

**Kent County Dispatch Authority
Administrative Policy Board**

**Meeting Minutes
April 19, 2007**

Meeting Location: City of Wyoming, City Hall

Members Present:

Peter MacGregor	Cannon Township
Harry Dolan	City of Grand Rapids
Greg Sundstrom	City of Grand Rapids
Joe Sierawski	City of Grandville
Jim Valentine	City of Lowell
Michael Young	City of Rockford
Chuck Deschaine	City of Walker
Curtis Holt	City of Wyoming
Art Tanis	Kent County Board of Commissioners
Larry Stelma	Kent County Sheriff's Department
Steve Harper	Michigan State Police #61

Members Absent: Dave Peterson –Plainfield Township

Guests: Bill Doolittle and Laura Lee, 911-Insight; Dan Craymer, Walker Police Department; Michelle Young, Kent County Sheriff's Department

Staff Present: Dar Baas and Jennifer DeHaan, Kent County Administrator's Office

Media: Ken Kolker, Grand Rapids Press

Meeting Called to Order 7:04 am

Action Items:

04-19-07-01

Approval of the Agenda

To approve the March 15, 2007 meeting agenda

Motion by: Art Tanis

Support by: Jim Valentine

Unanimous

04-19-07-02

Approval of the Minutes

To approve the February 15, 2007 meeting minutes

Motion by: Chuck Deschaine

Support by: Steve Harper

Unanimous

04-19-07-03

Meeting Adjournment

To adjourn the meeting of Administrative Policy Board, next meeting to be held Thursday, May 17 at 8 a.m.

Moved by: Tanis

Supported by: Stelma

Unanimous

Public Comment: None

Summary of Discussion Items:

1. **Strategic Planning Work Session- Bill Doolittle & Associates** – The KCDA retained Bill Doolittle from 911 Insight to facilitate a strategic planning process that will identify a strategy to identify and implement technical initiatives and to determine the necessary level of funding. The strategic plan, upon completion will identify 1st and 2nd year goals and provide cost estimates.

The consultants presented their observations and findings from individual meetings with members of the Authority and from the review and analysis of the existing and future dispatch functions in Kent County. It was noted that the finding of the interim Kent County Central Dispatch Authority concluded that there was no cost justification for full consolidation of the dispatch functions but that there was a continued need and desire of the authority to review issues related to interoperability; providing the impetus for the current discussions and the formation of the Authority.

The consultants' presentation provided a review of the differences between a "centralized" and "consolidated" dispatch function. The centralized dispatch function would have one (1) physical location while a consolidated dispatch service could have multiple locations to address the shared goals. Mr. Doolittle then engaged the Authority in a discussion about the issue and confirmed that the Authority has never put into writing or stated that they wanted one (1) or two (2) dispatch centers and that was something that needs to be established through further discussion. Authority members noted that there are other issues that include CAD, RMS, and radio technology that would play a role in future discussions and in decision making.

Mr. Doolittle and Ms. Lee then presented a possible vision for the Authority to consider which was driven through conversations and review of the issues in Kent County. The proposed the concept of creating a Consolidated Dispatch System which would have two (2) or fewer call centers that would enter the information and communicate it to a dispatch center which would then dispatch the call. This would limit the number of call-transfers and address one of the interoperability issues.

The consultant recommended that the Authority reconvene the Technical Advisory Committee to review the Kimball Report and identify unanswered questions or additional

information/issues that need to be considered when discussing radio communication. The convening of TAC would be added to the May 19th meeting agenda for further discussion.

Doolittle noted that over the next month they would prepare a draft of the work packages and provide cost estimates that would be presented at the next meeting.

Miscellaneous:

- 1) The administrative support functions for the Board will transfer from Darwin Baas to Jennifer DeHaan of the Kent County Administrator's Office. The Board noted significant appreciation for the work and support provide by Mr. Baas and wished him success in his next endeavor.
- 2) It was noted that there is legislation that is expected to be introduced in the Michigan Senate that would extend the sunset of the 911 surcharge and extend the levy to include wireless technology. Curtis Holt and Jennifer DeHaan will review the legislation and potentially draft a letter of support to be presented at the next meeting.

Next Meeting: Thursday, May 17, 2007, 8 a.m. to be held at the Wyoming City Hall

Adjourn: Meeting adjourned at 9:46 a.m.