

**Kent County Dispatch Authority
Administrative Policy Board**

**Meeting Minutes
June 2, 2008**

Meeting Location: City of Wyoming– City Hall

Members Present:

Curtis Holt	City of Wyoming;
Kevin Belk	City of Grand Rapids
Art Tanis	Kent County Board of Commissioners
Chuck Deschaine	City of Walker
Larry Stelma	Kent County Sheriff's Department
Jim Valentine	City of Lowell
Randy Gelderloos	City of Grandville
Steve Harper	Michigan State Police #61
Michael Young	City of Rockford

Members Absent/Excused:

Dave Peterson	Plainfield Township
Senez Rodriguez	KCEMS
Greg Sundstrom	City of Grand Rapids
Peter MacGregor	Cannon Township

Guests:

Dave Kiddle, GRPD; Rob Benstein, Kent County Department of Aeronautics; Ralph Gould, City of Grand Rapids; Michelle Young, Kent County Sheriff's Department; Brad Schutter, Wyoming Police Dept.; Kevin Walk, Life EMS; Brent Looman, Kentwood Fire Department; Matt Groesser, Kent County Sheriff 911; David VanHounten, Grand Rapids Communications; Mark A. Herald, East Grand Rapids DPS; Catherine Garcia-Lindstom, City of Walker;

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

Media: None

Call to Order : 9:07

Action Items:

06-02-2008 -01

Approval of the Agenda
To approve the June 2, 2008 meeting agenda

Motion by: Harper
Support by: Gelderloos
Unanimous

06-02-2008 -02

Approval of the Minutes

To approve the minutes of April 28, 2008

Motion by: Belk

Support by: Harper

Unanimous

06-02-2008 -04

Meeting Adjournment

To adjourn the meeting of Administrative Policy Board.

Moved by: Belk

Support by: Tanis

Unanimous

Public Comment: None

Summary of Discussion Items

1. **911 Insight Contract for Services:** At the last meeting of the Authority the Board asked that Chair Holt and Vice Chair Tanis contact Bill Doolittle of 911 Insight to answer some of the questions that had developed at the last meeting. Per a memo from Chair Holt distributed on May 16 and again prior to this meeting, the Chair noted several clarifications regarding the draft proposal that had been received which included information pertaining to the deliverables, timelines, cost, and staffing. A discussion ensued regarding the position of Executive Director. Chair Holt stated that Doolittle indicated that it was not his intent to take on the position of ED and that he would be able to provide the necessary consulting services to get the Authority to a point at which they would then retain an Executive Director to take on the day-to-day management of the Authority.

Chief Belk inquired if there were other options that the Authority needed to look at or if the history and familiarity of Doolittle with the Kent County system was the best? Chair Holt stated that given the history of working with Doolittle and that he did in fact craft the Cost/Benefit Analysis as well as the Strategic Plan that his familiarity with Kent County issues are important. A discussion ensued.

Michael Young **moved** approval of the proposal from 911 Insight stating that the existing knowledge and familiarity with the Kent County Dispatch Authority makes 911 Insight and Bill Doolittle the right consultant to help move the Authority forward as it implements the Strategic Plan. The **MOTION** was supported by Jim Valentine. The **MOTION** was approved unanimously.

2. **Administrative Services:** Chair Holt noted that the Dispatch Authority still had to address the issues of accounting services, legal needs, and an audit function. Jen DeHaan stated that the County was willing to continue providing the accounts payable services. The County would like to enter into an agreement with the Authority for these services. Chair Holt requested that the agreement be drafted and prepared for review prior to the next meeting of the Authority. Holt also stated that the issues of legal counsel and auditing issues would most likely be bid on for services at a later date.

3. **Advance Funding:** As a follow-up to the last meeting, Holt stated that the City of Grand Rapids has affirmed its willingness and ability to provide advance funding to the Authority provided that the funds be paid back to the City within the same fiscal year that they were provided. He noted that the County and the cities of Walker, Grandville, and Wyoming had provided the start-up funding for the Authority. Holt stated that he would send a letter on behalf of the Authority to Greg Sundstrom with the request that the City provide \$100,000 in advance funding to the Authority to provide the interim funding for the Authority to continue moving forward with the next steps. The advance would be paid back to the City no later than July 1, 2009.

Miscellaneous:

Steve Harper stated that the MSP was transitioning its dispatch center to a civilian dispatch center and he introduced Tom Valdez the new executive director of the MSP Dispatch Center. Tom had previously retired from the MSP but was now back to serve as the civilian executive director of the MSP Rockford 911 dispatch center.

Art Tanis reminded Board members that attendance at the meetings is important and that we need to ensure that all members are present at the meeting to represent the various agencies and communities that are served by the Authority. It was also noted that in the future, the Authority may have to hold more meetings and that it is imperative that all members be up to speed on the decisions that have been made and the decisions that are yet to be made.

Adjournment 9:35