



**Administrative Policy Board**  
**Monday, February 25, 2019 10:00 AM**  
**City of Wyoming, 1<sup>st</sup> Floor West Conference Room**  
**Agenda**

- 1. Call to Order**
- 2. Public Comment**
- 3. Approval of the Agenda**
- 4. Approval of Minutes of January 28, 2019**
- 5. Financial Report / Report of Vouchers (Attached)**
  - A. *Motion to Accept the Financial Report and Authorize Expenditures and Disbursements as Attached*
  - B. *Summary of FY 2018 Year to Date Activity Attached*
  - C. *Summary of FY 2019 Year to Date Activity Attached*
- 6. Old Business:**
- 7. New Business:**
  - A. **Motorola 800mhz Project Update** (Rich Nita, Motorola PM)
  - B. **Televate Project Update** (Dom Arcuri)
- 8. TAC Reports – (Chadwick, Brown, Groesser)**
  - A. 800mhz Radio Project Update
  - B. Motorola CAD P1 Phase II status
  - C. PFN Update
- 9. Other:**
  - A. Finance Committee Meeting Notes (attached)
  - B. Extend Contract Term for Interim - Executive Director
- 10. Miscellaneous – For the Good of the Order**

Next Meeting Date: March 25, 2019

**11. Adjournment**



**Administrative Policy Board**  
**Monday, January 28 - 10:00 AM**  
**City of Wyoming, 1<sup>st</sup> Floor West Conference Room**  
**Meeting Notes**

**1. Call to Order and Roll Call by Chairman Holt at 10:07 a.m.**

<i>Name</i>	<i>Represents</i>	<i>Present</i>	<i>Absent</i>
Curtis Holt	Wyoming	X	
John Lehman	Grand Rapids FD	X	
Mike DeVries	Grand Rapids Township		X
Mark Herald	EGR PS - Participating Agency	X	
Roger Morgan	Kent Co. Board		X
Dave Kiddle	Grand Rapids PD	X	
Carol Pettijohn	City of Grandville		X
Mark Meijer	Kent County EMS	X	
Greg Long	City of Walker	X	
Chris McIntire	MSP		X
Jeff Drake	Solon Township FD		X
Dave Jones	Rockford	X	
Michelle Lajoie-Young	Kent County Sherriff	X	

**Guests:** Scott Brown, KCSO Captain  
 Al Roetman, KCSO Captain  
 Peter McWatters, GRPD Captain  
 Karen Chadwick, GRPD Communications Center  
 Matt Groesser, KCSO Communications Center  
 Jen DeHaan, Kent County Dispatch Authority

**2. Public Comment – None**

**3. Approval of the Agenda**

A **MOTION** was made by Herald supported by Jones to approve the agenda for the meeting. The **MOTION** passed unanimously.

**4. Election of Chair**

DeHaan requested nominations/**MOTION** for Chair. Holt was nominated by Herald and supported by Jones to serve as the Chairman for 2019. There were no additional nominations. The **MOTION** is to appoint Curtis Holt as Chairman of the Authority for 2019 and be authorized to counter sign KCDA checks for payment of approved invoices and contracts pursuant to the KCDA Financial Policy and Procedures. The **MOTION** was approved unanimously.

**5. Election of Vice Chairman, Secretary, and Treasurer.**

A **MOTION** was made by Meijer supported by Kiddle to elect Chief Herald as the Vice Chairman, Sheriff Lajoie-Young as the Secretary, and Supervisor Mike Devries as the Treasurer. The **MOTION** passed unanimously.

**6. Affirm Appointments of representatives for Townships, Township Fire Chiefs, and the supporting entities as established by the KCDA formation documents:**

A **MOTION** was made by Young and supported by Meijer to affirm Appointment of DeVries representing the Township Supervisors, Jeff Drake representing the Township Fire Chiefs for a three year term (2019 – 2021) and Dave Jones and Mark Herald representing the supporting entities for a two-year term (2019-2020). The **MOTION** passed unanimously.

**7. Financial Report and Vouchers of Bills payable and Due:**

A **MOTION** was made by Long supported by Young to accept the Finance report and authorize expenditures and disbursements as attached in the agenda packet. The **MOTION** passed unanimously.

**8. Old Business:**

**A. Approve PSAP Funding Agreement and authorize payment for 2018 :**

Holt stated that the Authority had received a signed Agreement from the County last week and that the Authority was being asked to approve it today. He stated that it is the same Agreement that was reviewed at the November meeting. A **MOTION** was made by Young and supported by Lehman to approve the PSAP Funding Agreement and authorize payments for 2018 pursuant to the call volume split. The **MOTION** passed unanimously.

**B. Geo Prime Discussion**

DeHaan noted that at the last meeting in November, the board reviewed a recommendation from Televate to add the purchase of the Motorola “Geo-Prime” component to the 800mhz radio project. At that time, Televate described the various scenarios for the system including failures and redundancy. The Board had a number of questions related to costs-now versus costs-later in the project as well as timing of the decision. Since then, Motorola has provided a quote of approximately \$500,000 to include geo-prime in the system. Motorola also indicated that placing it into the system at later date would cost nearly \$900,000.

Grosser indicated that the Geo-Prime structure duplicates the “brains” of the system which supports the system providing that full level of system redundancy. He noted that Ingham County has included this in their 800mhz project. Meijer noted that this is a relatively new Motorola configuration. A discussion ensued.

The Board requested follow-up information about other communities that have implemented Geo-Prime and the costs associated with those purchases. In addition, they asked what other options might exist for redundancy for the system. This information will be provided to the Board at or before their next meeting. In addition, it was through consensus of the Board that the system be designed with the Geo-Prime included and that the issue be referred to the Finance Committee. A future discussion will be held by the Board in February.

**9. New Business:**

The following appointments are subject to the Chair, however, consensus from Board members was sought and a **MOTION** was made by Young supported by Herald to support the appointment of the following Committees:

- a. **Executive Committee**-Chair: Holt  
Members: VC Herald, FC DeVries, Drake, Lajoie-Young, Kiddle
- b. **Finance Committee**-Chair: Mike DeVries  
Members: McIntire, Herald, Meijer, Long
- c. **800 MHz Steering Committee**- Chair: Captain Scott Brown
- d. **Technical Advisory Committee** - Chair: Matt Groesser

**10. TAC Reports** – (Chadwick, Brown, Groesser)

- A.** 800mhz Radio Project Update – Captain Brown stated that as of December 27 ,2018, the Authority has secured the final site location being the Moore Park location in Casnovia Township. He stated that this was a milestone for the project that would now serve as the launch from site acquisition to site development. He stated that there are a number of formal issues that need to be completed including final FAA approval, frequency licensing, NEPA, and other items. He stated that there is some concern that with the federal government shut-down that just occurred and any future shut-downs that this could delay the project.

A discussion ensued regarding the timeline for the project and the need to get-it-done but to do-it-right. Lehman stated that the testing was critical and understanding the resources needed would be critical for the GRFD as they would undertake an extensive testing process. In addition, there was a question regarding the BDA's and what was included in the contract for services with Motorola and what would actually be needed and who would pay.

Holt stated that there is some language within the Agreement with the County for the Bond which is funding the project. He stated that Bonds may have to be expended within a certain amount of time and that the Authority would need to work through this timeline and may be working with the County to seek an extension of the Agreement, as permissible. The Authority's attorney is currently reviewing this issue.

It was noted that there were some significant reasons for the length of time to site acquisition, however, now we need to push forward (emphasis added) with site development and testing. The Board expressed a significant desire to see a schedule of activities and milestones at its next meeting.

- B.** Motorola CAD P1 Phase – Matt Groesser stated that this had been planned but that some of the deliverables came in with some errors that have required additional work and delayed the cut-over. Groesser noted that they also have been discussing the CAD-2-CAD issue and how best to seek a remedy with Motorola. Additional information will be provided at a future meeting date.
- C.** PFN: Chadwick stated that there has been forward progress with this work and that the necessary interface modules are being deployed and this will allow the carriers to start the process to cut-over.

- 11. Other:** Extend Contract Term for Interim - Executive Director: The Board desires to extend the Agreement with the Interim Executive Director and will refer the issue to the Finance Committee and the Attorney to draft the language to extend the Employment Agreement.

- 12. Adjournment:** The meeting adjourned at 10:55am.

Feb. 20, 2019

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
<b>Fund 991 - Fire Dispatch/800mhz Special Fund</b>						
<b>REVENUE</b>						
<b>584</b>	<b>Kent County 911</b>					
584.010	Kent County 911 Surcharge Revenue rate .70	4,300,000.00	1,064,282.36	3,521,428.53	778,571.47	82
584.011	Kent County 911 Contributed Revenue (Bond Reimb)	6,833,264.00	.00	6,833,264.00	.00	100
584.012	Kent County 911 Kent County Bond Reduction	(2,035,125.00)	(335,456.35)	(1,355,168.85)	(679,956.15)	99
<b>584 - Kent County 911 Totals</b>		<b>\$9,098,139.00</b>	<b>\$728,826.01</b>	<b>\$8,999,523.68</b>	<b>\$98,615.32</b>	<b>99</b>
<b>699</b>	<b>Transfer</b>					
699.994	Transfer from KCDA	206,971.00	.00	206,971.00	.00	100
<b>699 - Transfer Totals</b>		<b>\$206,971.00</b>	<b>\$0.00</b>	<b>\$206,971.00</b>	<b>\$0.00</b>	<b>100%</b>
<b>REVENUE TOTALS</b>		<b>\$9,305,110.00</b>	<b>\$728,826.01</b>	<b>\$9,206,494.68</b>	<b>\$98,615.32</b>	<b>98%</b>
<b>EXPENSE</b>						
Department <b>325 - Dispatch</b>						
Activity <b>32500 - Communications/Dispatch</b>						
801.000	Professional Services Professional Services	50,000.00	9,525.84	47,226.05	2,773.95	94
910.200	Insurance Special Purpose	106,500.00	.00	100,081.68	6,418.32	94
920.110	Public Utilities Electric	.00	125.53	125.53	(125.53)	+++
984.920	Capital Outlay Motorola	6,833,264.00	.00	6,833,264.00	.00	100
Activity <b>32500 - Communications/Dispatch Totals</b>		<b>\$6,989,764.00</b>	<b>\$9,651.37</b>	<b>\$6,980,697.26</b>	<b>\$9,066.74</b>	<b>100%</b>
956.021	Other Services Fire Dispatch - GR	1,000,000.00	.00	.00	1,000,000.00	0
956.021	Other Services Fire Dispatch -KC	1,000,000.00	.00	.00	1,000,000.00	0
<b>EXPENSE TOTALS</b>		<b>\$8,989,764.00</b>	<b>\$9,651.37</b>	<b>\$6,980,697.26</b>	<b>\$2,009,066.74</b>	<b>78%</b>
Fund <b>991 - Fire Dispatch/800mhz Special Fun Totals</b>						
<b>REVENUE TOTALS</b>		<b>9,305,110.00</b>	<b>728,826.01</b>	<b>9,206,494.68</b>	<b>98,615.32</b>	<b>98%</b>
<b>EXPENSE TOTALS</b>		<b>8,989,764.00</b>	<b>9,651.37</b>	<b>6,980,697.26</b>	<b>2,009,066.74</b>	<b>78%</b>
<b>Fund 991 - Fire Dispatch/800mhz Special Fund Totals</b>		<b>\$315,346.00</b>	<b>\$719,174.64</b>	<b>\$2,225,797.42</b>	<b>(\$1,910,451.42)</b>	

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
<b>REVENUE</b>						
	<b>545 - State 911 Surcharge Totals</b>	\$1,020,000.00	\$290,876.00	\$1,130,896.00	(\$110,896.00)	111%
	<b>584 - Kent County 911 Totals</b>	\$3,164,335.00	\$684,181.51	\$2,263,775.47	\$900,559.53	72%
<b>664</b>	<b>Interest on Investments</b>					
	<b>664 - Interest on Investments Totals</b>	\$60,000.00	\$38,443.97	\$93,196.63	(\$33,196.63)	156%
	<b>688 - Miscellaneous Income Totals</b>	\$3,500.00	\$0.00	\$6,744.00	(\$3,244.00)	193%
	<b>REVENUE TOTALS</b>	<b>\$4,247,835.00</b>	<b>\$1,013,501.48</b>	<b>\$3,494,612.10</b>	<b>\$753,222.90</b>	<b>82%</b>
<b>EXPENSE</b>						
Department	<b>325 - Dispatch</b>					
Activity	<b>32500 - Communications/Dispatch</b>					
	<b>706 - Salaries Totals</b>	\$40,000.00	\$5,640.00	\$38,980.00	\$1,020.00	97%
	<b>715 - F.I.C.A. Totals</b>	\$3,000.00	\$431.46	\$2,981.97	\$18.03	99%
	<b>719 - Workers Comp. Insurance Totals</b>	\$305.00	\$0.00	\$305.00	\$0.00	100%
	<b>722 - Unemployment Totals</b>	\$1,500.00	\$98.34	\$488.64	\$1,011.36	33%
	<b>727 - Office Supplies Totals</b>	\$250.00	\$216.38	\$505.76	(\$255.76)	202%
	<b>740 - Operating Supplies Totals</b>	\$50.00	\$0.00	\$0.00	\$50.00	0%
<b>801</b>	<b>Professional Services</b>					
801.000	Professional Services Professional Services	15,000.00	.00	.00	15,000.00	0
801.005	Professional Services Accounting/Auditing Services	28,000.00	263.42	26,347.81	1,652.19	94
801.009	Professional Services Marketing/Web Site	20,000.00	.00	11,086.13	8,913.87	55
801.021	Professional Services Legal Special Counsel	25,000.00	1,740.00	16,783.00	8,217.00	67
	<b>801 - Professional Services Totals</b>	\$88,000.00	\$2,003.42	\$54,216.94	\$33,783.06	61%
	<b>806 - Software Services Totals</b>	\$420.00	\$0.00	\$0.00	\$420.00	0%
	<b>807 - Geographic &amp; IT Information Services Totals</b>	\$15,000.00	\$547.50	\$1,597.62	\$13,402.38	10%
	<b>810 - Contract Labor Totals</b>	\$28,725.00	\$0.00	\$7,117.78	\$21,607.22	25%
<b>860</b>	<b>Travel and Training</b>					
	<b>860 - Travel and Training Totals</b>	\$1,400.00	\$0.00	\$210.96	\$1,189.04	15%
	<b>900 - Printing &amp; Advertising Totals</b>	\$200.00	\$0.00	\$0.00	\$200.00	0%
	<b>910 - Insurance Totals</b>	\$23,000.00	\$0.00	\$1,627.40	\$21,372.60	7%
<b>920</b>	<b>Public Utilities Totals</b>	\$13,100.00	\$0.00	\$0.00	\$13,100.00	0%
<b>930</b>	<b>Repairs &amp; Maint.</b>	\$486,534.00	\$0.00	\$371,816.00	\$114,718.00	76%
<b>940</b>	<b>Rentals</b>	\$8,000.00	\$0.00	\$0.00	\$8,000.00	0%
<b>956</b>	<b>Other Services</b>	\$2,550.00	\$0.00	\$2,512.35	\$37.65	99%
<b>973</b>	<b>Capital Outlay System</b>	\$5,196.00	\$0.00	\$5,196.00	\$0.00	100%
<b>984</b>	<b>Capital Outlay - Equip.</b>	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0%
<b>999</b>	<b>Transfers</b>					
	<b>999 - Transfers Totals</b>	\$802,621.00	\$0.00	\$802,621.00	\$0.00	100%
Activity	<b>32510 - Grand Rapids</b>					
	<b>860 - Travel and Training Totals</b>	\$8,000.00	\$308.00	\$6,265.78	\$1,734.22	78%
956.520	<b>Other Services Grand Rapids Distribution</b>	1,350,000.00	.00	.00	1,350,000.00	0
	<b>Activity 32510 - Grand Rapids Totals</b>	\$1,358,000.00	\$308.00	\$6,265.78	\$1,351,734.22	0%
Activity	<b>32520 - Kent County</b>					
<b>806</b>	<b>Software Services</b>					
806.000	Software Services Software Services	.00	.00	419.00	(419.00)	+++
	<b>806 - Software Services Totals</b>	\$0.00	\$0.00	\$419.00	(\$419.00)	+++
	<b>860 - Travel and Training Totals</b>	\$8,000.00	\$141.94	\$4,881.75	\$3,118.25	61%
	<b>Activity 32520 - Kent County Totals</b>	\$1,358,000.00	\$141.94	\$5,300.75	\$1,352,699.25	0%
	<b>EXPENSE TOTALS</b>	<b>\$4,236,851.00</b>	<b>\$9,387.04</b>	<b>\$1,301,743.95</b>	<b>\$2,935,107.05</b>	<b>31%</b>
Fund	<b>994 - Kent County Dispatch Authority Totals</b>					
	<b>REVENUE TOTALS</b>	4,247,835.00	1,013,501.48	3,494,612.10	753,222.90	82
	<b>EXPENSE TOTALS</b>	4,236,851.00	9,387.04	1,301,743.95	2,935,107.05	31
Fund	<b>994 - Kent County Dispatch Authority Totals</b>					
		\$10,984.00	\$1,004,114.44	\$2,192,868.15	(\$2,181,884.15)	

Feb. 20, 2019

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<b>Fund 991 - Fire Dispatch/800mhz Special Fund</b>						
<b>REVENUE</b>						
<b>584</b>	<b>Kent County 911</b>					
584.010	Kent County 911 Surcharge Revenue rate .70	4,300,000.00	.00	.00	4,300,000.00	0
584.011	Kent County 911 Contributed Revenue (Bond Reimb)	3,416,632.00	.00	.00	3,416,632.00	0
584.012	Kent County 911 Kent County Bond Reduction	(2,035,125.00)	.00	.00	(2,035,125.00)	0
	<b>584 - Kent County 911 Totals</b>	<b>\$5,681,507.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,681,507.00</b>	<b>0</b>
<b>699</b>	<b>Transfer</b>					
699.994	Transfer from KCDA	.00	.00	.00	.00	0
	<b>699 - Transfer Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
	<b>REVENUE TOTALS</b>	<b>\$5,681,507.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,681,507.00</b>	<b>0</b>
<b>EXPENSE</b>						
Department <b>325 - Dispatch</b>						
Activity <b>32500 - Communications/Dispatch</b>						
801.000	Professional Services Professional Services	100,000.00	.00	.00	100,000.00	0
910.200	Insurance Special Purpose	120,000.00	.00	.00	120,000.00	0
920.110	Public Utilities Electric	10,000.00	.00	206.69	9,793.31	2
920.12	Public Utilities Fiber Cables	10,000.00	.00	.00	10,000.00	0
920.110	Public Utilities Propane - NG	10,000.00	.00	.00	10,000.00	0
940.4	Rentals Tower Lease	100.00	.00	.00	100.00	0
984.920	Capital Outlay Motorola	3,416,632.00	.00	.00	3,416,632.00	0
	Activity <b>32500 - Communications/Dispatch Totals</b>	<b>\$3,666,732.00</b>	<b>\$0.00</b>	<b>\$206.69</b>	<b>\$3,666,525.31</b>	<b>1</b>
956.021	Other Services Fire Dispatch - GR	1,000,000.00	.00	.00	1,000,000.00	0
956.021	Other Services Fire Dispatch -KC	1,000,000.00	.00	.00	1,000,000.00	0
	<b>EXPENSE TOTALS</b>	<b>\$5,666,732.00</b>	<b>\$0.00</b>	<b>\$206.69</b>	<b>\$5,666,525.31</b>	<b>0</b>
<b>Fund 991 - Fire Dispatch/800mhz Special Fun Totals</b>						
	<b>REVENUE TOTALS</b>	<b>5,681,507.00</b>	<b>.00</b>	<b>.00</b>	<b>5,681,507.00</b>	<b>98%</b>
	<b>EXPENSE TOTALS</b>	<b>5,666,732.00</b>	<b>.00</b>	<b>206.69</b>	<b>5,666,525.31</b>	<b>78%</b>
<b>Fund 991 - Fire Dispatch/800mhz Special Fund Totals</b>		<b>\$14,775.00</b>	<b>\$0.00</b>	<b>(\$206.69)</b>	<b>\$14,981.69</b>	

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
<b>REVENUE</b>						
	<b>545 - State 911 Surcharge Totals</b>	\$990,000.00	\$0.00	\$0.00	\$0.00	0%
	<b>584 - Kent County 911 Totals</b>	\$3,074,000.00	\$0.00	\$0.00	\$0.00	0%
<b>664</b>	<b>Interest on Investments</b>					
	<b>664 - Interest on Investments Totals</b>	\$35,000.00	(\$18.68)	\$16,804.85	\$18,195.15	48%
	<b>688 - Miscellaneous Income Totals</b>	\$9,126.00	\$0.00	\$0.00	\$9,126.00	0
	<b>REVENUE TOTALS</b>	<b>\$4,108,126.00</b>	<b>(\$18.68)</b>	<b>\$16,804.85</b>	<b>\$4,091,321.15</b>	<b>0%</b>
<b>EXPENSE</b>						
Department	<b>325 - Dispatch</b>					
Activity	<b>32500 - Communications/Dispatch</b>					
	<b>706 - Salaries Totals</b>	\$75,000.00	\$3,000.00	\$3,000.00	\$72,000.00	4%
	<b>715 - F.I.C.A. Totals</b>	\$5,250.00	\$229.50	\$229.50	\$5,020.50	4%
	<b>719 - Workers Comp. Insurance Totals</b>	\$350.00	\$0.00	\$298.00	\$52.00	85%
	<b>722 - Unemployment Totals</b>	\$450.00	\$133.80	\$133.80	\$316.20	30%
	<b>727 - Office Supplies Totals</b>	\$250.00	\$0.00	\$0.00	\$250.00	0
	<b>740 - Operating Supplies Totals</b>	\$50.00	\$0.00	\$0.00	\$50.00	0%
<b>801</b>	<b>Professional Services</b>					
801.000	Professional Services Professional Services	15,000.00	.00	.00	15,000.00	0
801.005	Professional Services Accounting/Auditing Services	28,000.00	.00	.00	28,000.00	0
801.009	Professional Services Marketing/Web Site	20,000.00	1,233.90	1,233.90	18,766.10	6
801.021	Professional Services Legal Special Counsel	25,000.00	.00	.00	25,000.00	0
	<b>801 - Professional Services Totals</b>	<b>\$88,000.00</b>	<b>\$1,233.90</b>	<b>\$1,233.90</b>	<b>86,766.10</b>	<b>2</b>
	<b>806 - Software Services Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
	<b>807 - Geographic &amp; IT Information Services Totals</b>	<b>\$10,000.00</b>	<b>\$168.32</b>	<b>\$168.32</b>	<b>\$9,831.68</b>	<b>1</b>
<b>860</b>	<b>Travel and Training</b>					
	<b>860 - Travel and Training Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
	<b>900 - Printing &amp; Advertising Totals</b>	<b>\$200.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$200.00</b>	<b>0%</b>
	<b>910 - Insurance Totals</b>	<b>\$40,100.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,100.00</b>	<b>0</b>
<b>920</b>	<b>Public Utilities Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>930</b>	<b>Repairs &amp; Maint.</b>	<b>\$521,976.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$521,976.00</b>	<b>0</b>
<b>940</b>	<b>Rentals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>956</b>	<b>Other Services</b>	<b>\$1,500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,500.00</b>	<b>0</b>
<b>973</b>	<b>Capital Outlay System</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>0</b>
<b>984</b>	<b>Capital Outlay - Equip.</b>	<b>\$1,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>0%</b>
<b>999</b>	<b>Transfers</b>	<b>\$ 600,000.00</b>	<b>0</b>	<b>0</b>	<b>\$600,000.00</b>	
Activity	<b>32510 - Grand Rapids</b>					
	<b>860 - Travel and Training Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
<b>956</b>	<b>Other Services</b>	<b>9000</b>	<b>0</b>	<b>4530</b>	<b>4530</b>	<b>49</b>
956.520	<b>Other Services Grand Rapids Distribution</b>	<b>1,375,000.00</b>	<b>.00</b>	<b>.00</b>	<b>1,375,000.00</b>	<b>0</b>
	Activity <b>32510 - Grand Rapids Totals</b>	<b>\$1,384,000.00</b>	<b>\$0.00</b>	<b>\$4,470.00</b>	<b>\$1,379,530.00</b>	<b>0%</b>
Activity	<b>32520 - Kent County</b>					
	<b>860 - Travel and Training Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0</b>
	Activity <b>32520 - Kent County Totals</b>	<b>\$1,375,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,375,000.00</b>	<b>0%</b>
	<b>EXPENSE TOTALS</b>	<b>\$1,375,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,375,000.00</b>	<b>0</b>
Fund	<b>994 - Kent County Dispatch Authority Totals</b>					
	<b>REVENUE TOTALS</b>	<b>4,108,126.00</b>	<b>(18.68)</b>	<b>16,804.85</b>	<b>4,091,321.15</b>	<b>0</b>
	<b>EXPENSE TOTALS</b>	<b>4,108,126.00</b>	<b>4,765.52</b>	<b>9,593.52</b>	<b>4,098,592.48</b>	<b>0</b>
Fund	<b>994 - Kent County Dispatch Authority Totals</b>	<b>\$0.00</b>	<b>(\$47,884.20)</b>	<b>\$7,271.33</b>	<b>(\$7,271.33)</b>	



**KCDA Monthly Revenue Summary**

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>Line Item</b>	<b>Fiscal Year</b>
Kent County	911 Surcharge –	\$505,815.80	994 & 991 Split	2018
State of MI	911 Surcharge	\$290,876	545.000	2018
Misc/Interest	Interest	\$663.22	688.000	2018

**Vouchers/Bills for Approval**

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>Line Item</b>	<b>Fiscal Year</b>
Presidio	Network Smartnet Renewal	\$3,725.26	994.930.00	2019
HP	Team Machine – KC Workstation	\$3,999.00	993.984.927	2019
HP	Team Machine – GR Workstation	\$3,999.00	993.984.927	2019
Dickinson –Wright	Legal	0.00	801.021	2019
Kent County	GIS Services invoices – Jan	\$42.23 & \$27.53	807.00	2019
Sabo	Public Relations – Jan. Annual Report	\$1233.90	801.009	2019
Televate	Final – 2018 Technical PM	\$8424.31	#991.801.000	2018
Televate	January – Tech PM	\$11,467.27	#991.801.000	2019
ADP – KCDA Payroll & Taxes	January	\$3,397.17	706/715/719/722	2019
Consumers Energy	Tower Electric Honor Camp	\$293.82	#991-920.110	2019
Grand Rapids PD	Fire Dispatch Payment 2018	\$948,000	#991-32510.956.021	2018
Kent County	Fire Dispatch Payment 2018	\$1,052,000	#991-32520.956.021	2018
GRPD	911 Call Taking	\$1,456,583	#994-32510.956.520	2018
Kent County	911 Call Taking	\$ 1,293,416.67	#994-32520.956.520	2018



**Finance Committee Meeting Notes  
February 13, 2019- 10:30AM  
Grand Rapids Township Hall**

**1. Welcome**

Finance Committee Members: Chairman Mike DeVries, Mark Meijer, Mark Herald, and Jen DeHaan

- 2. End of Year Budget Review:** DeHaan stated that Kent County had provided some corrected information related to the surcharge revenue which would alter the amounts previously reported to the KCDA Board. This was due to the State 911 surcharge being “lumped” together with the other 911 surcharge receipts, which caused it to be distributed according to the formula which designates the \$.70 surcharge for a specific function. When revenues are corrected all expenditures are expected to fall within the final year end appropriation including adjustments that were approved in November by the KCDA Board.

**3. Additional Financial Requests:** The Finance Committee discussed the following items:

- Tower Sites – This is the largest and most unknown expense if additional tower sites are required. Estimated impact could be in the millions of dollars. The TAC is running new coverage maps to determine expected coverage, but that does not equate to actual coverage.
- Bi-Directional Amplifiers (BDA's): Depending upon the outcome of the system testing there may be some private, public, and non-profit institutions that will need amplifiers to support coverage. As testing occurs, we will need to have a plan as to how to address who will be required to pay for these.
- Cooling Equipment at GRPD: In order to install equipment at GRPD there will need to be a separate cooling unit installed (estimated cost \$5,000). **The Finance Committee reviewed this request and approved the purchase of the cooling equipment at GRPD.**
- Radio Equipment Distribution: There is some question regarding the quantity of equipment requested several years ago and the amount of radio equipment being requested now by departments. In some cases, vehicles/staff have been added. We will have a reconciliation once that inventory is complete and anticipate Finance to review this issue and provide direction.
- Face Plate Mounts: Reviewing issue. Inquiry to Motorola why mounting equipment not included. Have asked TeleRad if there are other equipment pieces that were not included for the KCDA project or for other projects such as Ottawa to see what other issues may exist. Awaiting additional information.
- “Head-Set” Cabeling: While this has been addressed it is listed as an unanticipated cost.
- \*Network Fee: Kent County IT has historically billed KCDA for supporting network equipment that solely supports CAD operations which are isolated. Kent County forgot to bill KCDA in 2018 and has now submitted an invoice to KCDA for 2019. Cost is approximately \$2,600. I am requesting approval to pay this by the Finance Committee. The invoice is included in the packet.
- Other Installation Accessories: In order to identify other potential requests, TeleRad, the vehicle system installer advised that they have received requests in the past for specialized equipment

installs such as low-profile antennas, water resistant speakers, special radio conversion kits for special vehicles. These costs would be borne by the local agency/department making the request as they are above and beyond what was purchased by KCDA, unless otherwise directed by the Finance Committee to pay these costs. There is no request pending.

- **Geo Prime:** The Finance Committee discussed the updated information from Motorola related to the costs of this additional redundancy. Given the uncertainty of various other high-cost items that may be needed, the Finance Committee did not make a recommendation to identify funds for the additional project. The issue will be discussed at the next KCDA Policy Board meeting in February.
4. **Asset Management Plan:** The PSAPS are discussing this and will hope to have it ready for the March meeting/discussion by the Finance Committee.
  5. **Other:**
    - a. Interim Executive Director Employment Agreement Extension
  6. **Next Meeting Date:** The fourth Thursday of the Month at 11AM at GR Township hall. The next meeting would be held on March 28<sup>th</sup>
  7. **Adjournment**

**AMENDMENT TO INTERIM EMPLOYMENT AGREEMENT**

The Interim Employment Agreement, dated \_\_\_\_\_ 2018 among the Kent County Dispatch Authority, a Michigan public body corporate, the principal business address of which is 1155 28th Street, SW, Wyoming, MI 49509, Attn: Administrative Policy Board Chair and Jennifer DeHaan, an individual whose home address is \_\_\_\_\_, \_\_\_\_\_ MI \_\_\_\_\_, (the "Agreement") is amended as follows:

1. Paragraph 9 (A) (Term and Termination) is hereby amended to read as follows:

    "A. This Agreement shall remain in effect until \_\_\_\_\_, 20\_\_, unless terminated as provided herein."

2. All other terms and conditions of the Agreement shall remain the same.

The parties have signed this Agreement as of the date first written above.

**JENNIFER M. DEHAAN**

**KENT COUNTY DISPATCH AUTHORITY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Curtis Holt, Chairman  
Administrative Policy Board

Date signed: \_\_\_\_\_, 2019

Date signed: \_\_\_\_\_, 2019

By: \_\_\_\_\_

Michelle Lajoie-Young, Secretary  
Administrative Policy Board

Date signed: \_\_\_\_\_, 2019