

**Kent County Dispatch Authority
Administrative Policy Board**

**Meeting Minutes
July 28, 2008**

Meeting Location: City of Wyoming– City Hall

Members Present:

| | |
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| Kevin Belk | City of Grand Rapids |
| Art Tanis | Kent County Board of Commissioners |
| 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 |
| Steve Harper | Michigan State Police #61 |

Members Absent/Excused:

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| Peter MacGregor | Cannon Township |
| Curtis Holt | City of Wyoming; |
| Jim Valentine | City of Lowell |
| Chuck Deschaine | City of Walker |

Members Absent

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| Randy Gelderloos | City of Grandville |
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Guests:

Rob Benstein, Department of Aeronautics GRFIA; Michelle Young, KCSD; Mark Hearld, Kent County Chief's of Police/EGR Public Safety; Brad Schutter, Wyoming PD; Matt McConnon, Rockford Ambulance; Kevin Walk, Life EMS; Don Werkema, GRPD; Matt Groesser, KCSD; Catherine Garcia Lindstrom, Walker PD; Mark Meijer, Life EMS; Jim Carr, Kentwood FD; Rick Uslan, Motorola; Bob Austin, Wyoming FD; Tom Valdez, MSP; Ralph Gould, GRPD.

911 Insight:

Bill Doolittle

Staff Present:

Jennifer DeHaan, Kent County Administrator's Office

Media:

None

Call to Order :

9:04

Action Items:

07-28-2008 -01

Approval of the Agenda

To approve the July 28, 2008 meeting agenda

Motion by: Harper

Support by: Stelma

Unanimous

07-28-2008 -02

Approval of the Minutes

To approve the minutes of June 23, 2008

Motion by: Young

Support by: Sundstrom

Unanimous

07-28-2008 -03

Motion to excuse Peter McGregor, Chuck Deschaine, Jim Valentine, and Curtis Holt from the July 28, 2008 Meeting

Moved by: Sundstrom

Support by: Belk

Unanimous

07-28-2008 -04

Motion to approve the following:

a) Amend and approve the 2008 budget and appropriate estimated revenue of \$398,922.

b) Authority authorizes the Chair of the Authority and/or the Treasurer of the Authority to make payments up to \$10,000 prior to approval by the Authority, provided that funds have been appropriated in the budget. At such time as the Authority hires an Executive Director, this authorization is rescinded.

c) Authorize Jennifer DeHaan to process payments on behalf of the Kent County Dispatch Authority, provided funds are available and payment has been authorized by the Chair of the Authority or the Treasurer of the Authority.

Moved by: Sundstrom

Support by: Peterson

Unanimous

07-28-2008 -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. **2008 Budget Amendment:** Greg Sundstrom made one **MOTION** to adopt the following changes which include an amendment to the 2008 budget as well as changes to the administrative process. The **MOTION** includes the following action:
 - a. Amend and approve the 2008 budget and appropriate estimated revenue of \$398,922
 - b. Authority authorizes the Chair of the Authority and/or the Treasurer of the Authority to make payments up to \$10,000 prior to approval by the Authority, provided that funds have

been appropriated in the budget. At such time as the Authority hires an Executive Director, this authorization is rescinded.

- c. Authorize Jennifer DeHaan to process payments on behalf of the Kent County Dispatch Authority, provided funds are available and payment has been authorized by the Chair of the Authority or the Treasurer of the Authority.

The **MOTION** was supported by Dave Peterson. The **MOTION** was unanimously approved.

2. **KCDA Executive Committee Update:** Bill Doolittle noted that the KCDA Executive Committee as appointed at the last meeting of the Authority, has met once and is scheduled to meet again on August 4, 2008. The Executive Committee was charged to assist Bill in reviewing documents and issues related to moving forward with the Strategic Plan. Doolittle noted that at the last meeting there was a lengthy discussion about the scope of the agreements necessary to establish two primary PSAPs and how to go about notifying or agreeing upon the process with the other local units of government. Bill noted that he drafted a letter on behalf of the Authority to the local units for review by the Executive Committee. A copy was shared with members in attendance. Art Tanis stated that the Executive Committee is open to all and that meeting notices/agendas will be sent to everyone in addition to the regular monthly meetings. All final decisions will continue to be brought before the Authority at the regular monthly meeting.
3. **KCDA TAC Update:** Captain Michelle Young of the Kent County Sheriff's Department provided an update to the Authority regarding the work of the TAC which has included development of the CAD specifications, some discussion regarding radio communications, as well as time synchronization. Capt. Young stated that the CAD specification process was on a very aggressive timeline and that staff from both the KCSO and GRPD had been assigned and provided a lot of time and resources including review of CAD specifications and meeting with other PSAPs in Kent to discuss CAD specification issues. It was noted that the TAC would be holding three meetings this week to discuss various issues related to the development of the CAD specifications, EM coding process, and PSAP qualification criteria. Bill Doolittle noted that in addition to the site visits that are being performed the TAC will also distribute the CAD specifications for review, comment, questions, and will also hold townhall meetings to communicate with interested parties. A discussion ensued about CAD. The TAC plans to release an "80%" document for review and discussion related to CAD specifications and the TAC will eventually ask agencies to declare if they are looking for the CAD system to interface with existing RMS and to develop the necessary interface.
4. **Strategic Plan:** Bill Doolittle stated that he is holding meetings with EMS, Fire Chiefs, and will be scheduling a meeting with the Police Chiefs to provide them with an update regarding the Strategic Plan. It was noted that as a part of the Strategic Plan there will need to be a process which identifies the two PSAPs and there are also still some questions related to the medical coding process. Bill stated that the TAC would be working to develop a recommendation to the Authority for the qualifications for the primary PSAP selection process. In addition, the TAC had also scheduled a meeting to discuss the medical coding issue and to further review and provide a recommendation to the Authority regarding this. A discussion ensued. Senez noted that KCEMS as the Medical Control Authority has statutory responsibility for approving this process and that

the recommendation would ultimately rely upon the approval of the Medical Control Authority. A discussion ensued. It was noted that the TAC will provide a recommendation for the Authority.

Miscellaneous: Greg Sundstrom requested clarification regarding the upcoming meetings. Art Tanis noted that the County received a report stating that the 911 technical surcharge that is assessed by the telephone companies for 911 network infrastructure will be increasing from 15 cents to 17 cents, effective August 1, 2008.

Adjournment 10:10AM