



**Administrative Policy Board Minutes
Monday, September 25, 2017
10:00 AM**

City of Wyoming, 1st Floor West Conference Room

1. Call to Order and Roll Call – by Chair Holt at 10:03 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>Capt Bockheim</i>	<i>Kentwood PD</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>Deputy Chief Roberts</i>	<i>Kentwood PD</i>
<i>David Kiddle</i>	<i>Grand Rapids PD</i>
<i>Matt Groesser</i>	<i>Kent County PSAP</i>

3. Public Comment - None

4. Board Members Attendance Report as of August 28, 2017 – Accepted

5. Approval of the Agenda of September 25, 2017 – Motion to approve made by Herald.

Second by Deshaine

No Discussion

Passed 9 - 0

6. Members Excused – Motion to excuse McIntire and Stelma made by Meijer.

Second by Jones

No Discussion

Passed 9 - 0

7. Acceptance of Minutes of August 28, 2017 – Accepted as Presented

8. Financial Report and Voucher of Bills – Cook

a. FY2017 Operating Budget – Bonneau reported the revenue from both the state and local surcharge is tracking under expectations although the state portion is late this quarter. He also explained the error in the travel budget for Kent County and how the miscoding occurred.

b. FY2017 Capital Budget – Bonneau reported that the KCDA requested reimbursement from Kent County for bond proceeds to pay the partial Motorola and the Tele Rad invoices and those payments are reflected in the report.

The Chair asked for a motion to accept the Operating and Capital reports and to authorize payment of invoices prior to the discussion on the proposed FY2018 budget. Motion to approve the Financial Reports and the Voucher of Bills made by DeVries

Second by Cook

No Discussion

Passed 9 - 0

- c. FY2018 Budget read through – Curtis lead the read through of the proposed FY2018 budget and explained the following:
 - a. The estimated revenue from the new surcharge in Kent County is based on the extrapolation of the current surcharge being received multiplied by the new monthly amount, minus the payment of the bond and the special reserve funds to Kent County.
 - b. The general expenses of the Authority are mostly fixed costs and are close to the historical costs of those items.
 - c. The costs for the new 800 MHz radio system that are annual and recurring are listed and are estimated and are subject to future budget amendments in FY2018 as the actual costs become known.
 - d. The PSAP surcharge distribution contracts are still being negotiated as to the methodology to be used in deciding the distribution of the surcharge funds. The budget shows a placeholder of \$4,700,000 as the total amount of surcharge that will be subjected to the new distribution formula for Grand Rapids and Kent County. The \$4,700,000 represents the old surcharge and the new increased surcharge with a percentage increase for both PSAPs as well as \$2,000,000 in new funds, generated by the new surcharge, to be distribute to the two PSAPs for fire dispatch. The \$4,700,000 amount has been the figure used by KCDA and the administration of the two PSAPs as the total amount to be funded by KCDA. This leaves enough room for KCDA to address additional operating costs and actual 800 MHz costs as they are identified and also to allow for the

capital replacement annual fee to fund current and future capital projects that have been obligated by KCDA. Additionally, this will allow KCDA some leverage in the eventual use of cash reserves in FY2019 to FY2024.

- e. The chair asked for comments or questions and none were tendered.
- f. The chair advised that if questions arise after the meeting that they be directed to himself and the Exec Director. Otherwise this proposed budget will be on the Public Hearing agenda for comment on October 23rd and also on the Board agenda for approval on the same date.

9. Bills Payable and Due: Motion to Accept the Financial Report and Authorize Expenditures and Disbursements was acted on above.

10. 800 MHz radio Project Steering Committee Update and Discussion –(Scott Brown)

- a. General Information Report – Groesser stated that the majority of the work of the Steering Committee on talk groups have been completed and that the tower sites, specifically the Timpson tower site, are the issues before them.
- b. Tower Matrix (attached) – Bonneau advised the Board on several tower locations that we are awaiting further information on, specifically the microwave system to be implemented on the Belnap tower and the potential costs for the new link, the remediation costs of Belnap and 92nd street, and the FAA approval for heights at both Kentwood and Walker so he can file Zoning Applications.
- c. R56 report discussion – Bonneau advised the Board that several sites for both existing towers and the PSAP locations have been or are being evaluated for compliance with the R56 grounding standards, as required by MPSCS for any equipment / towers within their system and to date each site needs remediation to meet the compliance standards. Board wants costs of the remediation and Bonneau has asked for those costs but has not received them to date. The consensus of the Board is that the R56 remediation of the tower sites

and PSAPs are KCDA's costs to be taken from the project contingency funds. Asked to place on the next month's agenda with remediation costs.

11. PSAP Call Handling Agreements – Holt discussed that he and Mark Herald have been working with Scott Smith and the two PSAP administrations to iron out the new contracts and he believes they are close to consent. Tabled to next month's Board meeting

12. Grand Valley State University Merger – Chadwick, ENP/Finance Chair (See Report on this issue in Progress Report and List of Questions).

- There is a question from Karen Chadwick if KCDA will charge GVSU an upcharge for the annual maintenance or for the use of the KCDA P1 CAD system for both the CAD and MDC systems being added into the KCDA system. I advised this is a policy question for the KCDA Board to consider and furnish an answer.
 - *Board discussed and consensus is that we will not access an upcharge for the use and/or maintenance for GVSU this year, subject to a 12 month review to determine actual impact to the CAD system by GVSU. Board agreed that the KCDA will not pay any additional funds for adding in GVSU to our systems.*
- Additionally, there was a question about the mapping requirements for GR to access GIS information from the Allendale campus and if Ottawa County will provide their CAD map to KCDA in regards to shape files, in ARC GIS. If that cannot be provided and the map needs to be created then the cost to do that will need to be a policy decision by KCDA. A member of the GVSU will check with Ottawa on this issue and report back on another conference call.
 - Board discussed and it was determined that while Allendale campus will use our P1 CAD system with an imbedded P1 map that Grand Rapids will not process nor dispatch Allendale incidents. Grand Rapids will be the P1 host for their use of the CAD system and any cost for GIS development will be born by Grand Rapids and/or GVSU and will not be paid by KCDA.

On the KCDA Finance Committee meeting of September 13th this issue was discussed and the following questions were asked that the Finance Committee wanted the Board to discuss:

- How will the addition of GVSU affect 9-1-1 call answering times in the GR PSAP?
 - *Karen Chadwick, ENP advised that there is nothing different in the new relationship with GVSU on call taking in Grand Rapids than what they do now, so she sees no impact.*
- Will GVSU pay into the KCDA capital fund for system upgrades and replacement and if so at what percentage?
 - *Board discussed and tabled a decision until the 12-month assessment of impact on the P1 system is known and the use by Allendale of the P1 system that was paid for by the residents of Kent County.*
- How will the addition of GVSU affect the KCDA P1 CAD, Airbus E911 Phone and/or NICE system sizing now and in the future?
 - *Karen Chadwick, ENP advised that GVSU will not be using either the Airbus E911 phone system nor the NICE recording system so there is no impact on any of the systems.*
- Who will amend the Kent County 9-1-1 plan to add GVSU in Allendale into ours and remove them from Ottawa County's?
 - *Karen Chadwick, ENP advised that although Allendale will be using, through a hosted system, our P1 CAD that Grand Rapids will not be accepting their phone calls nor dispatching them so no amendment will be needed for the Kent County 9-1-1 plan.*
- Will 9-1-1 calls from the Allendale campus be routed directly to Grand Rapids or will they go to Ottawa who will then need to forward them on to Grand Rapids?

- *Karen Chadwick, ENP advised that the Allendale 9-1-1 calls will still go to Ottawa County and will not be transferred to Grand Rapids.*
- Will KCDA receive surcharge funds from Ottawa County for the phones with service addresses on the Allendale campus?
 - *Karen Chadwick, ENP advised that we will not receive 9-1-1 surcharge funds from Ottawa County.*
- How will the 9-1-1 surcharge distribution be divided between the PSAPs when some of the 9-1-1 calls received by Grand Rapids are from outside Kent County (Allendale Campus)?
 - *Board discussed and does not believe this is an issue.*
- Will KCDA charge GVSU for the use of our P1 CAD, Airbus E911 Phone and NICE recording systems above the cost they are paying for software to join or fees to Grand Rapids?

(Board discussed and answered previously)
- Will KCDA alter the original contract with Motorola to add the GVSU costs into the entire contract and then bill GVSU for the difference?
 - *Board discussed and believe that this contract between Motorola and GVSU should remain there and not be part of our P1 contract.*
- Will GVSU have to convert to the new 800 MHz radio system so that Grand Rapids can dispatch them on the same radio system that will be used throughout Kent County? If so, what is the logistics and cost of that conversion?
 - *Karen Chadwick, ENP advised that GVSU is already on the MPSCS system.*
- Define the mechanism to be used in this type of expansion that impact KCDA costs now and in the future.

- *Board tabled until 12 month report is reviewed.*

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

1. Motorola CAD P1 Phase II status - working on the CAD to CAD interface and the design is good but is a lot different than originally envisioned and there may be a cost increase.
2. NICE Recording Issue – to be removed from agenda

14. Update and Progress Report from Executive Director: - Bonneau advised the Board that he had received an email from John Lehman asking to be excused.

Motion to excuse Lehman made by DeVries

Second by Cook

No discussion

Passed 9 - 0

15. Miscellaneous – For the Good of the Order – Next month's Public Hearing and KCDA Board meeting will be combined on October 23, 2017.

16. Adjournment at 11:07 AM

Respectfully submitted

Ronald Bonneau, ENP

Executive Director

Upcoming Meetings (www.kent911.org)

KCDA Finance Committee Internet Meeting

Friday, October 4, 2017

KCDA Executive Committee

Monday, October 9, 2017 at 10 AM

Manager's Conference Room – City of Wyoming

KCDA FY2018 Budget Public Hearing & Administrative Policy Board

Monday, October 23, 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		584.000	2017	Bonneau
State of MI	911 Surcharge	\$198,220.80	545.000	2017	Bonneau
Misc/Interest	Pool and Net Excess MMRMA	\$36.57	688.000	2017	Bonneau

Voucher of Bills for Approval

Name	Purpose	Amount	Line Item	Fiscal Year	Approval
Wyoming	Fiduciary Sept	\$1,200.00	801.005	2017	Bonneau
Kent IT	GIS Support	\$248.38	807.000	2017	Bonneau
Kent IT	GIS Support	\$187.10	807.000	2017	Bonneau
Kentwood	Zoning Fee	\$1,700.00	984.940	2017	Bonneau
ATT	Airbus Maintenance	\$98,513.00	930.000	2017	Bonneau
Kent IT	GIS Support	\$52.95	807.000	2017	Bonneau
PCS	ED Fee Aug	\$6,395.05	810.000	2017	Holt
Kent It	GIS Support	\$141.42	807.000	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	Promotion Continues	TBD
FY2018 Budget	Finance	Draft to Board	October
Purchase of 925 Fire Pagers	Bonneau	In Programming	Complete
Tower Lease Legal	Smith	In Progress	TBD
Kentwood Zoning	Bonneau	In Progress	TBD
Honor Camp Tower	Bonneau	Awaiting NEPA Report	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	Premium Waived	TBD
800 MHz Project	Bonneau	Awaiting RMS, New Project Manager Assigned	Complete
800 MHz Steering Committee	Team	Working on Talk Groups	TBD