



**Administrative Policy Board
Monday, June 26, 2017
10:00 AM**

City of Wyoming, 1st Floor West Conference Room

1. Call to Order and Roll Call – by Chair Holt at 10:02 AM

<i>2. 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 Super</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>Keith Johnson</i>	<i>Tele Rad</i>
<i>Peter McWatters</i>	<i>Grand Rapids PD</i>
<i>Michelle Young</i>	<i>Kent County Sheriff</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>
<i>Rick Roberts</i>	<i>Kentwood PD</i>

3. Public Comment - None

4. Board Members Attendance Report as of May 22, 2017 – (Holt)

5. Approval of the Agenda of June 26, 2017

Motion made to approve the agenda by Herald

Second by Deschaine

No Discussion

Passed 11 - 0

6. Members Excused – (Holt)

Motion made to excuse Morgan and Jones by Meijer

Second by McIntire

No Discussion

Passed 11 - 0

7. Acceptance of Minutes of May 22, 2017 accepted as written

8. Financial Report and Voucher of Bills – Cook

a. FY2017 Operating Budget

b. FY2017 Capital Budget

a. Bonneau explained the new reporting format with the capital fund 994 being reported in front of the operating budget performance report 993. No questions.

- c. Fire Pager Purchase – Chair requested both resolution be considered together so Bonneau and Grosser provided rationale for the purchase of all the pagers at this time for the reasons stated in the white paper that was attached. The only variation is that the pagers will be held at the warehouse until all have been programmed with both their VHF and 800 MHz templates prior to department distribution. Bonneau to arrange for insurance on them for that period of time.
 - a. **Resolution #28 – 062617** to approve the purchase of seven (7) Unication Dual Band Fire Pagers from Tel Rad of Grand Rapids at the cost of \$4,378.50 to be paid from Kent County Bond Proceeds and authorize the Exec Director to sign the purchase orders and request reimbursement from Kent County. POs 02/03 (attached)
 - b. **Fire Radio Pager** – White Paper Supporting Resolution – (Bonneau)
 - 1. **Resolution #29 – 062617** to approve the purchase of Eight Hundred Eighty-Five (885) Unication Dual Band, G5 Fire Radio Pagers and accessories (see PO #4) at a total cost of \$538,969.80 from Tele Rad of Grand Rapids to be paid from Kent County bond proceeds and authorize the Executive Director to sign purchase order and request reimbursement from Kent County. PO 4 (attached).

Motion to approve **Resolutions #28 – 062617 and #29 – 062617** made by Lee Cook.

Second by David Rahinsky

Discussion on distribution; the Board ordered the pagers stored and programmed with VHF and 800 MHz templates before they are distributed to the fire agencies for use.

Passed 11 - 0

9. Bills Payable and Due: *Motion to Accept the Financial Report and Authorize Expenditures and Disbursements as Attached made by DeVries*

Second by Cook

No Discussion

Passed 11 - 0

10. MPSCS – PW, EMS Resolution Discussion – Holt/Stelma – Both the chair and Mr. Stelma urged the Board to pass the following resolution, that does not include any funding provision by KCDA but encourages every agency that responds to an emergency in Kent County to join the MPSCS system.

Motion made by Stelma approving **Resolution #30 – 062617**

(Attached as Exhibit) which will approve the resolution recognizing the value of public and privately owned emergency services entities participating in the MPSCS radio system in Kent County.

Second by Herald

No Discussion

Passed 11 - 0

11. State of Michigan House and Senate Legislation – (Chadwick, ENP) Karen Chadwick urged the passing of the following resolution which potentially saves KCDA \$1.1M annually for the cost of the PFN IP network diverting those costs to the State of Michigan. Additionally, the legislation would continue to pay the network costs of the legacy 911 system at the same time. Sheriff Stelma also urged passage as the legislation is receiving wide support from public safety in the State and clarifies what an Emergency Response Agency is that is eligible for using state surcharge funds.

a. Motion made by Meijer to approve **Resolution #31 – 062617** to approve the resolution encouraging Michigan House and Senate members to support HB 4651 and Senate Bill 400 which will fund the technical surcharge account for payment of legacy and IP network services in Michigan.

Second by Cook.

Discussion ensued about adding language to the resolution to clarify the position of the Board, but upon further discussion it was the consensus of the Board to leave it as written.

Passed 11 – 0

12. 800 MHz radio Project Steering Committee Update and Discussion –(Scott Brown)

- a. General Information Report – Brown reported that the Steering Committee is meeting this Weds, with nothing new to report.
- b. Tower Matrix (attached) – Bonneau reported on the three tower sites, 92nd Street that is having new structural survey done since the owner is removing current equipment from the tower, Kentwood Tower passed soil boring and FAA/MDOT application has been filed, and Burton Street is having zoning issues for the off sets required that if they do not get a variance that the site will not be buildable. The matter has been forwarded to KCDA Legal for intervention. Chuck Deschaine is going to ask for a meeting and status check on a variance for the site. Pending at this time

13. PSAP Call Handling Agreements – Holt reported he is formulating a plan to discuss the new call handling agreements with Kent County and Grand Rapids and has nothing to report.

14. TAC Reports – (Chadwick, ENP and Groesser) some slowdowns with Grand Rapids over that past weeks and have been reported to Motorola.

1. Motorola CAD P1 Phase II status - Still working on a resolution to the hub interface required for the CAD to CAD EMS interface.
2. CAD P1 Version

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

16. Miscellaneous – For the Good of the Order - Bonneau reported to the Board on the retirement of Daryl Delabbio, the Kent County Administrator, and the work he has done with the KCDA on numerous occasions and wanted the Board to thank Mr. Delabbio for his service. Also reported there is a retirement celebration tomorrow, June 27th from 3 – 6 PM at the DeVos performing arts center lobby.

17. Adjournment at 10:50 AM

Respectfully submitted

Ronald Bonneau, ENP

Executive Director

Upcoming Meetings (www.kent911.org)

KCDA Finance Committee Internet Meeting

Weds, July 5, 2017 @ 10 AM

KCDA Executive Committee

Monday, July 10, 2017 at 10 AM

Manager's Conference Room – City of Wyoming

KCDA Administrative Policy Board Annual Meeting

Monday, July 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	\$703,016.45	584.000	2017	Bonneau
State of MI	911 Surcharge	\$	545.000	2017	Bonneau
Misc/Interest	Pool and Net Excess MMRMA	\$3,861.00	688.000	2017	Bonneau

Voucher of Bills for Approval

Name	Purpose	Amount	Line Item	Fiscal Year	Approval
Wyoming	Fiduciary June	\$1,200.00	801.005	2017	Bonneau
VanBelkum	NICE Maintenance	\$21,450.00	930.000	2017	Bonneau

Matt Groesser	NENA Travel Reimb	\$243.28	860.000	2017	Bonneau
Grand Rapids PD	CAD Admin Fee	\$35,250.00	810.010	2017	Bonneau
Sara DiPadova	NENA Travel Reimb	\$196.78	860.000	2017	Bonneau
Tele Rad	G5 Fire Pagers	\$3,127.50	984.931	2017	Bonneau
Tele Rad	G5 fire pagers	\$1,251.00	984.931	2017	Board
Bonneau	NENA Conf Travel	\$1,793.51	860.000	2017	Holt
Tele Rad	G5 Pagers	\$538,970.30	984.931	2017	Board
Bonneau	MI NENA Conf Travel	\$403.12	860.000	2017	Holt
Rehmann	Audit	\$1,020.00	801.005	2017	Bonneau
GRPD	APCO Registr	\$495.00	860.000	2017	Bonneau
Kent IT/GIS	Support	\$2,589.85	807.000	2017	Bonneau
Kent Co Sheriff	CAD Admin Fee	\$35,250.00	810.010	2017	Bonneau
PCS	ED May	\$6,058.69	807.000	2017	Holt
Dickinson Wright	Legal	\$2,562.00	801.021	2017	Bonneau