



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

City of Wyoming, 1st Floor West Conference Room

Minutes

1. Call to Order and Roll Call by Chair Holt at 10:02 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>August Treu</i>	<i>Citizen</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>David Kiddle</i>	<i>Grand Rapids PD</i>
<i>Rebecca Witman</i>	<i>GRCC Chief of Polic</i>
<i>Matt Groesser</i>	<i>Kent County PSAP</i>

2. Public Comment - None

3. Board Members Attendance Report as of October 23, 2017 Accepted

4. Approval of the Agenda of November 13, 2017 A motion to approve the agenda was made by McIntire

Second by Herald

No Discussion

Passed 11 - 0

5. Members Excused – No members asked to be excused

6. Approval of Minutes of October 23, 2017 accepted by Board

7. Financial Report and Voucher of Bills – (Bonneau)

a. FY2017 Operating Budget – Bonneau reported that surcharge income, if it stays stable, is tracking at a higher percentage than expected such that the states surcharge receipts might be 2% higher than anticipated and the County surcharge 7% higher than anticipated. He explained that this is only an estimate since some carriers remit surcharge at different intervals.

b. FY2017 Capital Budget

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

Second by Cook

No Discussion

Passed 11 - 0

8. Finance Committee Report (Cook)

- a. End of Year Operating Budget Projections was provided as information only

9. PSAP Call Handling Agreement – Curtis reported that he hopes to have language for the 10-year agreement by the Dec meeting, that they have agreed to the distribution formula but are still having discussions on the requirement to be CALEA certified dispatch centers. The split will be 75% of the actual surcharge income received in the fiscal year anticipated to be around \$4.7M per year. So as the surcharge increases or decreases the surcharge distribution will be affected accordingly.

10. Executive Director Review Status – Pending at this time, Chair of Committee is Mark Herald

11. 800 MHz radio Project Update and Discussion

- A. Steering Committee Report – Groesser explained that we are meeting more often to discuss final tower site decisions based on new radio coverage and in building penetration maps, as well as making decisions on fiber connections between some tower sites, thus eliminating the need for microwave relays.
- B. Tower Matrix – Bonneau explained that most of his attention is to tower siting specifically new tower site, with Burton being eliminated to concentrate on the Zoo and Sheriff site, Belnap lease needs to be finalized and he requested that Chief Rahinsky ask for some action from GR
- C. Kentwood EPA issue discussion – Bonneau explained the issue with the Super Fund site at Kentwood and that he had discussed the issue of the EPA with Kentwood and they are not willing to move the site from the original site and believe that neither the Super Fund nor the State EPA can stop KCDA from building the tower on the site that Kentwood owns. This matter will be

referred to the EPA coordinator for Pyramid (the Motorola tower contractor) and Scott Smith to work on this issue with the ED.

D. Approval of R56 PSAP Remediation Costs – Bonneau explained that we need to move forward on the PSAP remediation so that TeleRad will schedule the remediation to work with the two PSAPs and capture the time frame of the GR console furniture installation.

- a. A motion to approve **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 was made by Cook.

Second by Deschaine

Discussion was held relative to the costs already sustained from the project contingency fund and the ED is to produce a report to the KCDA policy board in December as to the status of that project fund. Concurrently there was a suggestion to create a project status report for the Board such that the progress on the radio project can be disseminated to interested individuals.

Passed 11 - 0

12. Cybersecurity Discussion – Bonneau reiterated the statements contained in the white paper attached to the agenda and asked the Board to review the issue as he will be asking the Board for approval to develop and a RFP for hiring a third party evaluation to audit our current IP security practices in anticipation of PFN becoming our IP based 911 service provider.

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

1. Motorola CAD P1 Phase II status continuing to work on provisioning for Version 4.3
2. CAD P1 Version 4.3 Upgrade
3. Motorola P1 CAD workstation and Monitor Testing Purchase – Bonneau explained that KCDA will pay for the regular replacement of

workstations and monitors for P1 CAD in FY2018 and in preparation to make the specs for the replacement the PSAPs have requested one workstation and one large screen monitor to test for compatibility prior to making the reverse auction for the entire replacement.

A motion to approve **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 was made by Stelma.

Second by Jones

Discussion was held if there are funds in the capital budget to cover this expense and Bonneau replied there are.

Passed 11 - 0

4. Motorola P1 CAD SQL16 and VMware software upgrade status - Bonneau explained the discounted price for this software replacement is \$265,000 but due to information received from Will County, IL who received the software without cost, he has asked for an explanation why Will County was given theirs while Motorola expects KCDA to pay for ours. He has tabled the request to the Board until this issue is resolved to a more acceptable term.

14. Update and Progress Report from Executive Director: - (Bonneau reminded board that the Dec meeting will be a luncheon meeting for the Board and four invited guests from each PSAP as a means of thanking the staff for their contribution to the KCDA. Board approved inviting guests as well as the two Board members leaving the Board, Cook and Deschaine for their years of service. Bonneau to make arrangements at Brans in Wyoming with Admin Policy Board meeting at 11 AM followed by the Holiday Luncheon. Board also requested that Bonneau send a food platter to each PSAP on a date to be determined by PSAP Management.

15. For the Good of the Order – Both Lee Cook and Chuck Deschaine informed the Board that this was their last meeting as Cook did not run for Grandville re

election while Deschaine was at the end of the term limit for his elected position. Both thanked the Board for the opportunity to serve on the 911 Board and wished the Board good luck. Curtis Holt thanked each for their service to the KCDA and instructed the ED to send letters to each government asking that they appoint a new KCDA representative. Bonneau to send notices.

Bonneau also informed the Board that the Smart911 awareness campaign is continuing and informed them that if they need either Smart911 KCDA promotional brochures and/or promotional items to notify him via email as we are preparing to order more of each and he can have them shipped directly to the Board member. The next order will be processed in early December.

16. Adjournment at 10:47 AM.

Respectfully submitted

Ronald Bonneau, ENP, CMCP

Executive Director

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
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