



Administrative Policy Board
Monday, November 13, 2017
10:00 AM

City of Wyoming, 1st Floor West Conference Room

Agenda

- 1. Call to Order and Roll Call – (Holt)**
- 2. Public Comment**
- 1. Board Members Attendance Report as of October 23, 2017 – (Holt)**
- 2. Approval of the Agenda of November 13, 2017**
- 3. Members Excused – (Holt)**
- 1. Approval of Minutes of October 23, 2017**
- 2. Financial Report and Voucher of Bills – (Bonneau)**
 - a. FY2017 Operating Budget
 - b. FY2017 Capital Budget
 - c. Bills Payable and Due: (*Motion to Accept the Financial Report and Authorize Expenditures and Disbursements as Attached*)
- 3. Finance Committee Report (Cook)**
 - a. End of Year Operating Budget Projections
- 4. PSAP Call Handling Agreement**
- 5. Executive Director Review Status**

6. 800 MHz radio Project Update and Discussion

A. Steering Committee Report – Brown

B. Tower Matrix – Bonneau

C. Kentwood EPA issue discussion

D. Approval of R56 PSAP Remediation Costs

- a. **Resolution #38-111317** to approve the R56 remediation costs for the Grand Rapids and Kent County PSAPs by TeleRad at a cost of \$24,020.00 to be paid from project contingency funds.

7. Cybersecurity Discussion – (Bonneau)

8. TAC Reports – (Chadwick, ENP and Groesser/Brown)

1. Motorola CAD P1 Phase II status

2. CAD P1 Version 4.3 Upgrade

3. Motorola P1 CAD workstation and Monitor Testing Purchase

1. **Resolution #39 – 111317** to approve the purchase of one CPU and one large screen monitor for each PSAP for testing with P1 CAD in preparation for the replacement of workstations and monitors in FY2018 at a cost not to exceed \$4,000.00

4. Motorola P1 CAD SQL16 and VMware software upgrade status

9. Update and Progress Report from Executive Director: - (Bonneau)

10. Miscellaneous – For the Good of the Order

11. Adjournment

Upcoming Meetings (www.kent911.org)



**KCDA Administrative
Policy Board Holiday Lunch Meeting**

December 11, 2017, at 11 AM
Bran's Restaurant, City of Wyoming

Income to Authority

Name	Purpose	Amount	Line Item	Fiscal Year	Approval
Kent Co	911 Surcharge	\$575,272.99	584.000		Bonneau
State of MI	911 Surcharge	\$247,697.00	545.000		Bonneau
Misc/Interest	Interest	\$36.16	688.000		Bonneau

Voucher of Bills for Approval

Name	Purpose	Amount	Line Item	Fiscal Year	Approval
Wyoming	Fiduciary Nov/Dec	\$2,200.00	801.005		Bonneau
PCS	Executive Dir Oct	\$7,381.11	807.000		Holt
Wakeman	Reimb MOTO	\$187.28	860.000		Bonneau
Sabo	Public Education	\$160.05	801.009		Bonneau

Status of Current and Future Project / Task

Project/Issue	Assigned	Status	ECD
800 MHz Project	Team	On Going	TBD
Exec Dir Evaluation	Herald	On Going	Dec
CAD to CAD	CAD Team	Version 4.3 of P1 CAD	TBD
PFN Initiative	Team	Implementation	2 nd Q 18
FY2018 Budget	Finance	Published	Complete
Cybersecurity Audit	Bonneau	Develop RFP	TBD
Sabo Group Smart911	Bonneau	In Progress	Nov
PALM ESInet Group	Team	Meeting TBD	TBD
Surcharge Reporting Initiative	Holt Boneau	Pending	TBD

Attendance Report for APB Meetings from May of 2014 thru Oct 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	31		4	34	91%
Lehman &	10		3	13	77%
Stelma	25		9	34	74%
Herald	32		2	34	94%
Morgan*	14	2	3	19	74%
Rahinsky ^	17	1	13	31	55%
Cook	31		3	34	91%
DeVries	13		2	15	87%
Meijer	28	1	5	34	82%
Deschaine	22	5	7	34	65%
McIntire	22		12	34	65%
Drake #	25			25	100%
Jones%	14		4	18	78%
Avg Board Attendance					79%

& 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



**Public Hearing on FY2018 Budget
 &
 Administrative Policy Board
 Monday, October 23, 2017
 10:00 AM**

City of Wyoming, 1st Floor West Conference Room

Minutes

1. Call to Order and Roll Call for Public Hearing by Chair Holt at 10:00 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>Rich 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>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>Eric Hutchinson</i>	<i>Kent County PSAP</i>

3. Public Hearing on FY2018 Budget –

- a. There was no public comments or questions presented.
- b. Chair closed the public hearing on the FY2018 Budget at 10:02 AM

4. Call to Order and Roll Call for KCDA Board Meeting by Chair Holt at 10:02 AM

5. Public Comment - None

6. Board Members Attendance Report as of September 25, 2017

7. Approval of the Board Agenda of October 23, 2017 was made by motion by Cook

Second by DeVries

No Discussion

Approved 10 - 0

8. Members Excused – A motion to excuse Board members McIntire, Rahinsky and Deschaine was made by Cook

Second by Herald

No Discussion

Approved 10 - 0

9. Acceptance of Minutes of September 25, 2017 as presented

10. Financial Report and Voucher of Bills – Cook

- a. FY2017 Operating Budget Report – Bonneau reported that they have yet to see the Quarterly State surcharge payment due to October and that is

why the income is at 26% of expected rather than closer to 50%. The Kent County surcharge continues to trickle in and the Executive Director is suggesting to do an audit review with Kent County to compare surcharge revenue received in October 2016 with October 2017 to see if they are remitting the new surcharge rate.

- b. FY2017 Capital Budget Report – No change from month prior
- c. FY2018 Budget Approval
 - a. A motion to approve **Resolution # 36 – 102317** representing the FY2018 Operating Budget as presented was made by DeVries.
Second by Cook
No Discussion
Approved 10 - 0

11. Bills Payable and Due: - A motion *to Accept the Financial Report and Authorize Expenditures and Disbursements as Attached was made by Cook*

Second by Stelma

Question on the \$1,500 Zoning fee to Kentwood was raised and Bonneau supplied the response that it is a deposit that is used to defray the expenses of Kentwood in conducting the Zoning process with the remained remitted back to the Authority.

Approved 10 - 0

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

- a. General Information Report – Brown gave general information on the project.
- b. Facilities Use Agreement with DTE – Bonneau gave detailed presentation, with the assistance of Matt Groesser, on the addition of DTE to the Kent Co Radio System. Bonneau explained the legal end of the agreement and asked for Board approval and Matt Additionally Bonneau reported that KCDA is seeking the installation of natural gas at the Kentwood and Gezon radio tower sites from DTE without cost

for installation as part of our negotiations with DTE on the co location of their equipment on KCDA owned radio towers.

A motion to approve **Resolution #37 – 102317** to approve the agreement between KCDA and DTE for use of tower and shelter facilities owned by KCDA for the MSPCS system was made by Herald

Second by Jones

There was a question asked about the benefit to KCDA for allowing DTE to use our towers for \$1/year and Matt explained that DTE is adding radio equipment to our towers which will take us from a 20 channel system to a 22 channel system which is a benefit to our system.

Resolution approved 10 - 0

- c. Propagation Map discussion – Groesser/Hutchinson/Bonneau showed the Board propagation maps showing the Burton single site coverage and 31 DB signal loss in downtown GR as compared to the new tower sites at the Zoo and the Sheriff’s office to give the Board a feeling on what the team has used to determine when it is in our advantage to change cell sites for the radio system. Matt explained the 31 DB loss inside a large building as they relate to portable in building penetration issues. The Board asked various questions about the recommendations and confirmed that the final decisions need to stay with the PSAP teams working on the system to maximize the efficiency of the system being installed.
 1. Burton vs Zoo and Sheriff Facility propagation maps were viewed
 2. ALTO Cellular propagation map was viewed
- d. Tower Matrix (attached) – Bonneau explained the tie up with the Zoning Application of the Kentwood site due to Super Fund boundary issues.

- e. R56 report and remediation discussion was tabled until the next meeting due to not receiving price quotes from both vendors.

13. PSAP Call Handling Agreements – Holt reported that the formula for the surcharge distribution has been decided using 911 calls received and the number of fire CAD incidents for the 6 month time period for both PSAPs. The documentation is being prepared that will need Board approval at a later date.

14. Executive Director Performance Review discussion was held with Curtis Holt leading the dialogue. The Board concurred with the suggestion by the Chair to appoint a committee of those below to evaluate the performance and contract of the Executive Director and report back to the Board. A motion was made by Morgan and seconded by Stelma to support the recommendation of the chair on the ED performance review and to approve the committee as named.

No discussion

Approved recommendation 10 - 0

Committee Appointments

David Jones

Mark Herald

Jeff Drake

Mike DeVries

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

1. Motorola CAD P1 Phase II status - Motorola has discovered that the Query sometimes drops the leading character on the message key and are working to eliminate that issue.
2. VM Ware / SQL 16 the Upgrade Discussion – Bonneau informed the Board that during the team's attendance at the Motorola User Conference that it was determined that current operating system software, Microsoft SQL 12 and HyperV will need to be replaced with Microsoft SQL 16 and VM ware. The team believes that the upgrade should occur now before the new hardware is put in production mode to eliminate the need to shut down the backup CAD system for at least a week, thereby prohibiting us from having a backup system and then

performing the same shutdown on the production system which again will prevent us from having a backup system for a second week period. Bonneau has not negotiated the cost of the new software but will obtain that cost and present the costs to the Board at the next Policy Board meeting. Bonneau notified the Board that he has inserted a \$300,000 placeholder in the 2018 Capital Replacement Budget as this was the estimate provided by Motorola without any discounts which Bonneau is asking for from Motorola.

16. Update and Progress Report from Executive Director: - None

17. Miscellaneous – For the Good of the Order – Attention to the next Admin Policy Board meeting date is advanced to November 13, 2017 the second Monday due to hunting season and the Thanksgiving Holidays.

18. Adjournment at 11:27 AM

Respectfully submitted

Ronald Bonneau, ENP, CMCP

Executive Director

Upcoming Meetings (www.kent911.org)

KCDA Administrative Policy Board

Monday, November 13, 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	\$21,594.83	584.000	2017	Bonneau
State of MI	911 Surcharge		545.000	2017	Bonneau
Misc/Interest	Excess MMRMA	\$312.76	688.000	2017	Bonneau

Voucher of Bills for Approval

Name	Purpose	Amount	Line Item	Fiscal Year	Approval
Wyoming	Fiduciary Oct	\$1,200.00	801.005	2017	Bonneau
Sabo	Pub Ed June	\$2,293.23	801.009	2017	Bonneau
Sabo	PubEd July	\$284.60	801.009	2017	Bonneau
Sabo	PubEd Aug	\$314.75	801.009	2017	Bonneau
Kent IT	GIS Support	\$284.60	807.000	2017	Bonneau
Kent IT	GIS Support	\$314.75	807.000	2017	Bonneau
Kent IT	GIS Support	\$2,293.23	807.000	2017	Bonneau
Eric Hutchinson	Moto User Con Reimb	\$127.58	860.000	2017	Bonneau
Jerry Yntema	Moto User Conf Reimb	\$126.81	860.000	2017	Bonneau
Dickinson Wright	Legal	\$1,754.00	801.021	2017	Bonneau
Grand Rapids	Chadwick APCO Regist	\$495.00	860.000	2017	Bonneau
PCS	ED Fee Sept	\$6,033.65	,810.000	2017	Holt
Schnurstein	Moto Conf Travel Reimb	\$228.44	860.000	2017	Bonneau
Grand Rapids	Moto Conf Travel Reimb	\$2,509.99	860.000	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	Public Hearing	October
Tower Lease Legal	Smith	InProgress	TBD
Kentwood Zoning	Bonneau	Awaiting Boundary Issue with Super Fund Site	TBD
Honor Camp Tower	Bonneau	Awaiting NEPA Report	TBD
Burton Street Site	Bonneau	On Hold	TBD
PALM ESInet Group	Team	Meeting TBD	TBD
Timpson FAA permit	Bonneau	On Hold	Complete
800 MHz Tower Sites	Bonneau	See Tower Matrix Report	May 2017
Surcharge Reporting Initiative	Holt Bonneau	Pending	TBD
SNC Surcharge Collection	Team	Monitoring	TBD
MMRMA Insurance for Fire Radio Pagers	Bonneau	Premium Waived	TBD
800 MHz Project	Bonneau	R56 Site Walks	Complete
800 MHz Steering Committee	Team	Working on implementation Schedules	TBD

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 994 - Kent County Dispatch Authority							
REVENUE							
545	State 911 Surcharge						
545.000	State 911 Surcharge Revenue	970,000.00	.00	.00	249,618.00	720,382.00	26
	545 - State 911 Surcharge Totals	\$970,000.00	\$0.00	\$0.00	\$249,618.00	\$720,382.00	26%
584	Kent County 911						
584.000	Kent County 911 Revenue	4,125,316.00	.00	.00	1,772,572.90	2,352,743.10	43
	584 - Kent County 911 Totals	\$4,125,316.00	\$0.00	\$0.00	\$1,772,572.90	\$2,352,743.10	43%
664	Interest on Investments						
664.000	Interest on Investments Interest on Investments	.00	.00	.00	34,716.34	(34,716.34)	+++
664.994	Interest on Investments Change in Market Value	.00	.00	.00	4,458.05	(4,458.05)	+++
	664 - Interest on Investments Totals	\$0.00	\$0.00	\$0.00	\$39,174.39	(\$39,174.39)	+++
688	Miscellaneous Income						
688.000	Miscellaneous Income Miscellaneous Income	3,500.00	.00	.00	3,861.00	(361.00)	110
	688 - Miscellaneous Income Totals	\$3,500.00	\$0.00	\$0.00	\$3,861.00	(\$361.00)	110%
	REVENUE TOTALS	\$5,098,816.00	\$0.00	\$0.00	\$2,065,226.29	\$3,033,589.71	41%
EXPENSE							
Department 325 - Dispatch							
Activity 32500 - Communications/Dispatch							
727	Office Supplies						
727.000	Office Supplies Office Supplies	300.00	.00	.00	103.77	196.23	35
	727 - Office Supplies Totals	\$300.00	\$0.00	\$0.00	\$103.77	\$196.23	35%
740	Operating Supplies						
740.001	Operating Supplies Postage	150.00	.00	.00	.00	150.00	0
	740 - Operating Supplies Totals	\$150.00	\$0.00	\$0.00	\$0.00	\$150.00	0%
801	Professional Services						
801.000	Professional Services Professional Services	25,000.00	.00	.00	.00	25,000.00	0
801.005	Professional Services Accounting/Auditing Services	26,000.00	.00	.00	22,200.00	3,800.00	85
801.009	Professional Services Marketing/Web Site	33,000.00	.00	.00	16,457.40	16,542.60	50
801.021	Professional Services Legal Special Counsel	25,000.00	.00	.00	19,896.00	5,104.00	80
801.022	Professional Services Radio Steering Committee	35,000.00	.00	.00	29,310.00	5,690.00	84
	801 - Professional Services Totals	\$144,000.00	\$0.00	\$0.00	\$87,863.40	\$56,136.60	61%
806	Software Services						
806.000	Software Services Software Services	100.00	.00	.00	.00	100.00	0
	806 - Software Services Totals	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%
807	Geographic & IT Information Services						
807.000	Geographic & IT Information Services Geographic & IT	2,586.00	.00	.00	11,400.36	(8,814.36)	441
	807 - Geographic & IT Information Services Totals	\$2,586.00	\$0.00	\$0.00	\$11,400.36	(\$8,814.36)	441%

810	Contract Labor						
810.000	Contract Labor Contract Labor	70,000.00	7,381.11	.00	67,830.44	2,169.56	97
	810 - Contract Labor Totals	\$70,000.00	\$7,381.11	\$0.00	\$67,830.44	\$2,169.56	97%
860	Travel and Training						
860.000	Travel and Training Travel and Training	5,500.00	.00	.00	3,177.14	2,322.86	58
860.010	Travel and Training Training	900.00	.00	.00	350.00	550.00	39
	860 - Travel and Training Totals	\$6,400.00	\$0.00	\$0.00	\$3,527.14	\$2,872.86	55%
900	Printing & Advertising						
900.000	Printing & Advertising Printing & Advertising	200.00	.00	.00	.00	200.00	0
	900 - Printing & Advertising Totals	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0%
910	Insurance						
910.100	Insurance Property and Bonds	11,000.00	.00	.00	2,000.00	9,000.00	18
910.200	Insurance Special Purpose	114,790.00	.00	.00	119,790.00	(5,000.00)	104
	910 - Insurance Totals	\$125,790.00	\$0.00	\$0.00	\$121,790.00	\$4,000.00	97%
920	Public Utilities						
920.100	Public Utilities Gas	3,500.00	.00	.00	.00	3,500.00	0
920.110	Public Utilities Electric	5,000.00	.00	.00	.00	5,000.00	0
	920 - Public Utilities Totals	\$8,500.00	\$0.00	\$0.00	\$0.00	\$8,500.00	0%
930	Repairs and Maintenance						
930.000	Repairs and Maintenance Repairs and Maintenance	431,034.00	.00	.00	301,336.63	129,697.37	70
	930 - Repairs and Maintenance Totals	\$431,034.00	\$0.00	\$0.00	\$301,336.63	\$129,697.37	70%
940	Rentals						
940.400	Rentals Tower Lease	36,000.00	.00	.00	.00	36,000.00	0
	940 - Rentals Totals	\$36,000.00	\$0.00	\$0.00	\$0.00	\$36,000.00	0%
956	Other Services						
956.000	Other Services Other Services	500.00	.00	.00	940.58	(440.58)	188
	956 - Other Services Totals	\$500.00	\$0.00	\$0.00	\$940.58	(\$440.58)	188%
973	Capital Outlay						
973.056	Capital Outlay Computer System	654,316.00	.00	.00	.00	654,316.00	0
	973 - Capital Outlay Totals	\$654,316.00	\$0.00	\$0.00	\$0.00	\$654,316.00	0%
984	Capital Outlay						
984.017	Capital Outlay Computer Equipment	2,000.00	.00	.00	.00	2,000.00	0
	984 - Capital Outlay Totals	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
999	Transfers						
999.993	Transfers KCDA Fund 993	586,402.00	.00	.00	586,402.00	.00	100
	999 - Transfers Totals	\$586,402.00	\$0.00	\$0.00	\$586,402.00	\$0.00	100%
	Activity 32500 - Communications/Dispatch Totals	\$2,068,278.00	\$7,381.11	\$0.00	\$1,181,194.32	\$887,083.68	57%
Activity	32510 - Grand Rapids						
810	Contract Labor						
810.010	Contract Labor CAD/QA Administrator	35,250.00	.00	.00	35,250.00	.00	100
	810 - Contract Labor Totals	\$35,250.00	\$0.00	\$0.00	\$35,250.00	\$0.00	100%
860	Travel and Training						
860.000	Travel and Training Travel and Training	8,000.00	.00	.00	2,160.09	5,839.91	27
	860 - Travel and Training Totals	\$8,000.00	\$0.00	\$0.00	\$2,160.09	\$5,839.91	27%
956	Other Services						
956.520	Other Services Grand Rapids Distribution	1,250,000.00	.00	.00	454,562.50	795,437.50	36

		956 - Other Services Totals	\$1,250,000.00	\$0.00	\$0.00	\$454,562.50	\$795,437.50	36%
	Activity	32510 - Grand Rapids Totals	\$1,293,250.00	\$0.00	\$0.00	\$491,972.59	\$801,277.41	38%
	Activity	32520 - Kent County						
810		Contract Labor						
810.010		Contract Labor CAD/QA Administrator	35,250.00	.00	.00	35,250.00	.00	100
		810 - Contract Labor Totals	\$35,250.00	\$0.00	\$0.00	\$35,250.00	\$0.00	100%
860		Travel and Training						
860.000		Travel and Training Travel and Training	8,000.00	.00	.00	6,989.50	1,010.50	87
		860 - Travel and Training Totals	\$8,000.00	\$0.00	\$0.00	\$6,989.50	\$1,010.50	87%
956		Other Services						
956.525		Other Services Kent County Distribution	1,250,000.00	.00	.00	648,125.00	601,875.00	52
		956 - Other Services Totals	\$1,250,000.00	\$0.00	\$0.00	\$648,125.00	\$601,875.00	52%
	Activity	32520 - Kent County Totals	\$1,293,250.00	\$0.00	\$0.00	\$690,364.50	\$602,885.50	53%
	Department	325 - Dispatch Totals	\$4,654,778.00	\$7,381.11	\$0.00	\$2,363,531.41	\$2,291,246.59	51%
		EXPENSE TOTALS	\$4,654,778.00	\$7,381.11	\$0.00	\$2,363,531.41	\$2,291,246.59	51%
	Fund	994 - Kent County Dispatch Authority Totals						
		REVENUE TOTALS	5,098,816.00	.00	.00	2,065,226.29	3,033,589.71	41%
		EXPENSE TOTALS	4,654,778.00	7,381.11	.00	2,363,531.41	2,291,246.59	51%
	Fund	994 - Kent County Dispatch Authority Totals	\$444,038.00	(\$7,381.11)	\$0.00	(\$298,305.12)	\$742,343.12	

Capital Budget Performance Report

Date Range 01/01/17 - 11/07/17

Include Rollup Account and Rollup to Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 993 - KCDA Capital Fund							
REVENUE							
584	Kent County 911						
584.011	Kent County 911 Contributed Revenue	14,305,794.00	.00	.00	10,012,802.20	4,292,991.80	70
	584 - Kent County 911 Totals	\$14,305,794.00	\$0.00	\$0.00	\$10,012,802.20	\$4,292,991.80	70%
664	Interest on Investments						
664.000	Interest on Investments Interest on Investments	.00	.00	.00	39,047.02	(39,047.02)	+++
	664 - Interest on Investments Totals	\$0.00	\$0.00	\$0.00	\$39,047.02	(\$39,047.02)	+++
697	Appropriation						
697.002	Appropriation from Fund Balance	2,196,727.73	.00	.00	.00	2,196,727.73	0
	697 - Appropriation Totals	\$2,196,727.73	\$0.00	\$0.00	\$0.00	\$2,196,727.73	0%
699	Transfer						
699.994	Transfer from KCDA	586,402.00	.00	.00	586,402.00	.00	100
	699 - Transfer Totals	\$586,402.00	\$0.00	\$0.00	\$586,402.00	\$0.00	100%
	REVENUE TOTALS	\$17,088,923.73	\$0.00	\$0.00	\$10,638,251.22	\$6,450,672.51	62%
EXPENSE							
Department 325 - Dispatch							
Activity 32590 - Capital Projects							
984	Capital Outlay						
984.620	Capital Outlay CAD Project Contract	210,491.00	.00	.00	.00	210,491.00	0
984.920	Capital Outlay Motorola	13,362,754.00	.00	.00	9,448,815.90	3,913,938.10	71
984.925	Capital Outlay Capital Replacement Savings Fund	2,379,985.00	.00	.00	.00	2,379,985.00	0
984.927	Capital Outlay Hardware Replacement	138,000.00	.00	.00	.00	138,000.00	0
984.931	Capital Outlay Fire Pager	564,000.00	.00	.00	563,986.30	13.70	100
984.935	Capital Outlay MG GIS Mapping	35,000.00	.00	.00	.00	35,000.00	0
984.941	Capital Outlay Contingency Fund	280,000.00	.00	.00	2,850.00	277,150.00	1
	984 - Capital Outlay Totals	\$16,970,230.00	\$0.00	\$0.00	\$10,015,652.20	\$6,954,577.80	59%
	Activity 32590 - Capital Projects Totals	\$16,970,230.00	\$0.00	\$0.00	\$10,015,652.20	\$6,954,577.80	59%
	Department 325 - Dispatch Totals	\$16,970,230.00	\$0.00	\$0.00	\$10,015,652.20	\$6,954,577.80	59%
	EXPENSE TOTALS	\$16,970,230.00	\$0.00	\$0.00	\$10,015,652.20	\$6,954,577.80	59%
Fund 993 - KCDA Capital Fund Totals							
	REVENUE TOTALS	17,088,923.73	.00	.00	10,638,251.22	6,450,672.51	62%
	EXPENSE TOTALS	16,970,230.00	.00	.00	10,015,652.20	6,954,577.80	59%
	Fund 993 - KCDA Capital Fund Totals	\$118,693.73	\$0.00	\$0.00	\$622,599.02	(\$503,905.29)	

Title	Activity	Object	Account Description	Original FY2017 Budget	Amended 2017 Budget	End Of 2017 Year Projection	Over Budget /Under Budget
		545.000	State MI 9-1-1 Surcharge Revenue	\$ 970,000	\$ 970,000	\$ 989,600	\$ 19,600
		584.000	Kent County 9-1-1 Surcharge Revenue	\$2,920,000	\$ 4,125,316	\$ 4,507,962	\$ 382,646
		688.000	Misc Income	\$ 3,500	\$ 3,500	\$ 3,851	351
			TOTAL Income	3,893,500	\$ 5,098,816	\$ 5,501,413	
KCDA	32500		General Expenses of Authority	\$ 1,307,000	\$ 1,460,470	\$ 763,484	
	32500	727.000	Office Supplies	300	\$ 300	250	50
	32500	740.001	Postage	150	\$ 150	-	150
	32500	801.000	Professional Services	25,000	\$ 25,000	-	25,000
	32500	801.005	Fiduciary/Auditing	26,000	\$ 26,000	26,000	-
	32500	801.009	Pub Education/Web Site	5,000	\$ 33,000	30,000	3,000
	32500	801.021	Legal Services/Legal Notices	25,000	\$ 25,000	25,000	-
	32500	801.022	800 MHz Steering Committee	35,000	\$ -	29,310	5,690
	32500	807.000	GIS and IT services	15,000	\$ 15,000	10,200	4,800
	32500	810.000	ED Contract Labor/Consulting	66,000	\$ 70,000	78,000	(8,000)
	32500	860.000	ED Travel	5,500	\$ 5,500	4,000	1,500
	32500	860.010	ED Registration/Membership Dues	900	\$ 900	900	-
	32500	900.000	Printing	200	\$ 200	-	200
	32500	910.100	Insurance (Not Radio)	11,000	\$ 11,000	9,000	2,000
	32500	930.000	Hardware Repair & Mainten	431,034	\$ 431,034	\$ 425,534	\$ 5,500
	32500	956.000	Other Service Costs/Board Costs	3,000	\$ 2,500	\$ 1,500	\$ 1,000
	32500	973.056	Other (Capital Reserve Fund)	654,416	\$ 654,416	\$ -	\$ -
	32500	984.017	Capital Outlay Computer Equipment	3,500	\$ 1,000	\$ -	\$ 1,000
	Activity	Object Code					
	NEW	910.200	Insurance for \$60M replacement \$\$	0	\$ 114,970	\$ 119,790	\$ (5,000)
	NEW	920.110	Tower Electrical	0	\$ 5,000	\$ -	\$ 5,000
		920.100	Tower Propane		\$ 3,500	\$ -	\$ 3,500
	NEW	920.120	Belnap Fiber Connection	0	\$ -		
	NEW	940.400	Leases for Tower Usage	0	\$ 36,000	\$ 4,000	\$ 32,000
	NEW	932.000	Tower Maintenance	0	\$ -		
	NEW	TBD	Console Maintenance	0	\$ -		
GR PSAP	32510	810.010	Contract Labor CAD/QA Admin	35,250	\$ 35,250	\$ 70,500	\$ (35,250)

	32510	860.000	Training//Travel	8,000	\$ 8,000	\$ 6,200	\$ 1,800
	32510	956.520	Total 9-1-1 Surcharge Distribution GR	1,250,000	\$ 1,250,000	\$ 1,203,750	\$ 46,250
	NEW	TBD	Fire Dispatch		\$ -		
			TOTAL GR Expenses	\$ 1,293,250	\$ 1,293,250	\$ 1,280,450	
KC PSAP	32520	810.010	Contract Labor CAD/QA Admin	35,250	35,250	\$ 70,500	\$ (35,250)
	32520	860.000	Training//Travel	8,000	8,000	\$ 8,000	\$ -
	32520	956.525	Total 9-1-1 Surcharge Distribution KC	1,250,000	1,250,000	\$ 1,296,250	\$ (46,250)
	NEW	TBD	Fire Dispatch	0	-		
			TOTAL KC Expenses	1,293,250	1,293,250	1,374,750	
			Total Expense	3,893,500	4,046,970	3,418,684	
			<i>Estimated Net Revenue Over Expenses for Operating Budget Year</i>	\$ -	\$ 1,051,846	\$ 2,082,729	\$ -
					Capital Fund	\$ (654,416)	
					Adjusted EoY	\$ 1,428,313	
			Surplus Over Expected Fund Balance for EOY	\$ 376,467			

MPSCS Site Number	Site Name	Filed Tall Structure Permit	FAA File #	FAA/ status	NEPA Filing #	Current Information	Ground Elevation	Site Development Information		Legal	
								Existing Tower	New Tower & Size	Utility	Status
6102	Cedar Springs/MPSCS	Not Appl		Structural Analysis		Nokia LOS Review Completed/ R56 review sent to MPSCS	880.8'	475' Guyed Twr		Exists	MPSCS Docs Complete
6103	Honor Camp/KCSO	Approved	Soil Boring PASSED, Pyramid filing FAA/MDOT permit	NEPA filed, Nokia performed LOS surveys		Awaiting NEPA approval	859'		NEW 300' SS Twr	Propane	Approval by Kent Co
6104	Cannonsburg/MP SCS	Not Appl		Structural Analysis		Nokia LOS Review Completed / R46 audit sent to MPSCS	826.9'	475' SS Twr		Exists	MPSCS Docs Complete
6105	N Sub/KCSO	Not Appl		Structural Analysis Loading Design		Nokia LOS Review Completed / R56 audit	780.4'	195' SS Twr		Exists	Approval by Kent Co
6106	Belknap/Grand Rapids	Not Appl		Structural Analysis without Microwave and Remediation Cost Quote	No line of sight from PSAP to PSAP requires another Microwave link, Cost to Be Determined	Investigating Fiber link to eliminate Microwave				Exists	In Progress
6107	10 Mile/KCSO	Not Appl		Structural Analysis		Nokia LOS Review Completed	901.2'	195' SS Twr		Exists	Approval by Kent Co
	Ball Zoo Tower		Reviewing as Alternate to Burton ST site	Lease in legal	Checking FAA for maximum height	Has Fiber Connection There, 160' monopole and can expand to area to the south	746'		160 ft	Propane	In Progress
6108	Burton Street/Grand Rapids					Site Removed from Consideration	731.7'		NEW 250' SS Twr/Max 160'	Propane	In Progress
6109	Gezon WT/Wyoming	Not Appl		Lease in Legal		Dixon Engineering Is Creating Build Out Plan, Nokia LOS Review Completed, DTE Installation Quote	758.9'	160'		Natural Gas	In Progress
6111	92nd/Private Owner	Not Appl	Privately Owned Tower	Reviewing Load Factors due to removal of Microwave Dishes		Pending Motorola Load Analysis & Remediation Costs	970.9'	160' SS Twr	Existing 330' SS Twr	Propane	In Progress
6112	Kentwood PW/Kentwood	YES/ Pyramid		FAA Approval	#0007964265	Site Design in Process, Evaluating Super Fund Site Boundaries, DTE Installation Quote	772.5'	170/130 Actual	NEW 170' SS Twr	Natural Gas	In Progress
6113	Timpson/KC Road Comm		2017-AGL-4813-OE	Denied by FAA, Too High		Evaluating Propagation Maps of Alternative Sites	850.4'		NEW 265' SS Twr	Propane	In Progress
ALTERN	Cumberland / KC Road Comm	Pending Propagation Study				Removed from Consideration at this Time					
6114	Alto Cellular/American Tower	Not Appl	Privately Owned Tower	Lease in Legal/Pending Structural Analysis		Lease at \$5K/month and needs Remediation, Evaluating Alternatives	829.2'	255' SS Twr	Existing 255' Twr	Exists	Pending Site
ALTERN	ALTO FD	Pending Propagation Study		Fire Chief agreeable to Alternate Tower	Checking FAA for maximum height	Evaluating 400+ foot tower to replace or complement Timpson and ALTO Cellular			400+	Propane	Pending Site
6101	Grand Rapids Dispatch	Not Appl		Lease Needed		Nokie Review Completed / R56 audit indicates remediation , awaiting cost	634.2'	120' Roof Mount		Exists	In Progress
6110	Sheriff Dispatch	Not Appl		Lease Approved by Kent Co		Nokia Review Completed / R56 audit indicates remediation	742.2'	300' SS Twr		Exists	Approval by Kent Co

MISC	Requested R56 remediation Costs from Pyramid and TeleRad	
MISC	All Subscriber Equipment Received and Inventoried	
MISC	All Radio Fire Pagers received and Inventoried	COMPLETED



A White Paper on Cybersecurity in an NG911 PSAP
KCDA Administrative Policy Board
November 13, 2017

Last weekend I attended a Cybersecurity workshop for PSAPs preparing to move to an i3 NG911 IP environment. This is a hot topic among PSAPs that have already converted to IP as well as those that are in the process, like KCDA and its member PSAPs, of converting from analogue to the PFN digital network for 911 services.

The speaker was Mr. Jim Ball, a Cybersecurity expert from the Charleston, SC 9-1-1 system, so it was not given by a consultant nor a company trying to drum up business and was a course developed by NENA, the 911 Association.

The information contained within this white paper are from that seminar.

- The risks of hacking into 911 systems, while it can be done with hardline phones on legacy networks, is 100 times easier when you are in an IP environment.

- Your network visibility to potential hackers, spoofing¹, phishing², swatting³, spyware⁴, ransomware⁵, as well as malware (keyboard control flash drive)⁶ needs to be protected and hardened both in the network and internally in the PSAP workstation environments.
- Internal PSAP security for IP network connectivity requires tight PSAP policy and enforcement of that policy.
- Open USB ports on workstation computers offer the easiest method for both intentional and accidental virus introduction into systems as well as malware.
- Both Telephone Denial of Service (TDoS)⁷ and Distributed Denial of Service (DDoS)⁸ are easier to accomplish in an IP environment.
 - DDoS occurred in the Charleston, SC PSAP due to robo callers intentionally aimed at taking down the 911 system, resulted in the PSAP being down 3 hours and the ability of the public to call 911 being down 9 hours.
- As more IP based systems are interoperable the threat of hacking and malware attacks increases.
- Unsecured devices are easy target for internal and external threats to IP systems.
- Great backup plans can minimize the effect of an attack on the system, recommend at a minimum daily incremental backups, weekly full system backup with two copies, one internal and one off site and keep the one off site for at least six months (*some cyberattacks are delayed attacks meaning that they attack is introduced but not activated for some time period such that when it occurs if the backup used to restore in fairly current then you may be restoring the malware or threat when you restore*). Best is to do snapshot backup every 15 minutes.

¹ **Spoofing** = a spoofing attack is a situation in which one person or program successfully masquerades as another by falsifying data, thereby gaining an illegitimate advantage or access to network and/or workstation controls and information.

² **Phishing** = is the attempt to acquire sensitive information such as usernames, passwords, and credit card details (and sometimes, indirectly, money), often for malicious reasons, by masquerading as a trustworthy entity in an electronic communication.

³ **Swatting** = the action or practice of making a prank call to emergency services in an attempt to bring about the dispatch of a large number of armed police officers to a particular address:

⁴ **Spyware** = is software that aims to gather information about a person or organization without their knowledge, that may send such information to another entity without the consumer's consent, or that asserts control over a device without the consumer's knowledge. "Spyware" is mostly classified into four types: adware, system monitors, tracking cookies, and trojans;

⁵ **Ransomware** = is a type of malware that restricts access to the infected computer system in some way, and demands that the user pay a ransom to the malware operators to remove the restriction.

⁶ **Malware** = software that is intended to damage or disable computers and computer systems

⁷ **TDoS** = consists in disabling the telephone system of a target entity. By saturating a phone number from the outside,

⁸ **DDoS** = the intentional paralyzing of a computer network by flooding it with data sent simultaneously from many individual computers:

- Using unsecured WiFi connections should be avoided at all costs, many hackers set up WiFi sites in public places with fraudulent IP addresses and names to fool users, which when they connect can use to steal and access device information. *Example: at a Dunkin Donut store hacker set up his own WiFi with address DDCustomerFree, in ten minutes he had 52 devices sign onto his fake WiFi.*
- Introducing or loading unknown thumb drives into USB also a great threat. *Example: instructor took 50 thumbdrives and scattered them in the parking lot of Charleston, SC 911, 25 had logos on them that he attached and 25 were plain. Each thumb drive had only a logo on them with small alteration so he could tell which came from logo thumb drive and which did not. After two hours, 80% of the logo thumb drives had been inserted into the USB port of their computer system while only 35% of the non-logo thumb drives had been loaded.....a logo seems to indicate to users that the thumb drive is more trustworthy. Hackers know that and often use this method to hack into workstations using keyboard control software introduced into the workstation with a fake logo emblazoned thumb drive.*
- Remove unused or unneeded software delivered on CPU when delivered such as games, internet browsers, third party software, etc unless you are planning on using those delivered software packages. *(Java is one of the most used and under secured software automatically loaded on many computers when delivered)*
- Complex Passwords are being changed to 22 character/number passwords using common phrase with spaces for all systems, such as Thetinyredfo xjumps up7 rather than \$He#6B56

The result of this training session is that not only does the 911 service provider of the IP network need to harden the network from potential IP based attacks (PFN) but also the PSAPs in preparation for this conversion.

He recommended a complete IT audit of the practices and policies that minimize these types of attacks in each PSAP. His PSAP does these audits using two vendors to obtain consensus on vulnerability of their center and new and current methods of minimizing their exposure to these attacks since their TDoS attack and does these audits at least once a year due to the ever-changing nature of the hackers.



To: Administrative Policy Board
From: Executive Director Ronald Bonneau, ENP
Ref: Progress Report – November 13, 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.
 - a. As I reported last month we learned that P1 hardware we ordered and had delivered earlier in the year is loaded with two software packages that are not being used by Motorola P1 CAD in the future:
 - i. We have SQL 12 and Motorola is using SQL 16
 - ii. We have SCOM 12 and Motorola is using SCOM 16
 - iii. We have HyperV and Motorola is now using VMWare.
 - b. We received a quote from Motorola that reduced the original cost from \$300,000+ to a discounted cost of \$265,000 but I am still working on a reduced price lower than the price above.
 - c. I have spoken to the Will County IL users and they have received the newest software as part of their hardware upgrade so I have requested Rich Uslan to research this issue and report on the payment of the software in question. I have not received a status report from him as of this date.
 - d. The compensation maintenance package we received in 2013 will expire at the end of the FY2018 budget so we have started discussions with Motorola about the new maintenance fees which are projected to rise from \$260,928 to an estimated \$346,293 when all the compensation discounts expire in FY2019 and beyond.

2. We finally received the reports from Michigan Tall Structure application and the FAA for two sites:

Kentwood DPW: We planned for a 180' tower, FAA says 154' max. We should still be OK, as we planned lower antenna heights we did in anticipation of FAA ruling. We are moving forward with the Zoning on this site. However,

last week as we began the NEPA process, we learned that a part of our site may be on the Super Fund hazardous waste dump that lies to the east of our tower site. We are investigating the boundaries of the Super Fund site and hope to begin the Zoning process when that is known.

This Super Fund issue has resulted in the State EPA involvement and they have indicated that we may have to conduct a Phase II assessment of our tower site due to the proximity of our site to the Super Fund site.

Therefore, our team is exploring with Kentwood if they would permit us to move our original site by 220 feet to another site to eliminate the need for a Phase II EPA evaluation.

Burton St: We planned for a 250' tower, FAA says 181' max. Tx currently at 170', need to lower a bit, Rx currently at 200', need to lower quite a bit. MW dishes also need to lower - Nokia alerted/mobilized to determine path with lower tower height, team is discussing site as we believe we may have an alternate site with no FAA restrictions that may provide the same coverage for the lower basin in Walker while providing enhanced in building penetration in downtown Grand Rapids.

With above information and new propagations maps provided from Motorola with new Db loss of signal, the KCDA team held an additional tower site meeting and we are eliminating Burton Street tower site in favor of the John Ball Zoo and the Sheriff Tower sites and we discussed with the Board in October. mation to the Board:

3. We continue to work with Scott Smith on the following legal issues:
 - a. Develop a lease agreement and tower remediation for the Belnap tower with Grand Rapids.
 - b. Develop a lease agreement with Kent County for the John Ball Zoo tower site.
 - c. Review the two commercial lease agreements for 92nd Street and ALTO – Pending
 - d. Develop a license agreement with Wyoming for their Gezon WT

4. As reported last month we need to achieve the following in the next 30 days. Among the top priorities are the tower at 92nd Street, the propagation maps for the potential Zoo site at the TX and RX antenna heights, remediation costs for Belnap and the potential 400+ foot tower at Alto FD. He attended our next Steering Committee where the logistics of programming or portable and mobiles as well as the installing mobile radios was put on the committee's task list.

5. After the American Tower information shared with Board last month, we are exploring other options including the construction of a 400 foot plus radio tower at Alto Fire Department which may eliminate the need for both the Timpson and ALTO cellular sites.
6. As reported last month we have received the R56 grounding evaluations of both tower sites and the PSAPs and each will need remediation prior to the installation of any radio equipment at those sites. Some remediation is not so bad and some are comprehensive. I have received R56 remediation costs from Pyramid and TeleRad, site by site, for the remediation of the grounding issues.

I am recommending accepting the quote from TeleRad for the remediation of the two PSAPs at this time, such that TeleRad can put the remediation on the their work schedule, specifically so they can remediate GR while GR is installing their new Watson dispatch console furniture in December.

The sites listed for remediation (Cedar Springs and Cannonsburg) are owned by MPSCS. I have sent copies of those reports to MPSCS for remediation and/or discussion on the process to be followed on those two sites. I have requested a status on this issue from MPSCS but have not heard back from them at this time.

7. This past weekend I attended a Cybersecurity workshop where the speaker stated that the ability to electronically intervene, hack, systems will be made easier when we move 911 to an IP environment. (SEE WHITE PAPER).

It is my belief that most PSAPs are not adequately prepared for the IP environment they are entering and I would recommend that KCDA develop an RFP with the intention of hiring a third party consultant, that is well versed in 911 architecture and the i3 NENA standards for NG11, to perform an assessment of the current state of cybersecurity for our two PSAPs and the internal IP network that connects the PSAPs as well as specific recommendations for strengthening and hardening our systems and developing internal policy and procedures to minimize this potential threat to our PSAPs when we move to the PFN IP network for 911 services.

8. We have issued the MOU to DTE for co-location on our KCDA towers but have not heard back from them about the waiver of natural gas installation costs as Gezon or Kentwood.

9. We have received notification from Kent County finance that they have received the following surcharge funds from the State and County. We will receive, upon the electronic transfer this month from the State surcharge \$247,697 which when added to the previous revenue from this source of \$249,618 will bring the total for this revenue source to \$497,315 or 51.26% of the revenue expected from this source for FY2017. We will receive, upon the electronic transfer this month from the Kent County surcharge \$575,272.99 which when added to the previous revenue from this source of \$1,772,572 will bring the total for this revenue source to \$2,347,845.84 or 56.94% of the revenue expected from this revenue source for FY2017.

Respectfully submitted,

Ronald Bonneau, ENP
Executive Director