executive Dir Jan	\$5,475.46	807.000	2016	Holt
Dickinson Wright	Legal Dec	\$4,642.00	801.022	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	Senior Management	
Tower Lease Legal	Smith	In Progress	May 2017
PALM ESInet Group	Team	Meeting TBD	TBD
MMRMA	Bonneau	Paid Earned Premium	TBD
800 MHz Tower Sites	Bonneau	Working on 4 sites,	May 2017
Surcharge Reporting Initiative	Holt Bonneau	Pending	TBD
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 Discussion with AG	March 2017
DTE Legal	Smith	In Discussion	Mar 2017

800 MHz Project Subscriber Radios	Bonneau	Finished FD Inventory, Starting PD Inventory	
800 MHz Steering Committee	Team	Working on Talk Groups	TBD

Attendance Report for APB Meetings from May of 2014 thru January 2017

<i>Name Of Board Member</i>	<i>Present</i>	<i>Absent</i>	<i>Excused</i>	<i>Total Board Meetings Available</i>	<i>% Present</i>
Holt	23		4	26	88%
Lehman &	4		1	5	80%
Stelma	19		7	26	73%
Herald	24		2	26	92%
Morgan*	9		2	11	82%
Rahinsky ^	13	1	9	23	57%
Cook	24		2	26	92%
DeVries	6		1	7	86%
Meijer	20	1	5	26	77%
Deschaine	17	4	5	26	65%
McIntire	17		9	26	65%
Drake #	17			17	100%
Jones%	8		2	10	80%
Avg Board Attendance					80%

& Lehman on Board since Sept of 2016

^ Rahinsky on Board since Sept of 2014

* Morgan on Board since Jan 2016

* Devries on Board since June 2016

Drake on Board since June of 2015

% Jones on Board since February of 2016



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

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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

Kent County Dispatch Authority End of Year Projections for FY2016

Budget Performance F

Date Range 01/01/16

Exclude Roll

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 994 - Kent County Dispatch Authority									
REVENUE									
545.000	State 911 Surcharge Revenue	.00	970,000.00	970,000.00	241,427.00	.00	975,127.00	5,127.00	100
584.000	Kent County 911 Revenue	.00	2,920,000.00	2,920,000.00	748,316.34	.00	2,986,420.94	66,420.74	102
688.000	Miscellaneous Income Miscellaneous Income	.00	1,200.00	1,200.00	102,687.50	.00	105,889.50	105,889.50	650
REVENUE TOTALS		\$0.00	\$3,891,200.00	\$3,891,200.00	\$1,092,430.84	\$0.00	\$4,067,437.44	\$177,437.24	103
EXPENSE									
Department 325 - Dispatch									
Activity 32500 - Communications/Dispatch									
727.000	Office Supplies Office Supplies	.00	350.00	350.00	.00	.00	205.53	144.47	59
740.001	Operating Supplies Postage	.00	150.00	150.00	.00	.00	.00	150.00	0
801.000	Professional Services Professional Services	.00	25,000.00	25,000.00	.00	.00	28,448.38	(3,448.38)	114
801.005	Professional Services Accounting/Auditing Services	.00	23,500.00	23,500.00	1,100.00	.00	23,400.00	100.00	100
801.009	Professional Services Marketing/Web Site	.00	48,000.00	48,000.00	1,507.10	.00	29,880.58	18,119.42	62
801.021	Professional Services Legal Special Counsel	.00	25,000.00	25,000.00	9,896.00	.00	13,655.09	11,344.91	55
806.000	Software Services Software Services	.00	118,500.00	118,500.00	.00	.00	.00	118,500.00	0
807.000	Geographic & IT Information Services Geographic & IT	.00	15,000.00	15,000.00	1,677.69	.00	11,817.79	3,182.21	79
810.000	Contract Labor Contract Labor	.00	74,000.00	74,000.00	13,709.23	.00	65,175.83	8,824.17	88
860.000	Travel and Training Travel and Training	.00	5,500.00	5,500.00	283.66	.00	4,989.86	510.14	91
860.010	Travel and Training Training	.00	900.00	900.00	.00	.00	.00	900.00	0
900.000	Printing & Advertising Printing & Advertising	.00	500.00	500.00	.00	.00	.00	500.00	0
910.100	Insurance Property and Bonds	.00	11,000.00	11,000.00	39.12	.00	9,471.07	1,528.93	86
930.000	Repairs and Maintenance Repairs and Maintenance	.00	400,564.00	400,564.00	2,897.97	.00	327,326.83	73,237.17	82
956.000	Other Services Other Services	.00	3,000.00	3,000.00	.00	.00	473.33	2,526.67	16
973.056	Capital Outlay Computer System	.00	586,402.00	586,402.00	.00	.00	.00	586,402.00	0
984.017	Capital Outlay Computer Equipment	.00	7,000.00	7,000.00	.00	.00	12,000.00	(5,000.00)	171
Activity 32500 - Communications/Dispatch Totals		\$0.00	\$1,344,366.00	\$1,344,366.00	\$31,110.77	\$0.00	\$526,844.29	\$817,521.71	39%
Activity 32510 - Grand Rapids									
810.010	Contract Labor CAD/QA Administrator	.00	35,250.00	35,250.00	.00	.00	70,500.00	35,250.00	200
860.000	Travel and Training Travel and Training	.00	8,000.00	8,000.00	557.41	.00	7,076.27	923.73	88
956.520	Other Services Grand Rapids Distribution	.00	1,500,000.00	1,500,000.00	627,625.00	.00	1,511,275.00	(11,275.00)	101
Activity 32510 - Grand Rapids Totals		\$0.00	\$1,543,250.00	\$1,543,250.00	\$628,182.41	\$0.00	\$1,588,851.27	(\$45,601.27)	103%
Activity 32520 - Kent County									
810.010	Contract Labor CAD/QA Administrator	.00	35,250.00	35,250.00	.00	.00	70,500.00	35,250.00	200
860.000	Travel and Training Travel and Training	.00	8,000.00	8,000.00	232.30	.00	6,965.20	1,034.80	87

956.525	Other Services Kent County Distribution	.00	1,000,000.00	1,000,000.00	622,375.00	.00	1,238,725.00	(238,725.00)	124
	Activity 32520 - Kent County Totals	\$0.00	\$1,043,250.00	\$1,043,250.00	\$622,607.30	\$0.00	\$1,316,190.20	(\$272,940.20)	126%
	Department 325 - Dispatch Totals	\$0.00	\$3,930,866.00	\$3,930,866.00	\$1,250,789.71	\$0.00	\$2,905,041.47	\$498,980.24	87%
	EXPENSE TOTALS	\$0.00	\$3,930,866.00	\$3,930,866.00	\$1,352,400.48	\$0.00	\$3,431,885.76	\$498,980.24	87%
	Fund 994 - Kent County Dispatch Authority Totals								
	REVENUE TOTALS	.00	3,891,200.00	3,891,200.00	1,092,430.84	.00	4,067,437.44		
	EXPENSE TOTALS	.00	3,930,866.00	3,930,866.00	1,352,400.48	.00	3,431,885.76		
	Fund 994 - Kent County Dispatch Authority Totals	\$0.00	(\$39,666.00)	(\$39,666.00)	(\$259,969.64)	\$0.00	\$635,551.68	Fund Balance	
							586,402.00	Capital Allocation	
							<u>\$49,149.68</u>	Net to Fund Bal	

Title	Activity	Account Description	Proposed FY2017 Budget Amendment with NEW items	Proposed FY2018 Budget	Proposed FY2019 Budget	Proposed FY2020 Budget	Proposed FY2021 Budget	Proposed FY2022 Budget	Proposed FY2023 Budget
		State MI 9-1-1 Surcharge Revenue	\$ 970,000	\$ 970,000	\$ 970,000	970,000	\$ 970,000	\$ 970,000	\$ 970,000
		Kent County 9-1-1 Surcharge Revenue	\$ 4,125,316	\$ 5,367,775	\$ 5,368,625	\$ 5,368,800	\$ 5,367,525	\$ 5,366,775	\$ 5,768,075
		Misc Income	\$ 3,500	3,500	3,500	3,500	\$ 3,500	\$ 3,500	\$ 3,500
		TOTAL Income	\$ 5,098,816	\$ 6,341,275	\$ 6,342,125	\$ 6,342,300	\$ 6,341,025	\$ 6,340,275	\$ 6,741,575
KCDA	32500	General Expenses of Authority	\$ 1,427,969	\$ 1,423,720	\$ 1,824,484	\$ 1,891,126	\$ 1,940,958	\$ 2,002,720	\$ 2,069,094
	32500	Office Supplies	\$ 300	300	300	300	\$ 300	300	300
	32500	Postage	\$ 150	100	100	100	\$ 100	100	100
	32500	Professional Services	\$ 25,000	25,000	25,000	25,000	\$ 25,000	25,000	25,000
	32500	Fiduciary/Auditing	\$ 26,000	28,000	28,000	30,000	\$ 30,000	30,000	32,000
	32500	Pub Education/Web Site	\$ 33,000	10,000	5,000	5,000	\$ 5,000	5,000	5,000
	32500	Legal Services/Legal Notices	\$ 25,000	25,000	25,000	25,000	\$ 25,000	25,000	25,000
		Smart911			45,000	45,000	\$ 45,000	45,000	45,000
	32500	GIS and IT services	\$ 15,000	15,000	15,000	15,000	\$ 15,000	15,000	15,000
	32500	ED Contract Labor/Consulting	\$ 69,000	69,000	69,000	75,000	\$ 75,000	80,000	80,000
	32500	ED Travel	\$ 5,500	5,500	6,000	6,000	\$ 6,500	6,500	7,000
	32500	ED Registration/Membership Dues	\$ 900	900	900	900	\$ 900	1,000	1,000
	32500	Printing	\$ 200	200	200	200	\$ 200	200	200
	32500	Insurance (Not Radio)	\$ 9,500	9,500	9,500	9,500	\$ 9,500	9,500	9,500
	32500	Hardware Repair & Mainten	\$ 431,034	\$ 486,534	\$ 612,816	627,116	\$ 641,418	655,716	\$ 670,019
	32500	Other Service Costs/Board Costs	\$ 2,500	\$ 2,500	\$ 2,500	2,500	\$ 2,500	2,500	2,500
	32500	Other (Capital Reserve Fund)	\$ 586,400	\$ 562,573	\$ 529,868	574,210	\$ 605,200	647,564	\$ 692,893
	32500	Capital Outlay Computer Equipment	\$ 1,000	\$ 1,000	\$ 1,000	1,000	\$ 1,000	1000	1000
	Activity								
	NEW	Insurance for \$60M replacement \$\$	\$ 161,485	\$ 121,113	\$ 80,800	80,800	\$ 84,840	\$ 84,840	\$ 89,082
	NEW	Tower Site Utilities		\$ 18,000	\$ 18,000	18,000	\$ 18,000	\$ 18,000	\$ 18,000
	NEW	Belnap Fiber Connection		\$ 7,500	\$ 7,500	7,500	\$ 7,500	\$ 7,500	\$ 7,500
	NEW	Leases for Tower Usage	\$ 36,000	\$ 36,000	\$ 36,000	36,000	\$ 36,000	\$ 36,000	\$ 36,000
	NEW	Tower Maintenance		Warranty	\$ 135,000	135,000	\$ 135,000	\$ 135,000	\$ 135,000
	NEW	Console Maintenance		Warranty	\$ 172,000	172,000	\$ 172,000	\$ 172,000	\$ 172,000
GR PSAP	32510	Contract Labor CAD/QA Admin	\$ 70,500	\$ 70,500	\$ 70,500	70,500	\$ 70,500	\$ 70,500	\$ 70,500
	32510	Training//Travel	\$ 8,000	\$ 8,000	\$ 8,000	8,000	\$ 8,000	\$ 8,000	\$ 8,000
	32510	Total 9-1-1 Surcharge Distribution GR	\$ 1,281,250	\$ 1,281,250	\$ 1,281,250	1,281,250	\$ 1,281,250	\$ 1,281,250	\$ 1,281,250
	NEW	Fire Dispatch	\$ -	\$ 1,000,000	\$ 1,000,000	1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
		TOTAL GR Expenses	\$ 1,359,750	\$ 2,359,750	\$ 2,359,750	\$ 2,359,750	\$ 2,359,750	\$ 2,359,750	\$ 2,359,750
KC PSAP	32520	Contract Labor CAD/QA Admin	70,500	\$ 70,500	\$ 70,500	70,500	\$ 70,500	\$ 70,500	\$ 70,500
	32520	Training//Travel	8,000	\$ 8,000	\$ 8,000	8,000	\$ 8,000	\$ 8,000	\$ 8,000
	32520	Total 9-1-1 Surcharge Distribution KC	1,281,250	\$ 1,281,250	\$ 1,281,250	1,281,250	\$ 1,281,250	\$ 1,281,250	\$ 1,281,250
	NEW	Fire Dispatch	-	1,000,000	1,000,000	1,000,000	\$ 1,000,000	1,000,000	1,000,000
		TOTAL KC Expenses	1,359,750	2,359,750	2,359,750	2,359,750	\$ 2,359,750	2,359,750	2,359,750
		Total Expense	4,147,469	6,143,220	6,543,984	6,610,626	6,660,458	6,722,220	6,788,594

		<i>Estimated Net Revenue Over Expenses for Operating Budget Year</i>	\$ 951,347	\$ 198,055	\$ (201,859)	\$ (268,326)	\$ (319,433)	\$ (381,945)	\$ (47,019)
		PROJECTED Unrestricted FUND BALANCE	\$ 5,485,889	\$ 5,683,944	\$ 5,482,085	\$ 5,213,759	\$ 4,894,326	\$ 4,512,381	\$ 4,465,362

Fiscal Year	Bond Debt Payment	Bond Reserve	Total Bond Debt & Reserve for Year	Estimated Gross Kent Co Surcharge	Net KCDA Surcharge
				\$ 7,460,600	
FY2017	\$ 848,417		\$ 848,417		\$ 4,125,316
FY2018	\$ 1,692,825	\$ 400,000	\$ 2,092,825		\$ 5,367,775
FY2019	\$ 1,691,975	\$ 400,000	\$ 2,091,975		\$ 5,368,625
FY2020	\$ 1,691,800	\$ 400,000	\$ 2,091,800		\$ 5,368,800
FY2021	\$ 1,693,075	\$ 400,000	\$ 2,093,075		\$ 5,367,525
FY2022	\$ 1,693,825	\$ 400,000	\$ 2,093,825		\$ 5,366,775
FY2023	\$ 1,692,525		\$ 1,692,525		\$ 5,768,075



To: Ron Bonneau, Curtis Holt

From: Mary Ann Sabo, Brian Greenleaf, Megan Josefowicz, Holly Wolniakowski

Re: Communication thoughts for Smart 911

Date: February 22, 2017

We appreciated the opportunity to meet with you and discuss communication thoughts to promote the roll out of Smart 911. We have an excellent opportunity to educate our community about the benefits of signing up with Smart 911 and have spent some time considering how best to do so. We would like to suggest:

1. **Media relations** – We recommend kicking off the introduction to Smart 911 with a **media conference** that we hope will be full of blue and brown uniforms, as well as teams from the various ambulance companies. We have already developed a press release that will be used to introduce Smart 911. To support this, we will need to develop a brief set of talking points and then a media advisory. Ideally, this would be led by Sheriff Stelma, with support from all the police chiefs, fire chiefs and public safety directors in the County – or as many of them as we can get to join us. This release can be placed on the KCDA website and shared with the various agencies who join us. Additionally, we would like to:
 - a. Secure **editorial endorsements** from the various print news organizations in the county, including *The Grand Rapids Press, Rockford Squire, Lowell Ledger, Grand Rapids Business Journal, etc.*
 - b. Share an **op-ed** signed by as many public safety officers as we can with the above-mentioned media outlets.
 - c. Second steps: Develop additional media opportunities to showcase the benefits of Smart 911, including highlighting the anatomy of a 911 call, showcasing saves, etc.

2. **Social media campaign** – We recommend utilizing the Facebook Ad feature to help raise awareness of Smart 911. Facebook Ads target users based on their profile information such as gender, age and location. The ad campaign is set on a specific budget, such as \$15/day. Facebook would then use the information parameters we provide to expose specific posts and information.

For this campaign, we would target users of Facebook and Instagram, between ages 24 – 45 who live within 40 miles of Grand Rapids. Setting the limit at \$15/day, which adds to \$105/week, we would have the potential to reach 340,000 people. Facebook estimates the reach to be between 1,100 and 3,000, which is based on budget and location. This estimate is based on average performance of ads in the Grand Rapids area with the specified parameters.

Facebook and Instagram have combined companies, which allows for access on both platforms for advertising purposes. Campaigns can be combined or separated, based on the needs of the

campaign. The company is required to have a Facebook page, which we have, but does not require an Instagram account.

Instagram can be a powerful, new platform to consider as we move forward in the campaign. According to Instagram Advertiser, 60 percent of Instagram users have said they learn about a service or product through the platform and 75 percent of Instagram users take action, like visiting a website, after seeing an Instagram post. As we are looking to raise awareness and potentially gain click rates, Instagram can assist in propelling to the next level.

- a. The ad campaign would run for six weeks.
- b. The advertised posts would feature very quickly information on how to register, including website link.
- c. The campaign impressions and clicks would be monitored for success.

3. **Presentations:**

- a. Develop list of organizations, service groups, etc. who would be open to having a KCDA member present about Smart 911. These would include:
 - i. Municipalities – we currently have a good working list that was used during the surcharge initiative
 - ii. Healthcare providers, especially emergency rooms and urgent care centers
 - iii. Ambulance companies
 - iv. Churches
 - v. Senior centers
 - vi. School districts
 - vii. Assisted living facilities
 - viii. Centers for Independent Living, or CILs, in the county, which serve individuals with disabilities
 - ix. Organizations focused on autism, deafness, dementia, etc.
- b. Develop a brief PowerPoint presentation to share
- c. Connect with the U.S. Postal Inspector in Grand Rapids to see if we can include a postcard that can be included in the move-in kit that is distributed when people change their address or move into the area. We will need to see if there is a mechanism to do this county-wide.

4. Advertising campaign with **Adtegrity**: In an effort to reach a large segment of the Kent County population, we recommend working with Adtegrity to develop and run a digital advertising campaign. Adtegrity is a successful and cost-effective service that can reach a highly targeted audience by utilizing a variety of tactics including identifying habits of users, retargeting and appearing on pre-approved media and social media websites.

- a. Recommended budget: \$3,000
 - i. Adtegrity verifies viewable ads and offers a vCPM pricing model, which means we pay for what gets seen and nothing else.
- b. Potential reach: Roughly 400,000 Kent County residents
- c. Suggested white list: woodtv.com, mlive.com, fox17online.com, wzzm13.com, grbj.com, mibiz.com, woodradio.com. We could also look at a mix from: USA today, cnn.com, weather.com, aol.com, foxnews.com, nbcnews.com, huffingtonpost.com, time.com, politico.com, drudgereport.com, salon.com, breitbart.com, nytimes.com, washingtontimes.com, wsj.com, usatoday.com, abcnews.com

5. **Materials**: Using a suite of printed materials is a great way to engage those who may not be reachable digitally – specifically seniors. We propose a three pieces that can be used in a variety of applications.

- a. Postcard: Similar to what was developed for the millage campaign, a graphical postcard with relevant information can easily be mailed to the homes of residents in Kent County. This postcard would feature a strong call-to-action to encourage residents to sign up for Smart 911 as well an overview of the benefits the program brings to users.
 - i. Budget: ~\$.06 per postcard (printing + mail prep) plus \$0.14 - \$0.176 each for nonprofit mailing
 - ii. Budget: ~\$.0321 without mailing (if we just want to hand to seniors)
- b. Brochure: A tri-fold brochure is still a great tool to reach seniors. A brochure allows them to read at their own pace and have material to discuss with their caregivers. Through a simple, easy-to-read layout, we suggest outlining the benefits of the program and how to register.
 - i. Budget: ~\$.03 per brochure
- c. Public Safety Card Magnet: We propose creating a business card-sized magnet that the various public safety departments throughout the county can be placed in lobbies. They can be a reminder to sign-up as well as 9-1-1 information. Depending on interest, we could develop separate versions for the various departments (with individual contact information on them) and bill them accordingly.
 - i. Budget: ~\$.024 each (lot of 1,000 for \$238)
- d. Business card as an incident leave-behind: Similar to the magnet, we can develop a business card that police officers can bring with them while visiting schools, senior centers, community events and other public gatherings.
 - i. Budget: ~\$.15 (lot of 5,000 for \$750; we also found cheaper sites available online, but the quality will not be as good)

Budget: For the initial phase, we recommend the following budget:

- | | |
|------------------------------------|----------|
| • Facebook ad campaign | \$1,000 |
| • Adtegrity campaign | \$3,000 |
| • Postcard (printing only, 50,000) | \$1,605 |
| • Brochure (50,000) | \$1,500 |
| • Incident cards (50,000) | \$2,000 |
| • SPR services | \$15,000 |

This would include writing, editing, layout, design, social media management, vendor coordination, press conference coordination, media relations, PowerPoint development and collateral development

Total:	\$24,105
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We look forward to discussing at your convenience.



To: Administrative Policy Board
From: Executive Director Ronald Bonneau, ENP
Ref: Progress Report – February 27, 2017

1. I continue to attend the Motorola conference calls on Phase II of the P1 CAD project and monitor the progress of the interfaces still due in Phase II. Motorola and the PSAP continue to have weekly conference calls.
2. We have continued to seek a solution to the feature sets that are missing from the new Airbus VESTA V4, as provided by their channel partner ATT, that were present in previous editions. ATT has attempted to solve the issues but it has been determined that it is in the software design from Airbus. Rather than continue a dialogue with ATT that cannot fix the issue and rather than deal with lower level managers from Airbus, I escalated the issue directly to Mary Wathan, the Senior Vice President at Airbus headquarters in Temecula, CA.

She had a conference call with our team on February 16th and again on February 22, 2017 where the issues were shared with her that are troubling to the PSAPs and myself. The issues revolve around features that were present in the old version of their software that has been excluded from the newest version that we purchased. While the features do not impair the delivery of service to the citizen using 9-1-1 they do complicate training methods using CTO's to monitor and/or take over 9-1-1 calls.

3. Pursuant to specific site information on where the Motorola 800 MHz equipment is being stored which I furnished to MMRMA, we received the final binder for the costs associated with the new 800 MHz system. The budget estimate was \$230,000 per year for all equipment while the actual premium per year is \$161,598 for all the equipment. If the KCDA decides to distribute the subscriber equipment, the annual insurance fee for the remainder of the 800 MHz system falls to \$80,500 per year.

4. We have determined the final bond debt payments as well as the bond reserve fund requirements. Per the request of the Board I have created a seven year budget projection, with a separate tab that indicates the bond debt and bond reserve required during that period.

A note, in FY2019 Motorola will charge KCDA the full amount of P1 CAD maintenance fees, that have been reduced for the past five years due to a concession gained from Motorola for failure to deliver seventeen RFP requirements. In FY2019 that annual fee will go from \$260,928 per year to \$354,510 with regular cost increases of approximately \$14,300 per year thereafter.

5. I have continued to work with Scott Smith on the following legal issues:
 - a. Determine the final bond cash flow schedule.
 - a. Develop a lease agreement for tower sites for KCDA radio equipment
 - b. Develop a lease agreement for site acquisition for new radio towers
 - c. Finalize an agreement with the MI Attorney General to waive Workmen Comp and Auto Insurance requirements for the MPSCS agreements
 - d. Finalize the agreement with DTE on co sharing radio tower equipment
 - e. Finalize the two MPSCS agreements
 - f. Refer the Motorola contract issue for review (three systems versus two)
 - g. Refer the Airbus contract issue on system design
6. We met with Sabo consulting and determined that the formal Smart911 kick off press conference will be on Monday, April 10, 2017, the first day of National 9-1-1 Telecommunicator Week. The proposal from Sabo to promote Smart911 is in the Board packet for approval of the Board this month. Pursuant to the approval of the Board I will offer a budget amendment from unrestricted fund balance to the approved 2017 fiscal year budget in March.
7. The KCDA Finance Committee met and have decided to develop a 800 MHz project budget separate from the KCDA operating budget. After the bond is sold and the actual costs of the bond is known, the Finance Committee will work with the fiduciary to develop this project budget.
8. We have received the 911 call counts from the two PSAPs and have processed the checks for the distribution of surcharge for the period of time from July 1 – December 31, 2016. While compiling the report there exists a discrepancy in the reporting of call answering time, that will require some work to correct or at least understand the way the report is generated. The report has the same effect for both PSAPs. We referred this issue to Mary Wathen on the Airbus conference

call and she has assigned a resource to work with the PSAPs to get this straightened out.

9. I continue to actively participate in the KCDA 800 MHz Technical Steering Committee meetings. Two contract issues remain for the project which the team has asked legal to review. Both are issues with MPSCS documents and have been referred to our legal team.
 - a. MPSCS Integration Agreement
 - b. MPSCS Subscriber Agreement
10. Scott Smith and I are still working on clarifying the requirement for Workman Comp insurance and automobile insurance with the Michigan Attorney General's office / MPSCS as MMRMA does not offer that type of coverage and because KCDA does not have any employees or vehicles. We are seeking a waiver on these issues through the Michigan Attorney General's office and hope to have this clarified by the end of the month. The issue is still pending discussion with the Michigan AG.
11. There was a hitch in the IGA for the distribution of radios to the participant such that Curtis wanted the Board to review the final IGA, as approved by Bond and Kent County Board counsel. The discussion will also center around if the radios should be distributed now or not. In any case Bonneau has identified the number of green fire radios that need to be exchanged for black fire radios and has arranged for them to be shipped back to Motorola for exchange. Additionally, when inventorying the fire radios for each fire agency, it was determined that Motorola shorted us two fire radios which they are correcting. We are beginning the inventory on the police radios on March 8-10th.
12. We are awaiting a final count of control stations needed for the project. Since 150 were ordered I am expecting that we will be returning 100 or so of them for credit. While we were inventorying the fire radios, it was noted that we have exactly the number of portable fire radios needed plus spares for each agency, which will result around ten (10) green portable radios in the cache while there will be around 420 police portables.

It is my recommendation to use the exchange credit from the control stations that will be returned to secure more green fire radios for the cache and/or to exchange extra police radios to procure more fire radios for the cache.

13. I continue to seek information on the towers within the project plan and have received some information from a six of them. I will continue to request the information so that Motorola and MPSCS can make their assessments.

Last week the Motorola project manager, Andrea Ballou, and I met with the owners of three tower sites, and gathered zoning and building information as well as the process for the application through their planning committees. We have now contacted all the tower sites and had preliminary discussions with them.

We determined the site for the Honor Camp radio tower, and after approval of the site by Sheriff Stelma I filed an application for the Tall Structure Permit with the FAA, the first step in the approval process for the site. During the FAA application I had to register KCDA as an FAA sponsor and obtain an FRN registration number from the FCC, both of which has been accomplished.

We are continuing to focus on the four sites where new towers need to be built as they are the most problematic and will require the most time to complete the FAA approval, zoning and variances from the Township and/or City officials where they are located.

We are investigating if the Kent County Road Commission has additional land we may be able to use to erect a tower since the original site at Timpson is not suitable.

We are also checking on using Kent County park land in Walker just south of Burton St. since the site chosen is not owned by a municipality but rather a private corporation.

Scott Brown, Scott Smith and I had a face-to-face meeting with Roy Hawkins, the airspace engineer at Gerald Ford airport and was advised that two of the potential tower sites lie within their controlled takeoff and landing authority, that being 92nd St and Timpson. He advised that any new tower over 200 feet must receive a permit by the FAA which is then reviewed by the State of Michigan and finally any airport that the tower may impact. He gave us a contact at MDOT if we have questions and offered to assist us as necessary in the project.

We have learned that the commercial tower that exists to the west of the 92nd Street site and which is able to handle our loading is available for lease. We have referred the tower site height that is available to Motorola for engineering analysis since it is 10 feet lower than the Motorola original specification for that tower. The lease for this site is \$250 per antenna per month and the tower owner is located in Kent County. The tower owner has also offered a shelter that

currently exists to us without cost as it was abandoned by NEXTEL when they vacated the tower.

We have determined the location of the Honor Camp site, thanks to the Sheriff and have begun the legal work on the agreement to use that site to erect a new radio tower. As such I have applied to the FAA for a permit to build through their application process which also generates an application to MDOT for a tall structures permit. To be able to proceed, I have filed KCDA as a sponsoring agency with the FAA and received an FAA sponsor #.

Additionally, I have filed a registration with the FCC to own and build radio towers, which is required in the application process that we will need to perform later in the process of tower construction and approval.

14. Andrea and I continue to work on the inventory of all Motorola equipment received at their warehouse in GR, on Jan 10 and 11th to make sure all the equipment has been received. With the assistance of Glen Madsen, a friend of mine and two cadets from the Kent County Sheriff's office the team tagged all rack mounted equipment (44 racks) that are depreciable in the asset system which resulted in over 450 individual pieces of equipment being inventoried and tagged. We are still awaiting the microwave equipment that will be rack mounted for further inventory.

The aforementioned persons also inventoried and created participant packets of equipment for all fire departments in the county and created pallets of equipment for each department when the distribution of subscriber equipment takes place. The project resulted in the inventory of over 1,200 subscriber radios, chargers, life line microphones and batteries. Due to the way Motorola assembles the loads on the pallets, without consecutive serial numbers, the process is time consuming. Without the assistance of the two cadets from Kent County we could not have accomplished the fire packets within the time period.

The team will begin the same process for police portables and mobiles on March 10th and 11th hopefully completing our inventory of those units. We have requested the same two cadets from Kent County sheriff to assist us in this effort.

15. Andrea and I attended the 800MHz Steering Committee meeting on January 12th to meet our team and give them some information of how the project will proceed. She emphasized that determining talk groups will be the most time consuming activity, validating what MPSCS has told the committee.

The Steering Committee was urged by MPSCS to have a preliminary training session for the members to understand the issues involved with the development of the talk groups for our system. The training will take place on March 20th all day. KCDA will pay the \$500 fee for the training session and provide lunch for those 20 persons that are attending. Scott Brown has finalized the attendance list and has notified MSPCS of the class location and logistics. Mark Herald will attend to represent the KCDA as I am out of town that day.

16. I have requested that all vendors submit their 2016 bills and invoices by the middle of February so we can close out the expenses for 2016.

17. During the FY2016 pre audit an error was found for the surcharge distribution for the period of time from Jan 1 – June 30, 2016. When the call counts were determined for both PSAPs, the resulting percentages were applied to a cost factor of \$1,500,000 rather than the correct cost factor of \$1,250,000 resulting in an overpayment of \$250,000 between the two PSAPs. Both Departments have been notified of the error on my part. Kent County has chosen to return the \$102,687.50 overpayment now while Grand Rapids will take the \$147,312.50 debit against the next distribution of surcharge to them in July of 2017. Our fiduciary has made the proper adjustments to reflect these overpayments.

Respectfully submitted,
Ronald Bonneau, ENP
Executive Director