

01-11-07-05

Approval of the Agenda

To approve the January 11, 2007 meeting agenda

Motion by: Greg Sundstrom

Support by: Chuck Deschaine

Unanimous

01-11-07-06

Township Representative Board Members

To notify the Kent County Supervisor Association and request they provide a recommendation for the one (1) person to serve as Township Representative and for the one (1) person to serve as Township Fire Representative on the KCDA Board.

Motion by: Larry Stelma

Supported by: Chuck Deschaine

Unanimous

01-11-07-07

Approval of the Administrative Policy Board - Bylaws

To approve the Administrative Policy Board bylaws as amended.

Motion by: Art Tanis

Supported by: Larry Stelma

Unanimous

01-11-07-08

Approval of the 2007 Board Meeting Schedule

To approve the 2007 meeting schedule for the third Thursday each month to be held at the City of Wyoming. Meetings will start at 8:00 a.m.

Motion by: Greg Sundstrom

Supported by: Larry Stelma

Unanimous

01-11-07-09

Designation of Depository

To designate Kent County as the depository for the balance of funds remaining from the Interim Shared Costs.

Motion by: Jim Valentine

Supported by: Joe Sierawski

Unanimous

01-11-07-10

Interim Staff Support

To approve interim administrative staff support to the Board be provided by Kent County at a billable direct rate of \$43 an hour.

Motion by: Greg Sundstrom

Supported by: Chuck Deschaine

Unanimous

01-11-07-11

Strategic Planning Proposal

To direct staff to contact Bill Doolittle of 911Insight, Inc. requesting submittal of a cost proposal for developing a move forward strategic plan for the Authority.

**Moved by: Greg Sundstrom
Supported by: Larry Stelma
Unanimous**

01-11-07-12

Meeting Adjournment

To adjourn the meeting of Administrative Policy Board, next meeting to be held Thursday, February 15 at 8 a.m.

**Moved by: Michael Young
Supported by: Jim Valentine
Unanimous**

Public Comment: None

Summary of Discussion Items:

- 1. Township Board Representative Appointments** – Staff requested the Kent County Supervisors Association (KCSA) to provide the names of township representatives to serve on the Authority Board. The KCSA offered four names to serve as board members, including two township supervisors and two township fire representatives. The KCDA Agreement makes provision for two township representatives to serve on the Board. While several Board members indicated that they knew the candidates, several members did not and it was discussed that the Townships Supporting Entities should follow a process similar to the City Supporting Entities, whereby the cities selected their representative to serve on the board. The Board Chair directed staff to contact the Supervisors Association and request they provide their recommendation for the one (1) person to serve as Township Representative and for the one (1) person to serve as Township Fire Representative on the KCDA Board.
- 2. Bylaws** – Draft bylaws, prepared by Dick Butler of Law Weathers & Richardson, were reviewed. Greg Sundstrom indicated concern that there was not a strikethrough copy available to compare the original bylaws to the redrafted copy. Staff indicated that the bylaws were redrafted to reflect the changes in the KCDA Agreement and indicated the major changes that were made. Chair Holt stated that there was a provision in the bylaws so that the Board could make future amendments as needed.
- 3. Corporation Counsel** – Staff informed the Board that Dick Butler of Law Weathers & Richardson who has been serving as corporate counsel to the Authority has announced retirement. Staff recommended that Doug Van Essen of Silver & Van Essen be considered to replace Dick due to his extensive involvement in dispatch. Discussion about other alternates ensued. There

was consensus for staff to request a portfolio from Silver & Van Essen for review at the next meeting.

4. **Meeting Schedule** – Board meetings are scheduled for the third Thursday of the month, starting in February, and will begin at 8 a.m. The City of Wyoming agreed to host the Board meetings in 2007.
5. **Depository** - For the previous work of the interim board of the Kent County Central Dispatch Authority, Kent County agreed to set up a special project account for the purposes of tracking revenues and expenditures. Billing to each participating municipality was on a reimbursement basis as project expenses were incurred. The Board agreed to continue utilizing Kent County for these services until permanent funding is established at which time it will be reviewed. The Authority also intends to make a request for proposal for administrative needs including office space, human resources, and accounting services.
6. **Interim Support Staff** – The Board approved utilizing the services of the Kent County Administrator’s Office for staff support at a billable hourly rate of \$43.
7. **Budget** – Staff presented a startup budget utilizing the balance of interim funds available. Presently \$54,448 remains in the budget. Staff recommended encumbering funds for administrative support for 20 hours a month at least through the first half of 2007. Discussion ensued as to whether interim staff support should be planned through November.
8. **Move Forward Planning** – The Board discussed the need to create a move forward strategy to ensure that initiatives are implemented properly and to determine what level of funding would be necessary to get started. First step is creation of a strategic plan with 1st year & 2nd year goals for the purpose of estimating expenses and making a recommendation to the Kent County Board of Commissioners on the level of funding needed during startup. Staff was directed to contact 911Insight for a proposal that would provide a recommendation on what the planning process should encompass and the cost. The second step will be development of a request for proposal for human resource, office space, accounting and related administrative needs. Developing a 1st year strategy and preparing to hire an executive director will be on parallel paths. Several Board members reiterated the need for proper planning to ensure that implementation of Authority initiatives are “done right the first time”.
9. **Technical Advisory Committee** – Chair Holt discussed establishing a subcommittee to review what the role of the technical advisory committee is to be relative to need and to develop a charter for the group. Art Tanis reminded not to forget about including the airport. TAC is to be included on the February meeting agenda.
10. **Administrative** – Staff informed the Board that application for necessary state tax identification numbers and federal employee identification number will be made and is additionally looking at liability insurance needs.

Miscellaneous

- 1.** Greg Sundstrom discussed that the City of Grand Rapids intends to work with legislators to introduce legislation that would include mobile phones in the telephone operational surcharge to fund E-911 dispatch needs. The City of Grand Rapids has also approved a contract with Clearwire to construct a WiMAX wireless broadband network. The networks should be available by summer for testing public safety related applications. Greg also expressed a willingness to serve as liaison to the technical advisory committee.

Next Meeting: Thursday, February 15, 2007, 8 a.m. to be held at the City of Wyoming

Adjourn: Meeting adjourned at 9:15 am