



Administrative Policy Board
Monday, March 27, 2017
10:00 AM

City of Wyoming, 1st Floor West Conference Room

Minutes

1. Call to Order at 10:00 AM by Chair Holt

<i>Name</i>	<i>Represents</i>	<i>Present</i>	<i>Absent</i>	<i>Excused</i>
<i>Curtis Holt</i>	<i>Wyoming</i>	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>David Rahinsky</i>	<i>Grand Rapids</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>Peter McWatters</i>	<i>Grand Rapids PD</i>
<i>Michelle Young</i>	<i>Kent County Sheriff</i>
<i>Daryl Delabbio</i>	<i>Kent County Administrator</i>
<i>Matt Groesser</i>	<i>Kent County Sheriff PSAP</i>
<i>Ronald Bonneau, ENP</i>	<i>Executive Director</i>
<i>Scott Brown</i>	<i>Kent Co Sheriff</i>
<i>David Kiddle</i>	<i>Grand Rapids PD</i>

2. Public Comment - None

3. Board Members Attendance Report as of February 27, 2017 – Accepted by Committee

4. Approval of the Agenda of March 27, 2017

Chair asked the Board to move up in the agenda the Sabo PR report due to a meeting conflict with Mary Ann Sabo and to remove from the agenda, the EMD Funding Decision and the EMD Alternative Funding Proposal. A Motion to approve agenda with the above referenced items made by Stelma

Second by Cook

No Discussion

Approved 12 - 0

5. Members Excused – Motion made by Herald to excuse Mike DeVries from the meeting.

Second by Drake

No Discussion

Approved 11-0 (Member Deschaine arrived at meeting after this item and was counted as present although late.)

6. **Sabo PR** – Mary Ann Sabo reported to the Board concerning the promotion of Smart911 in Kent County that will begin with a kick off press conference on Tuesday, April 11th at 10 AM at the press room in the Kent County Sheriff's office. So far 12 law enforcement chiefs have committed to attending and invites have gone out to the Kent County Fire chiefs. PSAPs will be invited to attend as well as some PSAP personnel. A press kit is being assembled with some video provided by Smart911. Smart911 has supplied some vector files of their logo for use by Kent County agencies as well as some collateral written materials. Coordinated with the press conference will be an electronic awareness campaign for Smart911 including Adversity and Facebook efforts. Encouraging Board members to attend the press conference and to promote Smart911 in the local communities. Bonneau to sent out the vector logo files to each Board member as well as a one page summary of Smart911.

It was discussed the most effective hand outs to those attending parades and festivals in Kent County to promote Smart911. It was the consensus of the Board to have Sabo PR work with the two PSAPs and determine the most effective give away and then present it to Bonneau for budget determination.

7. **Approval of Minutes of February 27, 2017** – Accepted by Committee as presented.
8. **Financial Report** – 'FY2017 Amended Operating Budget – Bonneau told the Board that although the PSAP Contracts have not been approved, the KCDA is received invoices for services connected with the 800 MHz project that he does not have line items with an appropriated fund to pay those invoices from and that is why these budgets are required at this time. Bonneau then went on to explain each of the budget amendments following, including the line item description of each.
 - a. **BA R-1 032717** To increase the local surcharge revenue due to increased surcharge funding for line item 994.584.000 in the amount of \$1,205,316.00

- b. **BA 1-032717** To increase by \$28,000 line item 994.325.32500.801.009 for public education efforts.
- c. **BA 2-032717** To reduce line item 994.325.32500.807.000 by \$12,414.00 due to costs being paid for out of Contingency Funds for the 800 MHz project.
- d. **BA 3-032717** To appropriate \$2,500.00 from the Line item 994.325.32500.956.000 and transfer to Line Item 994325.32500.810.000. (Executive Director Cost)
- e. **BA 4-032717** To appropriate \$1,500.00 from the Line item 994.325.32500.984.017 and transfer to Line Item 994.325.32500.810.000. (Executive Director Cost)
- f. **BA 5-032717** To increase by \$114,790.00 line item 994.325.32500.910.200 (800 MHz Insurance) for equipment in the project due to increased revenue from the new surcharge.
- g. **BA 6-032717** To increase by \$5,000 line item 994.325.32500.920.110 (Electrical Utilities) and \$3,500 to line item 994.325.32500.920.100 (Propane Utilities) for the 800 MHz Tower Utilities due to increased revenue from the new surcharge.
- h. **BA 7-032717** To increase by \$36,000.00 line item 994.325.32500.940.400 (800 MHz Tower Leases) due to increase in new surcharge revenue.

Motion to approve Budget Amendments, R1, 1,2,3,4,5,6 and 7 made by McIntire

Second by Drake

Discussion:

A discussion was held on the removal of the contingency fund from the Operating Budget since there will be costs for that item in the future. The removal of the line item from the FY2017 Operating Budget is due to the fact that there is an approved \$800,000 Contingency Fund in the 800 MHz project budget.

There was also a question on why tower leases are part of the Operating Budget since towers will not be used this year and why are they not part of the 800 MHz project budget. Bonneau explained that some of the commercial tower vendors want us to sign and pay for leasing to reserve the space on their towers so there will be some costs even though the towers will not be used or the equipment mounted on them for some time.

Additionally, the 800 MHz project budget is for capital costs and not recurring costs, that is why leases are part of the Operating Budget as KCDA will see those costs recurring each year.

Approved 12 - 0

- b. FY2017 Capital Budget – **Resolution # 16-032717** to continue and approve the Capital Budget for FY2017 as presented was made by Herald.
- c. Second by Jones
- d. Discussion
 - a. A lengthy discussion ensued about why the 800 MHz project costs are not part of the FY2017 Capital Budget. Bonneau explained that he placed the costs for the three main items for the 800 MHz project (Motorola Contract, Fire Pagers and Contingency Fund) as placeholders in the Capital Budget (a column alongside) for Board reference but the KCDA Fiduciary has not decided on the accounting method to be used by KCDA as it relates to Kent County bond revenue used to pay these obligations. Nancy Bazan and Bonneau have been looking for a MOU with Kent County to memorialize the process for the project costs which are now:
 - 1. Invoice is received by KCDA
 - 2. Invoice is approved for payment by the KCDA Board

3. Approved invoice is sent to Kent County along with a collateral information / documentation that they require
4. Kent County approves the invoice
5. Kent County electronically transfers the funds need to pay the invoice/cost to the KCDA accounts
6. KCDA cuts a check for the invoice / cost and sends it to the entity issuing the invoice.
7. KCDA copies Kent County on the KCDA Check number and requests email confirmation of receipt.

Bonneau went on to explain the Capital Budget presented shows no increase from 2016 since the projects have not been completed and continued funding is needed to pay for invoice as received for those projects. He did go on to say that there will be Capital Budget amendments recommended when the 2016 audit is complete and KCDA deposits the 2016 capital budget rather than a dedicated Project Budget. Bonneau is meeting the Bazan this afternoon to create the accounting method now that the invoice process has been determined.

- e. FY2016 Audit Status – Bonneau advised the KCDA Board that Wyoming placed the issue on a RFP and has received at least 5 responses to the RFP. The KCDA audit requirements was included in the Wyoming RFP and separate pricing for KCDA was presented. The pricing range was from \$8,000 to \$13,500 and all RFP responses are being evaluated. Bonneau expects a recommendation on the vendor of choice by the May KCDA Board meeting.
- f. 7 year budget projections – Bonneau explained the Excel spreadsheet with the 7 year projection of revenue and expenses for the KCDA, with a special emphasis on the bond debt and reserve payments that KCDA is obligated to pay each year (reserve payment for five years) and how they affect the income that will be received by the KCDA for the next seven fiscal years. For the years 2018 – 2022 when the extra bond reserve

payment is being made (1/5 of the yearly payment) the KCDA will need to use unrestricted fund reserve to balance the budget, IF all the expected revenue and expenses meet projections. There is no action needed, it is being presented as an Information Only Document.

- g. RFP for FY 2017 Auditing Discussion – Bonneau explained that Wyoming had an RFP out for their auditing and KCDA added language to their RFP covering our audits in the future. The RFP responses are being evaluated for selection at this time. Bonneau expects a decision to be made by May of 2017.
9. Motorola Staging Invoice – Bonneau
- A motion to approve Resolution #17 – 032717** to approve the payment of Motorola Staging Invoice # 41232425 at a cost of \$3,416.62.00 representing 10% of the 800 MHz contract amount and pay for said invoice using proceeds from the sale of bonds was made by Drake

Second by Jones

Discussion –

Some Board members were hesitant to approve the invoice and asked what milestone had been achieved by Motorola to justify this payment. Bonneau reported on the contractual obligations the Board approved when the Board approved the Motorola section of the Project which includes the following language:

For System Purchase with Subscriber Equipment:

Except for the first milestone, which is due Net 45 days invoiced January 1, Customer will make payments to Motorola within thirty (30) days after the date of each invoice. Customer will make payments when due in the form of a check, cashier's check, or wire transfer drawn on a U.S. financial institution and in accordance with the following milestones.

Fixed Network Equipment (FNE) Contract Price: \$ 13,666,528

Fixed Network Equipment Payment Milestones:

1. 25% of the System Price due upon completion of Staging.
2. 50% of the System Price due upon shipment of equipment.
3. 15% of the System Price due upon installation of equipment.
4. 10% of the System Price due upon Final Acceptance.

Subscriber Equipment Contract Price:

Subscriber Equipment Payment Milestones: \$9,946,122

1. 100% of the Subscriber Contract Price due upon shipment (as shipped).

Motorola reserves the right to make partial shipments of equipment and to request payment upon shipment of such equipment. The value of the equipment shipped/services performed will be determined by the value shipped/services performed as a percentage of the total milestone value. Unless otherwise specified, discounts will be applied proportionately to the FNE and Subscriber equipment values to total contract price.

1. The Staging reference refers to the visit by the KCDA team to review our Motorola radio system at Motorola headquarters in Elgin, IL on December 27 & 28, 2016 to review the functional testing of the system and to sign off on its successful demonstration. KCDA signed off on the staging through signatures of Karen Chadwick for GR and Matt Groesser for Kent County as well as Ronald Bonneau for KCDA. The requirement of the milestone payment of 25% of the \$13,66,528 has been met and Bonneau believes that the Motorola invoice for \$3,416,632 #41232425 should be approved and paid.

Roll Call Vote Taken and Recorded, Approved 12 - 0

<i>Name</i>	<i>Represents</i>	<i>Yes</i>	<i>No</i>	<i>Abstain</i>
<i>Curtis Holt</i>	<i>Wyoming</i>	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>David Rahinsky</i>	<i>Grand Rapids</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>			
<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		

b. Motorola Change Order – Bonneau

1. **A motion to approve Resolution #18 – 032717** to approve the Change Order reflecting the return of \$1,198,934.88 worth of excess subscriber equipment to Motorola and the exchange credit being used for \$1,171,560.66 worth of subscriber equipment to be placed into the equipment cache for later assignment and distribution as required was made by Drake
2. **Second by Lehman**
3. Discussion
 - a. Clarification on the spare radios being ordered for fire and why some are green and some are black.
Lehman explained that some agencies currently have black VHF/UHF radios or vice versa and to avoid confusion they wanted a different colored radios.

Bonneau explained the black fire radios are being exchanged only for fire departments or departments of public safety that expressly requested black radios on their survey forms. Additionally the item identified as RSM by Motorola represents the life line microphones that are also color coded.

A motion to approve the Exchange Matrix as presented and to notify Motorola of the Board approval made by Drake

Second by Lehman

No further discussion

Approved 12 - 0

b. Motorola Subscriber Invoice – Bonneau

1. **Resolution #19 – 032717** to approve the payment of the Motorola Subscriber invoice # 412333223 in the amount of \$9,946,122.00, a milestone payment in the 800 MHz contract with Motorola and pay for said invoice using funds from the bond sale.

10. Bills Payable and Due: (*Motion to Accept the Financial Report and Authorize Expenditures and Disbursements as Attached*) A motion was made to pay the bills in the voucher list, with the exception of the \$9,946,122 payment to Motorola by Cook.

Second by McIntire

No Discussion (Motorola bill discussed)

Approved 12 - 0

11. 800 MHz radio Project Steering Committee Update and Discussion –(Scott Brown)

- i. General Information Report – Brown gave a report on the End User training 18 members of the Steering Committee attended on March

30 and reported it was valuable and that end user training will take longer than anticipated when the system is ready for use.

- ii. Tower Acquisition – Bonneau made progress report on the status of the new towers as well as the existing towers and referred Board to his progress report for a more complete summary.
- iii. Excess Equipment Exchange – Bonneau handled through resolution
- iv. Legal Issues – Bonneau reported the Michigan Attorney General has agreed to remove the section requiring Workmen Comp and Auto insurance from the MPSCS agreements but only up until the time that KCDA has employees and/or vehicles, at which time the requirements will be instituted.

Bonneau also reported on the lease agreements with the Kent County Sheriff and Board on towers owned by them for the 800 MHz system; they are being reviewed with Scott Smith and Tom Dempsey and hope to have them complete by April Board meeting.

Bonneau reported that he has requested lease agreements with American Tower for the ALTO site and Tower Specs for the 92nd Street tower and they will be sent to Scott Smith for review. The Board felt that we should be seeking 20 year leases as a standard across the board, with cost escalation clauses to be considered.

Bonneau reported that he has filed two Tall Structure permits for Honor Camp and Timpson with the FAA and MDOT and is working on them. FAA has indicated their response will be in 60 days.

- i. Fire Pager Acquisition – Drake explained the issue of dual band fire pagers that some fire departments need new pagers now and they don't want to buy new pagers and then get the Unification

800 MHz pagers later. Some would like them now. Board referred the issue to the KCDA Steering Committee for discussion and recommendation.

12. PSAP Call Handling Agreements – Holt meeting with both GR and KC and hopes to get this issue settled. No time frame as of yet.

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

1. Motorola CAD P1 Phase II status Kent County participated in a Voice of the Customer session and viewed the features in Version 4.2.
2. CAD P1 Version 4 Upgrade – No information
3. Airbus Project – Working on resolving issues

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

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

16. Adjournment at 11:38 AM

Respectfully submitted

Ronald Bonneau, ENP

Executive Director

Upcoming Meetings (www.kent911.org)

KCDA Finance Committee

Weds, April 5, 2017 **CANCELLED**

City of Wyoming, Manager's Conference Room

KCDA Executive Committee

Monday, April 10, 2017

Manager's Conference Room – City of Wyoming

KCDA Administrative Policy Board Annual Meeting

Monday, April 24, 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	\$14,539.09	584.000	2016	Bonneau
State of MI	911 Surcharge		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 April	\$1,200.00	801.005	2017	Bonneau
Motorola	800 MHz subscriber			2017	Bonneau
Bonneau	Registart	\$350.00	860.010	2017	Holt
MPSCS	Training	\$450.00		2017	Bonneau
Motorola	Staging	\$3,416,632.00		2017	Bonneau
MMRMA	Insurance	\$2,000.00	910.100	2017	Bonneau
MMRMA - 800	Insurance	\$83,242.50	910.200	2017	Bonneau
Sabo	Smart911	\$154.45	801.009	2017	Bonneau
PCS	ED Feb	\$5,849.38	807.000	2017	Holt
Dickinson Wright	Legal	\$3,670.00	801.022	2017	Bonneau
State of Michigan	Fees	\$400.00		2017	Bonneau

Status of Current and Future Project / Task

Project/Issue	Assigned	Status	ECD
MOTO 800 Mhz	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
Smart911 Initiative	Team	Press Conference April 11 th , at 10 AM	TBD
FY2017 Budget	Finance	Amended in Progress	March 2017
Airbus System	Bonneau	Senior Management	
Tower Lease Legal	Smith	In Progress	May 2017
Honor Camp FAA permit	Bonneau	Application Filed	TBD
PALM ESInet Group	Team	Meeting TBD	TBD
Timpson FAA permit	Bonneau	Application Filed	TBD
MMRMA	Bonneau	Paid	TBD
800 MHz Tower Sites	Bonneau	Working on 2	May 2017

		commercial sites	
Surcharge Reporting Initiative	Holt Bonneau	Pending	TBD
SNC Report	Team	Working On Filing	May
Motorola Version Hardware	Bonneau	Installed	Complete
MPSCS Agreements and AG waiver	Smith	In Discussion with AG	March 2017
DTE Legal	Smith	Finalized	Complete
800 MHz Project Subscriber Radios	Bonneau	Finished Subscriber Equipment Inventory, Exchange in Progress	April 2017
800 MHz Steering Committee	Team	Working on Talk Groups	TBD