



Special Meeting Notice
Administrative Policy Board
Monday, July 27, 2020 10:00 AM

Pursuant to the Michigan Governor's Executive Order 2020-154, the Regular Meeting of the Kent County Dispatch Authority – Administrative Policy Board will be convened electronically on Monday, July 27, 2020 at 10AM.

To access the full meeting agenda please go to <https://www.kent911.org/meetings/>

Members of the public are invited to participate via the Zoom Meeting link or by calling in to the conference line during times of public comment or when public comments are invited by the Board Chairman.

You may access the electronic meeting via the internet or telephone – please see access information below.

When: July 27, 2020 10:00 AM

Topic: KCDA – Administrative Policy Board Meeting

Click Link to Join:

<https://us02web.zoom.us/j/81218601193?pwd=OUxNb1kyajBsNE96UIY1Zjh0N2pqdz09>

Meeting ID: 812 1860 1193

Passcode: 731757

One tap mobile

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Dial by your location

+1 929 205 6099

Meeting ID: 812 1860 1193

Passcode: 731757



AGENDA

**Administrative Policy Board
Monday, July 27, 2020 10:00 AM**

- 1. Call to Order**
- 2. Public Comment**
- 3. Approval of the Agenda**
- 4. Accept Minutes of June 22, 2020**
- 5. Financial Report / Report of Vouchers**
 - A. Motion to Accept the Financial Report and Authorize Expenditures and Disbursements as Attached.*
- 6. 800mhz Radio Project Update & Next Steps**
 - A. John Ball Zoo Tower Status
 - B. System Optimization
 - C. Coverage Testing Timeline/Resources
 - D. Steps to Cut-Over
- 7. New Business: None**
- 8. TAC Reports – (Groesser/Wakeman)**
- 9. Miscellaneous**
- 10. Adjournment**



Administrative Policy Board

Monday, June 22, 2020 - 10:04 AM

**City of Wyoming, 1st Floor West Conference Room
Meeting Notes**

1. Call to Order by Chairman Holt at 10:03 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	X	
Roger Morgan	Kent Co. Board		X
Eric Payne	Grand Rapids PD		X
Mike May	City of Grandville	X	
Mark Meijer	Kent County EMS	X	
Greg Long	City of Walker	X	
Chris McIntire	Michigan State Police		X
Jeff Drake	Solon Township FD	X	
Dave Robinson	Rockford	X	
Michelle Lajoie-Young	Kent County Sheriff	X	

Guests: Geoff Collard, GRPD
 Matt Groesser, KCSO Communications Center
 Reed Wakeman, Grand Rapids Communications Center
 Jen DeHaan, KCDA

2. Public Comment – None

3. Approval of the Agenda

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

4. Review Meeting Notes of January 27, 2020 The minutes were accepted as presented.

5. Financial Report and Vouchers of Bills payable and Due:

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

6. Presentation of the 2019 Annual Audit: Kim Lindsay, Principal at Rehmann provided an overview of the Authority’s financial audit. A copy of the Annual Audit is posted online at www.kent911.org. A **MOTION** was made by DeVries and supported by Young to receive and file the 2019 audit report. The **MOTION** passed unanimously.

7. 800 mhz Radio Project Update: Rich Nita, Project Manager for Motorola, provided an update to the Board regarding the status of the 800mhz Radio Project. Testing is planned for the fall with cut-over thereafter. The full update is available online at www.kent911.org.

8. New Business:

- A. Consider Approval of No Cost – 800mhz Radio Project Change Order #4:** DeHaan stated that consistent with the terms of the 800mhz Radio contract with Motorola, there are four milestone payments. Motorola has requested a partial payment of the third milestone payment for the installation of the Fixed Network Equipment. Motorola has noted that they have completed 90% of the installation with the remaining 10% being attributable to the John Ball Zoo Tower location.

As a result of this request, the Authority worked with Motorola to restructure the milestone payment to further define the distribution of the payment and acknowledge the work completed and the remaining work outstanding.

It is proposed that the Authority approve restructuring of the third milestone payment of \$2,049,979.20 into five separate milestone payments, which would include the following:

- 90% FNE install complete (\$409,995.84, work completed)
- 90% Towers delivered/erected complete (\$409,995.84, work completed)
- Shelters delivered/installed complete (\$409,995.84 work completed by July 1, 2020)
- System Optimization complete (\$409,995.84 milestone/payment due by August 1, 2020)
- 100% FNE install complete, ATP's 90% complete, ready to start coverage testing (\$409,995.84 milestone/payment by September 1, 2020)

A **MOTION** was made by DeVries and supported by Drake to approve Change Order #4 and the payment of \$1,229,987.52 consistent with the terms of the change order and submit a request to Kent County Fiscal Services to draw down \$1,229,987.52 from Bond Funds, and distribute those funds to the Dispatch Authority so that KCDA may remit payment of \$1,229,987.52 to Motorola. The **MOTION** passed unanimously.

- B. Excess Portable Radio Distribution: A MOTION** was made by Young and supported by Hereald to authorize the distribution of 227 “excess” portable radios at a per-unit cost of \$2,618 to local police and fire agencies. The **MOTION** passed unanimously.
- C. MMRMA Insurance Approval: A MOTION** was made by DeVries and supported by Long to bind insurance with MMRMA at a cost not-to-exceed \$142,203 and to authorize the payment of \$130,764 from Fund #991 (800mhz) and \$11,469 from Fund #994 (General Fund). The **MOTION** passed unanimously.
- D. Call-Taking Agreement/Surcharge Use and Distribution Agreement: A MOTION** was made by Young and supported by Drake to authorize 2020 PSAP Payments Pursuant to the Call-Taking Agreement and Surcharge Use and Distribution Agreement. The **MOTION** passed unanimously.

9. TAC Reports – (Groesser/Wakeman)

- A.** Matt Groesser noted that there are two issues that they are currently working to address which includes CAD Performance issues and some back-end security enhancements. He noted that the KCDA may receive a request to cover some of those back-end security enhancements, which would be subject to Board approval. It was also noted that the CAD issues are interrelated amongst several others and it was requested that the Executive Committee convene to discuss next steps.

10. Miscellaneous:

- A. DeHaan noted that the original Agreement with Televate, for Technical Consulting services, had a financial ceiling in it. As of May 2020, they had billed to that ceiling over multiple fiscal years and that funding had been included in the 2020 which would enable the contract to continue. This was a technical issue to let the Board know that the contract had been extended through mutual agreement.

Adjournment: The meeting adjourned at 10:58 am.

Date Range 01/01/20 - 07/20/20

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 991 - Fire Dispatch/800mhz Special Fun						
REVENUE						
584.010	Kent County 911 Surcharge Revenue rate .70	4,300,000.00	73,521.38	1,229,676.48	3,070,323.52	29
584.011	Kent County 911 Contributed Revenue (Bond Reimb)	4,215,432.00	.00	.00	4,215,432.00	0
584.012	Kent County 911 Kent County Bond Reduction	(2,035,125.00)	.00	(692,901.28)	(1,342,223.72)	34
664.000	Interest on Investments Interest on Investments	1,000.00	.00	9,874.35	(8,874.35)	987
688.000	Miscellaneous Income Miscellaneous Income	91,660.00	.00	.00	91,660.00	0
699.993	Transfer from KCDA Fund 993	20,000.00	.00	.00	20,000.00	0
	REVENUE TOTALS	\$6,592,967.00	\$73,521.38	\$546,649.55	\$6,046,317.45	8%
EXPENSE						
Department 325 - Dispatch						
Activity 32500 - Communications/Dispatch						
700.000	Contingency Contingency	50,000.00	.00	.00	50,000.00	0
801.000	Professional Services Professional Services	75,000.00	3,500.00	25,072.18	49,927.82	33
910.200	Insurance Special Purpose	100,000.00	.00	99,865.25	134.75	100
920.100	Public Utilities Gas	.00	41.70	370.42	(370.42)	+++
920.110	Public Utilities Electric	30,000.00	2,619.12	11,958.58	18,041.42	40
920.120	Public Utilities Fiber Cables	10,000.00	.00	.00	10,000.00	0
984.920	Capital Outlay Motorola	4,591,657.00	1,229,987.52	1,229,987.52	3,361,669.48	27
	Activity 32500 - Communications/Dispatch Totals	\$4,856,657.00	\$1,236,148.34	\$1,367,253.95	\$3,489,403.05	28%
Activity 32510 - Grand Rapids						
956.021	Other Services Fire Dispatch	1,000,000.00	203,916.30	203,916.30	796,083.70	20
	Activity 32510 - Grand Rapids Totals	\$1,000,000.00	\$203,916.30	\$203,916.30	\$796,083.70	20%
Activity 32520 - Kent County						
956.021	Other Services Fire Dispatch	1,000,000.00	.00	296,083.70	703,916.30	30
	Activity 32520 - Kent County Totals	\$1,000,000.00	\$0.00	\$296,083.70	\$703,916.30	30%
	Department 325 - Dispatch Totals	\$6,856,657.00	\$1,440,064.64	\$1,867,253.95	\$4,989,403.05	27%
	EXPENSE TOTALS	\$6,856,657.00	\$1,440,064.64	\$1,867,253.95	\$4,989,403.05	27%
Fund 991 - Fire Dispatch/800mhz Special Fun Totals						
	REVENUE TOTALS	6,592,967.00	73,521.38	546,649.55	6,046,317.45	8%
	EXPENSE TOTALS	6,856,657.00	1,440,064.64	1,867,253.95	4,989,403.05	27%
	Fund 991 - Fire Dispatch/800mhz Special Fun Totals	(\$263,690.00)	(\$1,366,543.26)	(\$1,320,604.40)	\$1,056,914.40	

Date Range 01/01/20 - 07/20/20

Exclude Rollup Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 994 - Kent County Dispatch Authority - General Fund						
REVENUE						
545.000	State 911 Surcharge Revenue	1,190,000.00	.00	288,694.00	901,306.00	24
584.000	Kent County 911 Rate .45	3,100,000.00	47,263.75	790,506.31	2,309,493.69	26
664.000	Interest on Investments Interest on Investments	100,000.00	2,057.42	45,299.65	54,700.35	45
688.000	Miscellaneous Income Miscellaneous Income	10,000.00	.00	37,612.00	(27,612.00)	376
REVENUE TOTALS		\$4,400,000.00	\$49,321.17	\$1,162,111.96	\$3,237,888.04	26%
EXPENSE						
Department 325 - Dispatch						
Activity 32500 - Communications/Dispatch						
706.000	Salaries Salaries	75,000.00	.00	17,480.00	57,520.00	23
715.000	F.I.C.A. F.I.C.A.	5,250.00	.00	1,337.22	3,912.78	25
719.000	Workers Comp. Insurance Work Comp. Insurance	350.00	.00	291.00	59.00	83
722.000	Unemployment Unemployment	450.00	.00	199.20	250.80	44
727.000	Office Supplies Office Supplies	250.00	.00	.00	250.00	0
740.001	Operating Supplies Postage	100.00	.00	.00	100.00	0
801.000	Professional Services Professional Services	20,000.00	.00	.00	20,000.00	0
801.005	Professional Services Accounting/Auditing Services	28,000.00	103.49	18,817.45	9,182.55	67
801.009	Professional Services Marketing/Web Site	20,000.00	.00	1,500.00	18,500.00	8
801.021	Professional Services Legal Special Counsel	25,000.00	.00	1,340.00	23,660.00	5
807.000	Geographic & IT Information Services Geographic & IT Info Services	10,000.00	.00	1,505.02	8,494.98	15
900.000	Printing & Advertising Printing & Advertising	1,000.00	.00	.00	1,000.00	0
910.100	Insurance Property and Bonds	12,000.00	.00	6,919.88	5,080.12	58
930.000	Repairs and Maintenance Repairs and Maintenance	587,806.00	.00	472,202.79	115,603.21	80
956.000	Other Services Other Services	257,794.00	.00	15,624.00	242,170.00	6
973.056	Capital Outlay Computer System	7,000.00	.00	.00	7,000.00	0
999.993	Transfers KCDA Fund 993	600,000.00	.00	.00	600,000.00	0
Activity 32500 - Communications/Dispatch Totals		\$1,650,000.00	\$103.49	\$537,216.56	\$1,112,783.44	33%
Activity 32510 - Grand Rapids						
956.520	Other Services Grand Rapids Distribution	1,375,000.00	314,564.24	314,564.24	1,060,435.76	23
Activity 32510 - Grand Rapids Totals		\$1,375,000.00	\$314,564.24	\$314,564.24	\$1,060,435.76	23%
Activity 32520 - Kent County						
956.525	Other Services Kent County Distribution	1,375,000.00	.00	372,935.76	1,002,064.24	27
Activity 32520 - Kent County Totals		\$1,375,000.00	\$0.00	\$372,935.76	\$1,002,064.24	27%
Department 325 - Dispatch Totals		\$4,400,000.00	\$314,667.73	\$1,224,716.56	\$3,175,283.44	28%
EXPENSE TOTALS		\$4,400,000.00	\$314,667.73	\$1,224,716.56	\$3,175,283.44	28%
Fund 994 - Kent County Dispatch Authority Totals						
REVENUE TOTALS		4,400,000.00	49,321.17	1,162,111.96	3,237,888.04	26%
EXPENSE TOTALS		4,400,000.00	314,667.73	1,224,716.56	3,175,283.44	28%
Fund 994 - Kent County Dispatch Authority Totals		\$0.00	(\$265,346.56)	(\$62,604.60)	\$62,604.60	

Accounts Payable by G/L Distribution Report

Invoice Date Range 06/12/20 - 07/20/20

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
Fund 991 - Fire Dispatch/800mhz Special Fun										
Department 325 - Dispatch										
Activity 32500 - Communications/Dispatch										
Object 801.000 - Professional Services Professional Services										
6420 - TELEVATE, LLC	TVT-KENT-21	KCDA Professional Services - May-20	Paid by Check # 578		06/07/2020	06/22/2020	06/22/2020		06/23/2020	1,662.50
6420 - TELEVATE, LLC	TVT-KENT-22	KCDA Professional Services - June-20	Paid by Check # 583		07/06/2020	07/15/2020	07/15/2020		07/16/2020	3,500.00
Object 801.000 - Professional Services Professional Services Totals									Invoice Transactions 8	\$5,162.50
Object 910.200 - Insurance Special Purpose										
15376 - MI MUNICIPAL RISK MGMT	2020-00004598	Installment for Policy M0001496- Second	Paid by Check # 577		06/22/2020	06/22/2020	06/22/2020		06/23/2020	35,050.75
Object 910.200 - Insurance Special Purpose Totals									Invoice Transactions 2	\$35,050.75
Object 920.100 - Public Utilities Gas										
833 - DTE ENERGY	2020-00004596	KCDA - 9200 180 6005 2 - June-20	- Paid by Check # 576		06/22/2020	06/22/2020	06/22/2020		06/23/2020	43.56
833 - DTE ENERGY	2020-00004597	KCDA - 9200 138 2892 5 - June-20	- Paid by Check # 576		06/22/2020	06/22/2020	06/22/2020		06/23/2020	41.65
833 - DTE ENERGY	2021-00000088	KCDA - 9200 138 2892 5 - July-20	- Paid by Check # 581		07/15/2020	07/15/2020	07/15/2020		07/16/2020	41.70
Object 920.100 - Public Utilities Gas Totals									Invoice Transactions 9	\$126.91
Object 920.110 - Public Utilities Electric										
177 - CONSUMERS ENERGY	201718250002	KCDA - 1030 3307 6532 - 5651 Gezon Ct. #E -	- Paid by Check # 575		06/22/2020	06/22/2020	06/22/2020		06/23/2020	287.01
177 - CONSUMERS ENERGY	205455901729	KCDA - 1000 8389 9417 - 14171 16 Mile Rd Tower -	- Paid by Check # 575		06/22/2020	06/22/2020	06/22/2020		06/23/2020	337.02
177 - CONSUMERS ENERGY	201006692259	KCDA - 1000 8722 2574 - 1000 Cumberland Ave SE	- Paid by Check # 575		06/22/2020	06/22/2020	06/22/2020		06/23/2020	367.21
177 - CONSUMERS ENERGY	202875127101	KCDA - 1000 8665 2136 - 2098 10 Mile Rd - June-	- Paid by Check # 575		06/22/2020	06/22/2020	06/22/2020		06/23/2020	349.05
177 - CONSUMERS ENERGY	201006725467	KCDA - 1030 3307 6532 - 5651 Gezon Ct. #E -	- Paid by Check # 580		07/15/2020	07/15/2020	07/15/2020		07/16/2020	272.43
177 - CONSUMERS ENERGY	203943067087	KCDA - 1000 8798 6343 - 6260 Bancroft Ave SE	- Paid by Check # 580		07/15/2020	07/15/2020	07/15/2020		07/16/2020	1,966.99
177 - CONSUMERS ENERGY	206345688840	KCDA - 1000 8665 2136 - 2098 10 Mile Rd - July-20	- Paid by Check # 580		07/15/2020	07/15/2020	07/15/2020		07/16/2020	379.70
Object 920.110 - Public Utilities Electric Totals									Invoice Transactions 31	\$3,959.41
Object 984.920 - Capital Outlay Motorola										
3479 - MOTOROLA SOLUTIONS INC	41287462	800mhz Radio Project	Paid by Check # 582		06/23/2020	07/15/2020	07/15/2020		07/16/2020	1,229,987.52
Object 984.920 - Capital Outlay Motorola Totals									Invoice Transactions 1	\$1,229,987.52
Activity 32500 - Communications/Dispatch Totals									Invoice Transactions 51	\$1,367,253.95
Activity 32510 - Grand Rapids										
Object 956.021 - Other Services Fire Dispatch										

Vendor	Invoice No.	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Amount
325 - CITY OF GRAND RAPIDS - TREASURER	20003518	KCDA PSAP Distribution Fire & 911, March-20	Paid by Check # 579		05/07/2020	07/15/2020	07/15/2020		07/16/2020	101,958.15
325 - CITY OF GRAND RAPIDS - TREASURER	20003519	KCDA PSAP Distribution Fire & 911, June-20	Paid by Check # 579		05/07/2020	07/15/2020	07/15/2020		07/16/2020	101,958.15
								Object 956.021 - Other Services Fire Dispatch Totals	Invoice Transactions 2	<u>\$203,916.30</u>
								Activity 32510 - Grand Rapids Totals	Invoice Transactions 2	<u>\$203,916.30</u>
Activity 32520 - Kent County										
Object 956.021 - Other Services Fire Dispatch										
2428 - KENT COUNTY TREASURER	20050700585	KCDA Dispatch Service, March	Paid by EFT # 31432		05/11/2020	07/07/2020	06/30/2020		07/09/2020	148,041.85
2428 - KENT COUNTY TREASURER	20050800586	KCDA Dispatch Service, June 2020	Paid by EFT # 31432		05/11/2020	07/07/2020	06/30/2020		07/09/2020	148,041.85
								Object 956.021 - Other Services Fire Dispatch Totals	Invoice Transactions 2	<u>\$296,083.70</u>
								Activity 32520 - Kent County Totals	Invoice Transactions 2	<u>\$296,083.70</u>
								Department 325 - Dispatch Totals	Invoice Transactions 55	<u>\$1,867,253.95</u>
								Fund 991 - Fire Dispatch/800mhz Special Fun Totals	Invoice Transactions 55	<u>\$1,867,253.95</u>
Object 807.000 - Geographic & IT Information Services Geographic & IT Info Services										
2428 - KENT COUNTY TREASURER	20061000737	KCDA Staff Support, May- 20, Dornak	Paid by EFT # 31310		06/11/2020	06/22/2020	06/22/2020		06/25/2020	118.83
2428 - KENT COUNTY TREASURER	20061000738	KCDA Staff Support, May- 20, Lowe	Paid by EFT # 31310		06/11/2020	06/22/2020	06/22/2020		06/25/2020	30.15
								Object 807.000 - Geographic & IT Information Services Geographic & IT Info Services Totals	Invoice Transactions 10	<u>\$1,505.02</u>
Activity 32510 - Grand Rapids										
Object 956.520 - Other Services Grand Rapids Distribution										
325 - CITY OF GRAND RAPIDS - TREASURER	20003518	KCDA PSAP Distribution Fire & 911, March-20	Paid by Check # 579		05/07/2020	07/15/2020	07/15/2020		07/16/2020	157,282.12
325 - CITY OF GRAND RAPIDS - TREASURER	20003519	KCDA PSAP Distribution Fire & 911, June-20	Paid by Check # 579		05/07/2020	07/15/2020	07/15/2020		07/16/2020	157,282.12
								Object 956.520 - Other Services Grand Rapids Distribution Totals	Invoice Transactions 2	<u>\$314,564.24</u>
								Activity 32510 - Grand Rapids Totals	Invoice Transactions 2	<u>\$314,564.24</u>
Activity 32520 - Kent County										
Object 956.525 - Other Services Kent County Distribution										
2428 - KENT COUNTY TREASURER	20050700585	KCDA Dispatch Service, March	Paid by EFT # 31432		05/11/2020	07/07/2020	06/30/2020		07/09/2020	186,467.88
2428 - KENT COUNTY TREASURER	20050800586	KCDA Dispatch Service, June 2020	Paid by EFT # 31432		05/11/2020	07/07/2020	06/30/2020		07/09/2020	186,467.88
								Object 956.525 - Other Services Kent County Distribution Totals	Invoice Transactions 2	<u>\$372,935.76</u>
								Activity 32520 - Kent County Totals	Invoice Transactions 2	<u>\$372,935.76</u>

Summary of Total 911 Surcharge (\$.45 + \$.70)

	2017	2018	2019	2020
Feb.	\$ -	\$ 13,766.11	\$ -	\$ -
March	\$ -	\$ 32,913.78	\$ 15,014.95	\$ -
April	\$ -	\$ 515,400.81	\$ 27,411.75	\$ 32,480.42
May-April Colletion	\$ -	\$ -	\$ 608,982.42	\$ 57,541.59
May	\$ -	\$ 1,232,622.13	\$ 1,115,598.40	\$ 1,809,375.65
June	\$ -	\$ 18,137.09	\$ 35,934.14	\$ 120,785.13
<i>Subtotal thru June</i>		<i>\$ 1,812,839.92</i>	<i>\$ 1,802,941.66</i>	<i>\$ 2,020,182.79</i>
July	\$ -	\$ 605,263.13	\$ 588,173.31	
Aug	\$ -	\$ 1,106,384.20	\$ 1,129,683.22	
Sept.	\$ -	\$ 18,512.29	\$ 43,031.44	
Oct.	\$ -	\$ 493,740.59	\$ 455,241.82	
Nov.	\$ 1,102,009.35	\$ 1,218,644.70	\$ 1,264,984.89	
Dec.	\$ 21,455.60	\$ 24,003.37	\$ 1,449,765.00	
Jan. (accrual)	\$ 221,982.19	\$ 505,815.80	\$ 54,242.46	
Feb. (accrual)	\$ 1,510,297.96	\$ -	\$ 614,698.41	
Mar. (accrual)	\$ -	\$ 1,207,010.53	\$ 1,252,435.15	
Total	2,855,745.10	\$ 6,992,214.53	\$ 8,655,197.36	\$ 2,020,182.79

Notes:

- 2018 First full year of \$.70 surcharge collection
- 2019 Includes \$1.5 million increase due to Vendor payment for prior year non-remit
- The total amount includes the amount retained by the County for debt service & reserve
- 1st Quarter of 2020 indicates we may see a quarterly increase of approx. \$150,000 or \$600,000 per year. This would be more consistent with the original projections used to establish the radio surcharge request that was approved by voters.