



**Administrative Policy Board  
Monday, August 28, 2017  
10:00 AM**

**City of Wyoming, 1<sup>st</sup> Floor West Conference Room**

**1. Call to Order and Roll Call – by Chair Holt at 10:03 AM**

<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 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>Damon Obiden</i>	<i>KCEMS</i>
<i>Peter McWatters</i>	<i>Grand Rapids PD</i>
<i>Michelle Young</i>	<i>Kent County Sheriff</i>
<i>Karen Chadwick, ENP, CMCP</i>	<i>Grand Rapids PSAP</i>
<i>Ronald Bonneau, ENP, CMCP</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 June 26, 2017 – (Holt)**

**4. Approval of the Agenda of August 28, 2017**

Bonneau advised there was an error in the bills voucher and that the second bill listed for Dickinson Wright was listed at \$2,678 and should have been \$1,928.

Motion to approve the revised agenda by Drake

Second by Herald

No Discussion

Approved 13 - 0

**5. Members Excused – Holt reported the all Board members are present and thanked them for their attendance**

**6. Acceptance of Minutes of June 26, 2017 – Accepted as Presented**

**7. Financial Report and Voucher of Bills – Cook**

a. FY2017 Operating Budget Bonneau reported that the Operations Fund income is lagging from what was expected, with the State 911 surcharge currently at 15% under expectations and the County 911 surcharge at 3% under expectations.

b. FY2017 Capital Budget

- c. Motorola Partial Subscriber invoice approval – Bonneau explained the partial invoice reasoning and the fact that Kent County will not pay the subscriber invoice until all equipment is delivered and inventoried. Therefore, Motorola issued a partial payment invoice since 100 lifeline fire microphones have not been received. The invoice on the resolution leaves \$497,306.10 as the balance due for subscriber equipment. The resolution is to pay for the subscriber equipment using Kent County bond fund proceeds.

A motion to approve **Resolution #32 – 082817** to approve the 2<sup>nd</sup> partial payment of \$3,481,142.70 to Motorola, reflecting all the Motorola original and exchanged radio subscriber equipment, with the exception of 100 RSMs, that have been received and inventoried by KCDA was made by Cook.

Second by McIntire

No Discussion

Passed 13 - 0

- a. TeleRad Fire Radio Pager final invoice approval – Bonneau explained that all the fire radio pagers have been received by KCDA and are being stored in a secure room at the Sheriff office. All equipment has been inventoried and assigned to fire agencies and/or the cache as he is requesting approval through the resolution to pay the remaining balance due on this order, to be paid using Kent County Bond fund proceeds.

- a. A motion to approve **Resolution #33 – 082817** to approve the final payment of \$404,227.35 to TeleRad for the purchase of 885 Unication Fire Radio Pagers, Amplified Pager Chargers and miscellaneous replacement parts was made by Stelma.

Second by Drake

No Discussion

Approved 13 - 0

- 8. **Bills Payable and Due:** A motion to accept the Financial Report and authorize expenditures and disbursements as attached was made by McIntire.

Second by Rahinsky

No Discussion

Approved 13 - 0

**9. 800 MHz radio Project Steering Committee Update and Discussion –Scott Brown**

- a. General Information Report – Capt. Brown reported that the talk group channels are close to final approval and that he attended the Spencer Township Zoning meeting.
- b. Tower Matrix (attached) – Bonneau reported on the information from the tower matrix attached to the Board packet. There were some questions from the Board as the coverage area in the Timpson tower site area which is being withdrawn due to FAA denial of the height. Bonneau reported there are three alternatives being considered by the team and he hopes to have this finalized by the September KCDA Board meeting.
- c. Authorization to Build Additional Kentwood Tower -Bonneau explained that the Kentwood tower is an additional tower to the radio towers the Board has approved in the original Motorola 800 MHz project contract and both Capt. Brown and he wanted the Board to be aware and approve the use of project contingency funds to build this additional tower. Bonneau went on to say that funds from the Motorola contract for work at the Kentwood Walma Water Tank site, that has been abandoned, were used as an offset against the cost of the Kentwood radio tower and he comfortable that the cost contained within the resolution (which was supplied by the Motorola Project Manager, Andrea Ballou) is the discounted cost of building this new tower. He went on to explain that this cost for the Kentwood radio tower would be taken from the \$890,000 contingency fund of the project using Kent County bond proceeds. The cost will not be incurred in full until FY2018 so it will be recognized in that budget cycle.

A motion to approve **Resolution #34 – 082817** to authorize the Executive Director to approve the building of a radio tower in Kentwood at a cost not to exceed \$175,000 to be paid from contingency funds within the Kent County Bond proceeds was made by DeVries.

Second by Jones

Discussion ensued that ended in the understanding that an additional radio tower may need to be built in the SE corner of the county depending on the final disposition of the Timpson tower relocation issues.

Approved 13 - 0

**10. PSAP Call Handling Agreements** – Holt said they have worked out the annualized cost of the new agreements but have not settled on the distribution formula to be used. He will supply the Finance Committee with the overall costs for the new agreements so they can begin working on FY2018 budgets.

**11. TAC Reports** – (Chadwick, ENP and Groesser)

1. Motorola CAD P1 Phase II status - Slowdown due to Automatic Resource Locator, which assigns units based on location. Working on provisioning 4.2 for deployment in 2018.
2. NICE Recording Issue – tabled at the present time
3. Bonneau reported that Airbus DS, our E911 phone vendor, has been purchased by Motorola.
4. Bonneau also mentioned to Capt. Brown that the Project Steering Committee needs to start looking at the schedule for programming radios to the new templates and the installation schedule for unit installations of mobile equipment. Capt. Brown to refer to Steering Committee for an action plan.

**12. Update and Progress Report from Executive Director:** - Bonneau - None

**13. Miscellaneous – For the Good of the Order** – There was information given that the Fire Chiefs are confused by what they are supporting as far as NG911 funding in Michigan. The Board instructed the ED to send out emails and the

talking points of the NG (technical surcharge) funding bill that will be introduced in the Michigan legislature this fall to all Board members and to the NENA and MCDA group for their use in promoting this legislation. The resolution was approved by the KCDA Board in the spring of 2018. ED to send as instructed.

Also, Damon Obiden, of KCEMS, asked several questions about the tower configuration of the 800MHz system as KCEMS has antennas on some of the towers and are concerned if those antennas or leases will be renewed or their equipment (VHF) removed during our project. Also concerned that the 800 MHz radios if provisioned by another agency for EMS use could eliminate the need for VHF EMS to Hospital radios if KCDA was to allow the 800 MHz channel for telemetry use. To date KCDA has not asked anyone to remove equipment from a tower to lessen the tower loading, but have agreed to remediate towers that need structural support for increased equipment loading to accommodate our equipment. Undersheriff Michelle Young did relate to Mr. Obiden that when the 800 MHz system is operational that they will be vacating the Plymouth tower, where KCEMS has equipment and they will have to relocate from that tower site where KCSO has allowed to co locate without cost. The status of the EMS component was referred to the ED and Matt Groesser to work with KCEMS to resolve their questions and to provide detailed information. Bonneau to supply KCEMS with the tower matrix as they are refreshed so they understand what we are doing on the project. Ongoing issue.

**14. Adjournment** at 10:43 AM

Respectfully submitted

Ronald Bonneau, ENP, CMCP

Executive Director

**Upcoming Meetings** ([www.kent911.org](http://www.kent911.org))

**KCDA Finance Committee Internet Meeting CANCELLED**

Friday, September 1, 2017

**KCDA Executive Committee**

Monday, September 11, 2017 at 10 AM

Manager's Conference Room – City of Wyoming

**KCDA Administrative Policy Board Annual Meeting**

Monday, September 25, 2017 at 10 AM

1<sup>st</sup> Floor West Conference Room – City of Wyoming

**Income to Authority**

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>Line Item</b>	<b>Fiscal Year</b>	<b>Approval</b>
Kent Co	911 Surcharge	\$805,178.41	584.000	2017	Bonneau
State of MI	911 Surcharge		545.000	2017	Bonneau
Misc/Interest	Pool and Net Excess MMRMA	\$886.46	688.000	2017	Bonneau

**Voucher of Bills for Approval**

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>Line Item</b>	<b>Fiscal Year</b>	<b>Approval</b>
Wyoming	Fiduciary July	\$1,200.00	801.005	2017	Bonneau
Wyoming	Fiduciary Aug	\$1,200.00	801.005	2017	Bonneau
WebTechs	Website Fee	\$1,500	801.009	2017	Bonneau
Office Depot	Supplies	\$24.45	727.000	2017	Bonneau

Grand Rapids PD	Surcharge Distribution	\$454,562.50	956.520	2017	Bonneau
Chadwick	Air APCO	\$535.61	860.000	2017	Bonneau
Chadwick	APCO Travel Reimb	\$1,119.48	860.000	2017	Bonneau
Bonneau	APCO Conf Travel	\$200.00	860.000	2017	Holt
Tele Rad	G5 Pagers Deposit	\$134,742.45	984.931	2017	Board
Bonneau	MI NENA Conf Travel	\$403.12	860.000	2017	Holt
Kent IT	GIS Support	\$472.61	834.500	2017	Bonneau
TeleRad	Balance G5 Fire Pagers	\$404,227.35	984.931	2017	Bonneau
Motorola	2 <sup>nd</sup> Partial Subscriber Invoice	\$3,481,142.70	984.920	2017	Board
Dickinson Wright	Legal	\$2,678.00	801.021	2017	Bonneau
GR PD	APCO Registration Chadwick	\$495.00	860.000	2017	Bonneau
Dickinson Wright	Legal	\$1,928.00 <sup>1</sup>	801.021	2017	Bonneau
MMRMA	Radio Insurance	\$36,547.50	910.200	2017	Bonneau
PCS	ED July	\$4,692.50	807.000	2017	Holt
Kent Co Sheriff	Surcharge Distribution	\$648,125.00	956.525	2017	Bonneau
PCS	ED June	\$7,853.53	807.000	2017	Holt
Dickinson Wright	Legal	\$1,666.00	801.021	2017	Bonneau

<sup>1</sup> Corrected Invoice Amount from Previous KCDA Board Packet information.



## Status of Current and Future Project / Task

<b>Project/Issue</b>	<b>Assigned</b>	<b>Status</b>	<b>ECD</b>
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	Promotion Continues	TBD
FY2018 Budget	Finance	Awaiting Finalized Call Handling Agreements	TBD
Purchase of 925 Fire Pagers	Bonneau	Inventoried and Being Programmed	Complete
Tower Lease Legal	Smith	In Progress	TBD
Kentwood Zoning	Bonneau	In Progress	TBD
Honor Camp Tower	Bonneau	Zoning Approved	TBD
Burton Street Site	Bonneau	In Legal for Set Back	TBD
PALM ESInet Group	Team	Meeting TBD	TBD
Timpson FAA permit	Bonneau	Withdrawn	Complete
800 MHz Tower Sites	Bonneau	See Tower Matrix Report	May 2017
Surcharge Reporting Initiative	Holt Bonneau	Pending	TBD
SNC Surcharge Collection	Team	Scheduled for September	TBD
MMRMA Insurance for Fire Radio Pagers	Bonneau	Awaiting Premium	TBD
MPSCS Agreements and	Smith	Approved by MSPCS	Complete

AG waiver			
DTE Legal	Smith	Tabled for DTE	Complete
800 MHz Project Subscriber Radios	Bonneau	All Inventoried Except RMS	Complete
800 MHz Steering Committee	Team	Working on Talk Groups	TBD