



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

**City of Wyoming, 1<sup>st</sup> 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>
<i>Matt Groesser</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](http://www.kent911.org))**

**KCDA Administrative Policy Board**

**Monday, November 13, 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	\$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**

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>Line Item</b>	<b>Fiscal Year</b>	<b>Approval</b>
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**

<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	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