

**Kent County Dispatch Authority
Administrative Policy Board**

**Meeting Minutes
June 23, 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
Michael Young	City of Rockford
Dave Peterson	Plainfield Township
Senez Rodriguez	KCEMS
Greg Sundstrom	City of Grand Rapids

Members Absent/Excused:

Peter MacGregor	Cannon Township
Jim Valentine	City of Lowell
Steve Harper	Michigan State Police #61

Members Absent

Randy Gelderloos	City of Grandville
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Guests: Dave Kiddle, GRPD; Ralph Gould, City of Grand Rapids; Michelle Young, Kent County Sheriff’s Department; Kevin Walk, Life EMS; Matt Groesser, Kent County Sheriff 911; Harvey Becker, MSP; Tom Valdez, MSP; Mike Meijer, Life EMS;

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

Media: None

Call to Order : 9:04

Action Items:

06-23-2008 -01 Approval of the Agenda
To approve the June 23, 2008 meeting agenda

Motion by: Stelma
Support by: Tanis
Unanimous

06-23-2008 -02 Approval of the Minutes
To approve the minutes of June 2, 2008
Motion by: Deschaine

Support by: Stelma
Unanimous

06-23-2008 -03 Motion to excuse Steve Harper, Peter McGregor, and Jim Valentine from the June 23, 2008 Meeting
Moved by: Tanis
Support by: Belk
Unanimous

06-23-2008 -04 Motion to appoint Executive Committee

Moved by: Deschaine
Support by: Peterson
Unanimous

06-23-2008 -05 Meeting Adjournment
To adjourn the meeting of Administrative Policy Board.

Moved by: Rodriguez
Support by: Young
Unanimous

Public Comment: None

Summary of Discussion Items

1. **KCDA Logo:** It was noted that the logo and letterhead were to be printed.
2. **Administrative Services:** Chair Holt stated he received a letter which was included in the meeting packet from the Kent County Fiscal Services Department. The letter indicated that the County would continue providing the same administrative services pursuant to County policies until June 30, 2009 or until such time as the KCDA hired staff and would require payroll services.
3. **Advance Funding:** Chair Holt stated that he submitted a letter to Greg Sundstrom on June 6, 2008 on behalf of the Authority to request the advance of \$100,000 to support the next steps of the Authority. A copy of the letter is included in your meeting packet. It was noted that the City had not provided a formal response but had indicated that they would begin processing the request after July 1, 2008.
4. **Strategic Plan – Next Steps (facilitated by Bill Doolittle of 911 Insight):** Bill presented the Authority with a power point presentation that outlined the next steps and timeline for the Authority to move forward with the implementation of the Strategic Plan. It was noted that we were still finalizing the contract with 911 Insight. Bill noted that the action plan identified in the contract is an aggressive time line that will require a quick turn-around on the review of the deliverables. To assist in facilitating this process, Bill suggested and requested that the Authority establish an Executive Committee established by the Authority to meet in-between the monthly

meetings to bring back “fully-cooked” ideas to the Authority. This would assist Bill in making sure that the Authority has the time to review the materials, address concerns, and to make the most of the monthly KCDA meetings.

Chair Holt stated that the Executive Committee had been a topic of prior discussion but that it now makes sense given the aggressive timeline to establish a committee that will be committed to fully reviewing and vetting the documents and the deliverables. Michael Young noted that it was a good idea given the compressed time frame. Vice-Chair Tanis also agreed that it was a good idea and stated that the County operates in many instances with work-teams and subcommittees to bring forth recommendations to the full board. Chuck Deschaine noted that he would be in agreement to the Executive Committee given that any other member of the Authority be able to attend if their schedule permits. Chief Belk stated he was in agreement with the Executive Committee given that others can be present if they so desired. Chair Holt recommended then that the E-Committee be comprised of the Chair, Vice Chair, Kevin Belk, Senez Rodriguez, and Sheriff Stelma. Dave Peterson asked if there would be adequate fire representation on this team but concurred with the idea as long as the meetings were open for other members to attend.

Bill Doolittle noted that the Executive Committee would not supersede Board consideration of a request or approval of a deliverable but that the deliverable would be a product of the Executive Committee having been reviewed there to ensure that there is concurrence on the item. All actions and decisions would continue to come before the Authority at the regularly scheduled monthly meetings.

A MOTION was made by Chuck Deschaine and supported by Dave Peterson to appoint the Executive Committee comprised of Senez Rodriguez, Kevin Belk, Larry Stelma, Art Tanis, and Curtis Holt. The MOTION was approved unanimously.

Bill also suggested that the Authority send one or two members from the Authority to the national conference of the Association of Public Communications Official International (APCO). Bill indicated that there would be 16 vendors present with demonstrations and the Authority would be able to gather information regarding CAD vendors, what options are available, and what potential systems could perform. Bill noted that Kevin Walk is the Michigan Chapter President and that he will be attending the Conference. A discussion ensued. It was noted that Grand Rapids was planning to send Ralph Gould, Wyoming may send someone, the Sheriff may send someone from the Sheriff’s Department, and that Walker may also send a representative. No funding from the Authority would be needed.

Bill Doolittle continued with the presentation outlining the technology initiatives including time synchronization and a discussion ensued regarding the organizational agreements that will be necessary to consolidate the call taking function.

Chair Holt distributed a matrix provided by Ralph Gould and the Technical Advisory Committee. A discussion ensued about the CAD inventory and cross-review that was being completed. Dave Peterson noted that on the technical side of CAD discussion it would be beneficial to work early with the fire townships as some may not currently utilize CAD and would need to become familiar with the capabilities and requirements.

Bill noted that in the process of creating the organizational agreements there would be a discussion about the CAD system and the call taking process so that the dispatch centers would then respond based upon their operational agreements.

Miscellaneous: Greg Sundstrom noted that GR would be printing the letterhead and that the City would be processing the advance funding request after July 1, 2008.

Adjournment 10:00AM