



**Administrative Policy Board  
Monday, December 11, 2017  
10:30 AM**

**Branns' Restaurant – City of Wyoming**

**Minutes**

**1. Call to Order and Roll Call – by Chair Holt at 10:37 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>Vacant</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>Eric Hutchinson</i>	<i>Tech Supervisor KCSO PSAP</i>
<i>Peter McWatters</i>	<i>Grand Rapids PD</i>
<i>Jerry Yntema</i>	<i>CAD Supervisor KCSO PSAP</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>Scott Brown</i>	<i>Kent Co Sheriff</i>
<i>Matt Groesser</i>	<i>Kent County PSAP</i>
<i>Reed Wakeman, ENP, CMCP</i>	<i>Grand Rapids PSAP</i>

**2. Public Comment - None**

**3. Board Members Attendance Report as of November 13, 2017 – (Holt)**

**4. Approval of the Agenda of December 11, 2017 – a motion to approve the agenda was made by DeVries**

Second by Stelma

No Discussion

Passed 10 - 0

**5. Members Excused – a motion to excuse Rahinsky, Meijer and Jones was made by McIntire**

Second by Herald

No Discussion

Passed 10 - 0

**6. Approval of Minutes of November 13, 2017 accepted as submitted**

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

- a. FY2017 Operating Budget – Bonneau explained the surcharge received from Kent County this month; KCDA has received notification from Kent County finance that they have received \$1,102,009.35 from Kent County 911 surcharge funds. They reduced this amount by

\$848,416.67 which represents the bond interest for 2017. This resulted in KCDA receiving a net amount of \$253,057.43 Along with the YTD deposited surcharge from Kent Co of \$2,347,845.89 plus the additional \$253,657.43 that will be received at the end of this month, the total income from this source is \$2,601,503.32 or 63% of income expected.

It is important to note, that we still reflect and accrue revenue to FY2017 for the months of Jan – March of 2018. So, we may still hit the FY2017 budget projection from this income source of \$4,125,316.00, an additional \$1,523,813.00. Curtis suggested going the Kent County finance department and viewing the accounts receivable for revenue from surcharge to determine if all carriers are charging and remitting the new county rate of surcharge.

- 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 McIntire.
  - Second by Morgan
  - No discussion
  - Passed 10 - 0

#### **8. Finance Committee Report (Cook)**

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

**9. Executive Director Review Status** – Herald notified the Board that he has passed out the evaluation packets to the Committee members and they will be meeting within the next few weeks to finalize the process. He then expects to disseminate the packets to the entire Board for their input.

#### **10. Meeting Dates in 2018**

**A motion was made to approve Resolution #41 – 121117** to approve the 2018 KCDA Administrative Policy Board meeting dates as presented and to post said meeting dates at the Kent County administrative offices and on the KCDA web site by Drake

**Second by Herald**

No Discussion

Passed 10 – 0

#### **11. Fiduciary for 2018**

**A motion was made to approve Resolutions # 42 – 121117** to approve the City of Wyoming as the fiduciary for KCDA for FY2018 at a monthly cost of \$1,200.00, and **Resolution # 43 – 121117** to approve the firm of Dickinson Wright as the attorney for KCDA for FY2018 at the current hourly rate and **Resolution # 44 – 121117** to approve Rehmann as the auditor for KCDA for FY2017 audit in 2018 by DeVries

Second by Stelma

No Discussion

Passed 10 - 0

## **12. 800 MHz radio Project Update and Discussion**

### **A. Steering Committee Report – Brown/Bonneau**

- a. White Paper Report on 800 MHz status – Bonneau pointed out the attached report on the current project status. The Board instructed Bonneau to send the completed report to Sabo group in order for them to make it more readable for the regular public and then disseminate the report thereafter to the public and stakeholders.
- a. Contingency fund status report – Bonneau pointed out the projects that have been funded from the contingency fund accounts and which are still expected. Of note, Bonneau explained the R56 grounding issues as they relate to the three MPSCS tower sites. The remediation estimate for those 3 sites is in excess of \$52,000. Bonneau is awaiting a final letter from MPSCS concerning the remediation of those sites, although he has been told that MPSCS will expect KCDA to remediate them. If this is true then Bonneau is asked legal to contact MPSCS and determine if KCDA can get dollar for dollar credit for remediation costs of their towers against soft costs that MPSCS will charge KCDA to accomplish, such as fire pager talk groups, etc. The Board concurred with Bonneau on this approach to MSPCS remediation costs (R56 and Structural Costs).

### **B. Tower Matrix – Bonneau**

- a. Natural Gas Installation at Gezon Water Tank

**Resolution # 45 – 121117** to approve the installation costs of \$3,089.00 to DTE / Pyramid for natural gas installation at the Gezon Water Tank tower site. After a lengthy discussion this resolution was tabled until next month in order to gather new information as to tower lease costs (if any) at all tower sites as

well as charging DTE for use of the KCDA tower sites at a cost of \$6,178.00 so our natural gas installation costs are covered.

b. Approve Honor Camp Tower Build

A motion to approve **Resolution #46 – 121117** to approve the building of the Honor Camp Radio Tower as submitted by Motorola was made by McIntire

Second by Morgan

No Discussion

Passed 10 - 0

C. Approval of Final Equipment Delivery Milestone Payment

A motion to approve **Resolution # 47 - 121117** to approve the final milestone payment to Motorola for subscriber equipment delivered to KCDA in the amount of \$497,306.10 from Kent County bond proceeds was made by Morgan.

Second by Drake

No Discussion

Passed 10 - 0

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

1. Motorola CAD P1 Phase II status

2. PFN – Airbus Interface EIM approval – (Chadwick)

A motion to approve **Resolution #48 – 121117** to approve the payment of a sum not to exceed \$17,092.00 to ATT for the purchase of two EIM's for the interface of PFN IP network to Airbus phone equipment was made by Lehman

Second by Stelma

Discussion was held and the Board was informed that we are awaiting a revised contract from ATT eliminating some of the hardware costs and if the sum is less than approved it will be documented on next month's Board agenda.

Passed 10 - 0

3. Discussion on 800 MHz Radio Management System – Board asked for additional specifics about the pros and cons of the system and the total cost for implementing and supporting the software for the January meeting.

4. CAD P1 Version 4.3 Upgrade

5. Motorola P1 CAD VMware software upgrade status – Tabled to January meeting.

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

**15. Miscellaneous – For the Good of the Order**

- a. A motion was made to approve **Resolution #49 – 121117** *to recognize the Administration, Managers and Staff at the Grand Rapids and Kent County PSAPs for their continued, dedicated and devoted service to the citizens and businesses of Kent County, as well as to the visitors to Kent County, by providing professional and enhanced 9-1-1 and public safety dispatch and communication services, thus safeguarding life and property throughout Kent County, Michigan by Lehman*

Second by Stelma

*No Discussion*

*Passed 10 - 0*

**16. Adjournment at 11:56 AM**

Respectfully submitted

Ronald Bonneau. ENP

Executive Director

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

**KCDA Finance Committee Internet Meeting**

Wednesday, January 3, 2018 at 10 AM

**KCDA Executive Committee Meeting**

January 8, 2018, at 10 AM

Manager's Conference Room

City of Wyoming

**KCDA Administrative Policy Board Annual Meeting & Election of Officers**

January 22, 2018 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	\$1,102,009.35	584.000	2017	Bonneau
State of MI	911 Surcharge		545.000		Bonneau
Misc/Interest	Interest	64.75	688.000		Bonneau
Bond Payment	Interest	<b>(\$848,416.67)</b>		2017	Kent Co
Total Received	Local 911 Surcharge	\$253,657.43	584.000	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 Jan	\$1,200	801.005	2018	Bonneau
PCS	Executive Dir Nov	\$6,454.74	807.000	2017	Holt
DTE	Natural Gas at Gezon	\$2,789.00	Project Contingency	2017	<b>Pending Board Resolution</b>
Pyramid/Motorola	Natural Gas at Gezon Reimbursement	\$300.00	Project Contingency	2017	<b>Pending Board Resolution</b>
Dickinson Wright	Legal	\$1,720.00	801.021	2017	Bonneau
ATT	Airbus EIM	\$17,092.00	Capital	2017	<b>Pending Board Resolution</b>
Motorola	Final Subscriber	\$497,306.10	Motorola Contract	2017	<b>Pending Board</b>

	Milestone Payment				Resolution
Grand Rapids PSAP	Reimbursement for Holiday Platter	\$150.00	956.000	2017	Bonneau
Kent County PSAP	Reimbursement for Holiday Platter	\$150.00	956.000	2017	Bonneau

### Status of Current and Future Project / Task

Project/Issue	Assigned	Status	Estimated Completion Date
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
CAD Workstation Replacement	Bonneau	Determining Specs	May 2018
PFN Initiative	Team	Implementation	2 <sup>nd</sup> Q 18
Create White Paper on VMWare	Bonneau	To Board	Dec 2017
Create Summary of 800 MHz Project	Bonneau	To Board	Dec 2017
Create Contingency Fund Report	Bonneau	To Board	Dec 2017
Cybersecurity Audit	Bonneau	Tabled	TBD
MMRMA Renewal	Bonneau	Pending	Jan 18
Rehmann Pre-Audit	Bonneau	Pending	April 18
Board Representative Replacements	Bonneau	Letters Sent to Mayors	Dec 17



Budget FY2018	Bonneau	Posted to kent911.org	Complete
Sabo Group Smart911	Bonneau	In Progress	Nov
PALM ESInet Group	Team	Meeting TBD	TBD
Surcharge Reporting Initiative	Holt/Bonneau	Pending	TBD