



**Administrative Policy Board
Annual Meeting
Monday, January 22, 2018
10:00 AM**

City of Wyoming, 1st Floor West Conference Room

Minutes

- 1. Call to Order and Roll Call** at 10:07 by Chair Holt who advised the Board he has to leave the meeting at 10:30 AM due to a family issue. Due to the fact that there will not be a quorum after he leaves the agenda was reordered to address issues that needed a vote to confirm.

<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>Carole Pettijohn</i>	<i>Grandville</i>	X		
<i>David Rahinsky</i>	<i>Grand Rapids</i>			X
<i>Gary Casey Jr</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>			<i>X</i>
<i>John Lehman</i>	<i>Grand Rapids</i>			<i>X</i>
<i>Roger Morgan</i>	<i>Kent Co. Board</i>	<i>X</i>		

Guests

<i>Eric Hutchinson</i>	<i>Tech Supervisor KCSO</i>
<i>Peter McWatters</i>	<i>Grand Rapids PD</i>
<i>Lance Corey</i>	<i>KEMS</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>Mike Bocheim</i>	<i>Kentwood PD</i>
<i>Matt Groesser</i>	<i>Kent County PSAP</i>
<i>Rich Nita</i>	<i>Motorola PM</i>
<i>Rich Roberts</i>	<i>Kentwood PD</i>

2. Public Comment - None

3. Appointment of KCDA Board members for 2018

- A. A motion to approve **Resolution # 01 – 012317** to confirm the appointment of Gary Carey representing the City of Walker for an undetermined term to the KCDA Administrative Policy Board; and. **Resolution # 02 – 012317** to confirm the appointment of Carole Pettijohn representing the City of Grandville for an undetermined term to the KCDA Administrative Policy Board was made by DeVries

Second by Meijer

No Discussion

Passed 7 - 0

4. Approval of the Agenda of January 22, 2018 – A motion to approve the agenda was made by DeVries.

Second by Pettijohn

No discussion

Passed 7 - 0

5. Members Excused - A motion to excuse Rahinsky, Lehman, Stelma, McIntire, Casey Jr and Jones was made by Herald.

Second by Drake

No discussion

Passed 7 - 0

A. Board Members Attendance Report as of December 11, 2017

6. Approval of Minutes of December 11, 2017 – the minutes were approved as submitted

7. Financial Report and Voucher of Bills – Bonneau asked if there were any questions and there were none so report stood as submitted.

A. FY2017 Operating Budget End of Year Projections

B. A motion was made to approve **Resolution #03 – 012218 to approve the contract with VanBelkum for NICE logging recorders for each PSAP; which is the Phase I upgrade at the contract price of \$83,841.00 which will be paid from the Capital Replacement Fund 993 by Morgan.**

Second by Pettijohn

No discussion

Passed 7 - 0

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

Second by Morgan

No discussion

Passed 7 - 0

9. Election of Board Officers for 2018 – (Holt)

A. Chair – Voting Procedure

A motion was made to approve Resolution # 04 – 012218 to confirm the election of Curtis Holt, to serve as Chair of the KCDA Administrative Policy Board for 2018 and authorize the Chair to counter sign KCDA checks for payment of approved invoices and contracts pursuant to the KCDA Financial Policy and Procedures; and to approve **Resolution # 05 - 012218** to confirm the election of Mark Herald to serve as Vice Chair of the KCDA Administrative Policy Board for 2018; and to approve **Resolution # 06 - 012218** to confirm the election of Larry Stelma to serve as Secretary of the KCDA Administrative Policy Board for 2018; and to approve **Resolution # 07 - 012218** to confirm the election of Mike DeVries to serve as Treasurer of the KCDA Administrative Policy Board for 2018 and authorize the treasurer to counter sign KCDA checks for payment of approved invoices and contract pursuant to the KCDA Financial Policy and Procedures.

Second by Pettijohn

No Discussion

Passed 7 - 0

10. Appointment of Standing Committees – Chair

A. Executive Committee – Maximum 6 members of Board

Chair: Curtis Holt

Stelma, Herald, DeVries, Drake, Rahinsky

Motion to confirm appointments by Chair of the aforementioned made by Drake.

Second by Pettijohn

No discussion

Passed 7 - 0

B. Finance Committee – Maximum 6 members of Board

Chair: Mike DeVries

McIntire, Herald, Meijer

*Motion to confirm appointments by the Chair of the aforementioned
made by Morgan*

Second by DeVries

C. 800 MHz Steering Committee

Chair: Captain Scott Brown

D. Technical Advisory Committee

Chair: Matt Groesser

11. Approve MMRMA as Insurance Carrier

A motion to approve **Resolution # 8 – 012218** to approve MMRMA as the liability insurance carrier for KCDA for 2018 and authorize the Executive Director to sign renewal documents made by Herald

Second by Drake

No discussion

Passed 7 - 0

12. Motorola Software Escrow Discussion – Bonneau reiterated his letter to Motorola concerning the legal aspects of the escrow question and is awaiting their response

13. Executive Director Evaluation Status – Herald explained that the evaluation instruments have been distributed to the Board and they are due back on January 24, 2018. Thereafter the committee will meet with the ED to discuss his performance.

14. 800 MHz radio Project Steering Committee Update and Discussion –(Scott Brown/Bonneau)

A. General Information Report – Groesser and Bonneau spoke of the challenges of the tower site selections notably the new water tower in East Grand Rapids, 92nd street, and Belknap and explained to the Board the issues facing this complex design. The delay from completing the DDP with MPSCS is now two months prompting the Board to ask for a

Gantt chart showing the project and projected timelines. The initial estimation of the 3Q of 2018 may be unrealistic. Additionally, the contingency fund of \$800,000 is in jeopardy if the expected cost overruns are actual in nature. The issue of the loss of coverage in the Kent Co Jail is a major concern so the team is working on ways to accomplish the same task in a financially efficient manner, thus achieving credits or savings in the contingency fund that could be used to address coverage and/or in building penetration issues as they arise. Introduced Rich Nita, the Motorola Project Manager and Rich answered a few questions about towers and programming of radios for deployment.

B. Tower Matrix – Bonneau

C. Lease Agreements

1. Approval of the Grand Rapids Belknap Lease – Bonneau

A motion to approve **Resolution #9 – 012218** to approve the Belknap Radio Tower lease with the City of Grand Rapids to install 800 MHz radio antennas, microwave and ground structures as submitted with the legal description and site plan added later on as an addendum, and to authorize the Chair of the KCDA Administrative Policy Board to sign same made by Herald. Second by DeVries

Discussion – the Board asked if the \$1,500 fee that is charged by Grand Rapids is common with the other tower sites. Bonneau said he has paid some fees; Spencer Township charged \$1,500 and that some have not. The County has not charged a fee for their towers. Another question was if this is a one time or recurring fee. Bonneau answered it is a onetime fee.

Passed 7 - 0

. 2. Approval of Wyoming (Gezon Water Tower) lease – Bonneau

A motion to approve **Resolution #10 – 012218** to approve the Gezon Water Tank lease agreement with the City of Wyoming to install 800 MHz radio antennas, microwave and ground structures as submitted with addendum A and B added at a later date and to authorize the Vice Chair and Treasurer of the KCDA Admin Policy Board to sign same was made by DeVries

Second by Drake

Discussion: The Board was informed that the Wyoming lease has a provision for maintenance of the water tank which allows for KCDA equipment to be removed or inactivated if maintenance is scheduled for the water tank. Bonneau informed the Board that MPSCS has informed KCDA that they are used to dealing with this type issue in other water tank installations and do not believe it is an issue.

Passed 7 - 0

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

A. Motorola CAD P1 Phase II status – still working on provisioning Version 4.3

B. PFN Conversion Status – PSAP equipment is installed and we are waiting for ATT to work on EIM for Airbus prior to cutover.

16. Update and Progress Report from Executive Director: - Bonneau and

Groesser explained the Air Med issue with releasing two Wyoming 800 MHz portables for use in this effort with the legal consent of Motorola.

17. Miscellaneous – For the Good of the Order – Mark Meijer introduced the new operations manager for KEMS, Lance Corey who gave a few remarks. Mark Herald welcomed the new board member.

18. Adjournment at 10:48 AM

Respectfully submitted
Ronald Bonneau, ENP
Executive Director

Upcoming Meetings (www.kent911.org)

KCDA Finance Committee

Weds, February 3, 2018

10 AM – Life Ambulance

KCDA Executive Committee

Monday, February 12, 2018

Manager’s Conference Room – City of Wyoming

KCDA Administrative Policy Board Meeting

Monday, February 26, 2018 at 10 AM

1st Floor West Conference Room – City of Wyoming

Income to Authority

Name	Purpose	Amount	Line Item	Fiscal Year	Approval
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Kent Co	911 Surcharge	\$21,455.60	584.000	2017	Bonneau
State of MI	911 Surcharge		545.000	2017	Bonneau
Misc/Interest	Interest	\$1,299.73	688.000	2017	Bonneau

Voucher of Bills for Approval

Name	Purpose	Amount	Line Item	Fiscal Year	Approval
Wyoming	Fiduciary Jan	\$1,200.00	801.005	2018	Bonneau
Kent IT	GIS Support	\$185.31	807.000	2017	Bonneau
Motorola	Annual P1 CAD Maintenance	\$260,928.00	930.000	2018	Bonneau
AT&T	EIM License and Install for PFN conversion	\$15,624.00	984.925	2017	Bonneau
Reed Wakeman	Reimbursement	\$187.28	860.000	2017	Bonneau
MTUG	Tier 2 Membership Fee	\$500	984.017	2018	Bonneau
Kent IT	GIS support	\$289.77	807.000	2017	Bonneau
Bonneau	Holiday Lunch Reimbursement	\$252.10	984.017	2017	Holt
PCS	Executive Dir Dec	\$7,036.16	807.000	2017	Holt
Sabo	Pub Ed	\$1,574.39	801.009	2017	Bonneau
Dickinson Wright	Legal	\$1,608.00	801.021	2017	Bonneau
Kent Co	CAD Admin Fee	\$35,250.00	810.010	2017	Bonneau
Grand Rapids	CAD Admin Fee	\$35,250.00	810.010	2017	Bonneau

Sabo	Report Printing	\$756.75	900.000	2017	Bonneau
Sabo	Design Report	\$1,882.85	801.000	2017	Bonneau
Sabo	Smart911 Consulting	\$1,123.15	801.009	2017	Bonneau
Sabo	Smart911 Brochures	\$1,633.63	801.009	2017	Bonneau
WebTecs	Website Fee	\$1,500.00	801.009	2018	Bonneau
MPSCS	GR Fire Radio Activation Fees	\$500.00	Contingency	2018	Bonneau
VanBelkum	NICE Upgrade Voice Phase I	\$83,841.00	Capital	2018	Bonneau
PCS	Exec Director Nov	\$6,748.10	807.000	2017	Holt
Sabo	Pub Ed	\$1,882.85	801.009	2017	Bonneau
Kent IT	GIS Support	\$303.57	807.000	2016	Bonneau
MCDA	Dues 2018	\$25.00	984.017	2018	Holt