



**Special Meeting Notice
Administrative Policy Board
Monday, August 24, 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, August 22, 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.

Join Meeting

<https://us02web.zoom.us/j/84673322426?pwd=UVVyRDA4UzJLSVZNV2dXRjYRwJvZz09>

Meeting ID: 846 7332 2426

Passcode: 458086

Dial by your location

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AGENDA

**Administrative Policy Board
Monday, August 24, 2020 10:00 AM**

- 1. Call to Order**
- 2. Public Comment**
- 3. Approval of the Agenda**
- 4. Accept Minutes of July 27, 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**
- 7. New Business: None**
 - A. Update on PFN Break/Interruptions (Groesser/Wakeman)**
 - B. Motorola CAD-2-CAD Issues and 4.3 Upgrade**
- 8. TAC Reports – (Groesser/Wakeman)**
- 9. Miscellaneous**
- 10. Adjournment**



Administrative Policy Board

Monday, July 27, 2020 - 10:00 AM

Meeting Convened Electronically Pursuant to EO-2020-154

Meeting Notes

1. Call to Order by Vice Chair Herald at 10:01 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
 Brian Muir, KCSO
 Dave Pelton, Walker PS
 Jen DeHaan, KCDA

2. Public Comment – None

3. Approval of the Agenda

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

4. Review Meeting Notes of June 22, 2020 The minutes were accepted as presented.

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

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

6. **800 mhz Radio Project Update:** Dom Arcuri of Televate provided an update to the Board regarding the status of the 800mhz Radio project. Arcuri noted that all of the construction had been completed at each of the sites, with the John Ball Zoo tower having been stacked and the shelter to be placed and the equipment installed. He stated that Motorola is working to complete the site testing at each individual site and that the radio programming templates are being finalized and will be transmitted to the Radio Programming Unit at Michigan Public Safety Communication System and programming of the radios will begin. Arcuri noted that each of the sites must be brought online and “discovered” by the MPSCS system and will be done so over the next few weeks. He stated that coverage testing is scheduled to begin on

September 14 after the sites are discovered and the system is optimized. He noted that Motorola has indicated that their initial review of the system with the changes that have been made throughout the project will likely result in better coverage than originally anticipated.

For the testing process, Arcuri noted that the teams have allotted approximately 2-weeks to complete the testing which will cover over 3,300 ½ mil tiles throughout the County. There will be four test teams in four vehicles that will test the tiles. The City and County have arranged to provide four vehicles and to provide 12 staff members, 8 of which will be in vehicles, and 4 will be in the dispatch centers. Both Motorola and Televate will be on-site throughout the testing process. Arcuri noted that City and County representatives have indicated a desire to conduct additional testing and that will be done at alternative times that are to be determined by the agencies. Arcuri noted that whole testing has been scheduled for 2-weeks, it may not take that long to complete the tiles, which would allow the testing equipment to be used for other tests.

Following testing, the KCDA TAC will review the results and work with Motorola to determine if any additional Bi-Directional Amplifiers are needed and where they should be located. At the same time, we will be gearing up for operator training with MSP, portable radio distribution, and mobile radio installation continues. And, finally, cut-over plans are being developed and will be adjusted based upon the progress of all of these moving parts.

Chief Drake asked about the status of the batteries for the mobile radios and Eric Hutchinson from the KCSO stated that Motorola has ordered and is delivering new radios for all of the portables. Roger Morgan also inquired regarding the status of bringing the Prime site online and into the MPSCS simulcast system and if that would interfere with any of the existing users on the State 800mhz system. Arcuri noted that the MPSCS would be coordinating that part of the update and that it was expected to be a seamless transition.

7. New Business: None

8. Miscellaneous:

- A. Chief Lehman requested an update at the next meeting on the PFN outage(s).

Adjournment: The meeting adjourned at 10:43 am.

Budget Performance Report

Date Range 01/01/20 - 08/18/20
Exclude Rollup Account

Account	Account Description	Amended Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 991 - Fire Dispatch/800mhz Special Fund						
REVENUE						
584.010	Kent County 911 Surcharge Revenue rate .70	4,300,000.00	383,882.37	1,613,558.85	2,686,441.15	38
584.011	Kent County 911 Contributed Revenue (Bond Reimb)	4,215,432.00	.00	1,229,987.52	2,985,444.48	29
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	13,602.07	(12,602.07)	1360
688.000	Miscellaneous Income Miscellaneous Income	91,660.00	23,562.00	23,562.00	68,098.00	26
699.993	Transfer from KCDA Fund 993	20,000.00	.00	.00	20,000.00	0
REVENUE TOTALS		\$6,592,967.00	\$407,444.37	\$2,187,809.16	\$4,405,157.84	33%
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	.00	28,047.18	46,952.82	37
910.200	Insurance Special Purpose	100,000.00	.00	99,865.25	134.75	100
920.100	Public Utilities Gas	.00	41.68	455.45	(455.45)	+++
920.110	Public Utilities Electric	30,000.00	.00	13,804.74	16,195.26	46
920.120	Public Utilities Fiber Cables	10,000.00	.00	.00	10,000.00	0
984.920	Capital Outlay Motorola	4,591,657.00	.00	1,229,987.52	3,361,669.48	27
Activity 32500 - Communications/Dispatch Totals		\$4,856,657.00	\$41.68	\$1,372,160.14	\$3,484,496.86	28%
Activity 32510 - Grand Rapids						
956.021	Other Services Fire Dispatch	1,000,000.00	.00	203,916.30	796,083.70	20
Activity 32510 - Grand Rapids Totals		\$1,000,000.00	\$0.00	\$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	\$41.68	\$1,872,160.14	\$4,984,496.86	27%
EXPENSE TOTALS		\$6,856,657.00	\$41.68	\$1,872,160.14	\$4,984,496.86	27%
Fund 991 - Fire Dispatch/800mhz Special Fun Totals						
REVENUE TOTALS		6,592,967.00	407,444.37	2,187,809.16	4,405,157.84	33%
EXPENSE TOTALS		6,856,657.00	41.68	1,872,160.14	4,984,496.86	27%
Fund 991 - Fire Dispatch/800mhz Special Fun Totals		(\$263,690.00)	\$407,402.69	\$315,649.02	(\$579,339.02)	

Account	Account Description	Amended 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	288,761.00	577,455.00	612,545.00	49
584.000	Kent County 911 Rate .45	3,100,000.00	246,781.53	1,037,287.84	2,062,712.16	33
664.000	Interest on Investments Interest on Investments	100,000.00	438.32	55,766.94	44,233.06	56
688.000	Miscellaneous Income Miscellaneous Income	10,000.00	.00	37,612.00	(27,612.00)	376
REVENUE TOTALS		\$4,400,000.00	\$535,980.85	\$1,708,121.78	\$2,691,878.22	39%
EXPENSE						
Department 325 - Dispatch						
Activity 32500 - Communications/Dispatch						
706.000	Salaries Salaries	75,000.00	2,580.00	20,060.00	54,940.00	27
715.000	F.I.C.A. F.I.C.A.	5,250.00	197.37	1,534.59	3,715.41	29
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	.00	18,920.94	9,079.06	68
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	1,837.65	8,162.35	18
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	\$2,777.37	\$540,430.05	\$1,109,569.95	33%
Activity 32510 - Grand Rapids						
956.520	Other Services Grand Rapids Distribution	1,375,000.00	.00	314,564.24	1,060,435.76	23
Activity 32510 - Grand Rapids Totals		\$1,375,000.00	\$0.00	\$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	\$2,777.37	\$1,227,930.05	\$3,172,069.95	28%
EXPENSE TOTALS		\$4,400,000.00	\$2,777.37	\$1,227,930.05	\$3,172,069.95	28%
Fund 994 - Kent County Dispatch Authority Totals						
REVENUE TOTALS		4,400,000.00	535,980.85	1,708,121.78	2,691,878.22	39%
EXPENSE TOTALS		4,400,000.00	2,777.37	1,227,930.05	3,172,069.95	28%
Fund 994 - Kent County Dispatch Authority Totals		\$0.00	\$533,203.48	\$480,191.73	(\$480,191.73)	

Accounts Payable by G/L Distribution Report

Invoice Date Range 07/20/20 - 08/18/20

Vendor	Invoice No.	Invoice Description	Status	Invoice Date	Due Date	Payment Date	Invoice Amount
6420 - TELEVATE, LLC	TVT-KENT-23	KCDA Professional Services - July-20	Paid by Check # 586	08/07/2020	07/28/2020	08/13/2020	2,975.00
833 - DTE ENERGY	2021-00000185	KCDA - 9200 180 6005 2 - July 2020	Paid by Check # 585	07/28/2020	07/28/2020	08/13/2020	43.35
833 - DTE ENERGY	2021-00000346	KCDA - 9200 138 2892 5 -July-20	Paid by Check # 585	08/12/2020	08/12/2020	08/13/2020	41.68
177 - CONSUMERS ENERGY	203854125717	KCDA- 1000 8798 6343 - 6260 Bancroft Ave SE Tower - July-20	Paid by Check # 584	07/28/2020	07/28/2020	08/13/2020	1,037.37
177 - CONSUMERS ENERGY	202430249625	KCDA - 1000 8722 2574 - 1000 Cumberland Ave SE - July-20	Paid by Check # 584	07/28/2020	07/28/2020	08/13/2020	444.95
177 - CONSUMERS ENERGY	205188995118	KCDA - 1000 8389 9417 - 14171 16 Mile Rd Tower - July-20	Paid by Check # 584	07/28/2020	07/28/2020	08/13/2020	363.84
2428 - KENT COUNTY TREASURER	20070800798	KCDA Staff Support, June-20, Lowe	Paid by EFT # 31556	07/08/2020	07/20/2020	07/23/2020	30.15
2428 - KENT COUNTY TREASURER	20070800797	KCDA Staff Support, June-20, Dornak	Paid by EFT # 31556	07/08/2020	07/20/2020	07/23/2020	302.48

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
July	\$ -	\$ 605,263.13	\$ 588,173.31	\$ 630,663.90
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	2,650,846.69
YTD Comparsion (thru July)	-	2,418,103.05	2,391,114.97	2,650,846.69

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.