

**Kent County Dispatch Authority
Administrative Policy Board**

**Meeting Minutes
March 3, 2008**

Meeting Location: City of Wyoming– City Hall

Members Present:

Curtis Holt	City of Wyoming;
Chuck Deschaine	City of Walker
Steve Harper	Michigan State Police #61
Kevin Belk	City of Grand Rapids
Randy Gelderloos	City of Grandville
Greg Sundstrom	City of Grand Rapids
Larry Stelma	Kent County Sheriff's Department
Dave Peterson	Plainfield Township

Members Absent/Excused:

Art Tanis	Kent County Board of Commissioners
Peter MacGregor	Cannon Township
Senez Rodriguez	KCEMS
Jim Valentine	City of Lowell
Michael Young	City of Rockford

Guests: Ralph Gould, City of Grand Rapids; Kevin Walk, Life EMS; Michelle Young, KCSD; David Kiddle, GRPD; Harvey Becker, MSP; Jeff VanDellen, Grand Rapids Fire Department.

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

Media: None

Call to Order : 9:04

Action Items:

3-03-2008 -01

Approval of the Agenda
To approve the March 3, 2008 meeting agenda

Motion by: Sundstrom
Support by: Gelderloos
Unanimous

3-03-2008 -02

Approval of the Minutes
To approve the minutes of January 28, 2008

Motion by: Deschaine
Support by: Gelderloos
Unanimous

03-03-2008 -03 Technical Advisory Committee Subcommittee Appointment
Moved by: Sundstrom
Support by: Peterson

03-03-2008 -04 Meeting Adjournment
To adjourn the meeting of Administrative Policy Board.

Moved by: Stelma
Support by: Harper
Unanimous

Public Comment: None

Summary of Discussion Items:

1. **KCDA Next Steps:** Chair Holt stated that given the approval of the surcharge by the Board of Commissioners the Dispatch Authority will need to work on the next steps for implementing the strategic plan. Holt stated that he had spoken with Doolittle and had received some preliminary information regarding next steps. Holt asked whether members if they thought it would be a good idea to bring Doolittle back into town to facilitate a work session of the Authority. This would help further identify the next steps and to help determine whether or not an advance would be possible to begin implementation before October. Greg Sundstrom indicated that he had received questions from several County Commissioners regarding the advance of \$1.8 million. It was noted that this question also came up at the meeting of the Board of Commissioners, but that the action that was being approved was providing the County with the ability to appropriate the funds once received from the State to the Authority, there was no advance and no advance requested.

It was also noted that there would be a need to set the community expectations and be prepared to inform them and that the system will not be fixed in October just because the funds have become available. Sheriff Stelma noted that continuing to communicate and update commissioners on the progress of the KCDA is also important. Chair Holt noted that he would be sending Chair Morgan a letter on behalf of the Board indicating that the Authority will provide regular updates to the Kent County Board to assist in making them comfortable with the decision that they had made to levy the surcharge.

Chair Holt asked if there were any thoughts on bringing Doolittle back – was the Authority comfortable with Doolittle? A discussion ensued. Steve Harper noted that Doolittle has been at the table and seems to be moving forward on a timeline. Chuck Deschaine noted that Doolittle had been present through the process. Peterson noted that Doolittle had been the one that developed the Plan and that the Authority had worked with. Holt stated that with no objections he would move forward with Doolittle to schedule a full board workshop for a 1/2 day. A communication would be sent to the full Board upon confirmation with Doolittle that he would be available.

2. **Subcommittee Appointments:** Chair Holt stated that the TAC appointments had been delayed pending the outcome of the surcharge. Being that the surcharge now had been approved and there was a need to continue moving forward and that the TAC could be established according to the by-laws. Chair Holt noted that in establishing this proposed list of individuals to be appointed to the TAC that he was proposing the creation of a TAC that would have representation from each discipline, police, fire, and EMS. Holt noted that certainly the group would rely on the expertise and experience of others in the field and their input would be important to the process. A discussion ensued. Greg Sundstrom noted that he supported the recommendation made by the Chair as there are many components to the TAC including RMS and CAD and that this structure will help the TAC be better able to advise the Board on Technology issues. Sheriff Stelma noted that he thought it was a good mix and that it will be helpful to have the TAC present when Doolittle comes back. Peterson stated that the TAC might need representation from paid-on-call fire and that there appeared to be a 4:1 ratio of police to fire. Sheriff Stelma noted that this is a valid point when it comes to radios but at this point the TAC is more dispatch centered. Sundstrom noted that there is more fire representation as Grand Rapids and Kent do fire dispatch. Deschaine also noted that it was important to the City of Walker that Chief Lindstrom be involved as Walker has a vested interest in many of these issues. Holt noted this is a core committee and that participation would not be limited to these individuals and that the expertise of many individuals will be necessary as the TAC moves forward. The appointments were approved unanimously.

Miscellaneous: Deschaine provided a list of questions that had been developed in October but that he had held pending the outcome of the surcharge discussion. He noted that as the Authority moved forward in discussions these questions may be addressed. He noted that there were no questions that required an immediate response. Greg Sundstrom noted that the City of Grand Rapids has a graphics department that might be able to develop some logos and some letterhead for the Authority to utilize.

Adjournment – The meeting adjourned at 9:42 am.