

**Kent County Dispatch Authority
Administrative Policy Board**

**Meeting Minutes
September 22, 2008**

Meeting Location: City of Wyoming– City Hall

Members Present:

Kevin Belk	City of Grand Rapids
Art Tanis	Kent County Board of Commissioners
Larry Stelma	Kent County Sheriff's Department
Dave Peterson	Plainfield Township
Curtis Holt	City of Wyoming;
Chuck Deschaine	City of Walker
Michael Young	City of Rockford

Members Absent/Excused:

Members Absent

Greg Sundstrom	City of Grand Rapids
Steve Harper	Michigan State Police #61
Senez Rodriguez	KCEMS
Randy Gelderloos	City of Grandville
Peter MacGregor	Cannon Township
Jim Valentine	City of Lowell

Guests: Ralph Gould, GRPD; Dave Kiddle, GRPD; Brad Schutter, Wyoming PD; Michelle Young, KCSD; Kevin Walk, Life EMS; Catherine Garcia-Lindstrom, Walker PD;

911 Insight: Bill Doolittle

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

Media: None

Call to Order : 9:04 – Note a quorum was not present until 9:10. All actions requiring a quorum were postponed until 9:10.

Action Items:

09-22-2008 -01

Approval of the Agenda

To approve the September 25, 2008 meeting agenda

Motion by: Belk

Support by: Peterson

Unanimous

09-22-2008 -02

Approval of the Minutes

To approve the minutes of August 25, 2008

Motion by: Deschaine

Support by: Peterson

Unanimous

09-22-2008 -03

Motion to approve payments made since the last meeting of the Authority and to f
authorization of the following expenditures:

Authorization of expenditures:

Website Domain Registration (2 years) \$119.96

www.kent911.org

www.KentCountyDispatchAuthority.org

Approve payments made in August/September:

Professional/Consulting Services \$28,427.50

Moved by: Deschaine

Support by: Belk

Unanimous

09-22-2008 -04

Meeting Adjournment

To adjourn the meeting of Administrative Policy Board.

Moved by: Young

Support by: Stelma

Unanimous

Public Comment: None

Summary of Discussion Items

- 1) **Legislative Update:** Art Tanis provided an update regarding the status of legislation impacting the 911 surcharge. Tanis stated that there was a fight in Lansing over HB 6070 which is scheduled to be on the House Energy and Technology Committee. The telephone companies are pushing to have the surcharge distributed to the State and are pushing to force a referendum on any 911 surcharge that is levied and have the rate approved by the Michigan Public Service Commission. The Michigan Association of Counties will be testifying on behalf of Michigan Counties but they are requesting that there be a strong presence from uniformed public safety personnel to send a message to this committee that HB 6070 is legislation that will take away local control and compromise public safety.
- 2) **Executive Committee Update:**
 - a) Agency Reimbursement Policy Discussion: Curtis stated that at the last Board meeting, as a result of the issue being brought up at the prior executive meeting, the full Board had referred this issue back to the Executive Committee. After much discussion, it was the general consensus that: a) there would be no reimbursement for administrative/executive level participation as that is a function of the job; b) establishing a broad based policy when resources are limited may offset the willingness and desire of agencies to participate in the efforts of the Authority to ensure that it is

successful; c) participation and the success of the Authority is, in part, a cost of doing business and part of what will make the efforts successful; d) in future work of the Authority it would be helpful to identify the level of effort necessary to achieve tasks. Given these points, it was decided that the issue be tabled for discussion until a later date when the issues become clearer and can be more easily defined.

- b) KCDA website: The KCDA website is up and running. www.Kent911.org. If there are comments, suggestions, questions, please forward them to Jen DeHaan.
 - c) RFP for legal services: The Executive Committee had reviewed a draft RFP for legal services and the RFP would be issued by the County purchasing division. Holt noted that the process for reviewing these would be determined at a later date.
 - d) Holt reminded members that the KCDA will hold an update on the efforts of the KCDA on Tuesday, September 30, 2008 at 7pm at the Wyoming Branch of the Kent District Library. The address is 3350 Michael Ave SW. Authority members are encouraged to attend. A discussion ensued as to if this could be recorded and made available on the KCDA website. Holt is to check on recording capability.
- 3) **Update from 911 Insight:** Bill Doolittle stated that the critical path is for the Technical Advisory Committee to continue working on the function requirements document. Doolittle stated that the TAC had met numerous times since the last meeting of the Authority. Bill stated that he has met with and is working with REGIS to begin looking at the geo-coding issue that will be necessary. He also stated that he has met with several agencies to review and identify their existing systems. Bill also stated that he would be preparing the PowerPoint presentation for the KCDA Update to be held on September 30, 2008. Bill stated that some of the things on the radar include preparation of the 2009 budget, purchase of equipment and a discussion about an asset policy, and if there are necessary consultant services in 2009.
- 4) **2009 Meeting Schedule:** Holt stated that in 2008, the meeting schedule had been developed to be the 4th Monday of the month at 9AM to be held at the City of Wyoming (where parking is free). There was no discussion and general consensus that this would be the meeting schedule for 2009.
- 5) **2009 Budget Process.** It was noted that the enabling Agreement requires that the Authority adopt a budget at the October meeting. It was recommended that this be referred back to the Executive Committee to bring forth a recommended budget for the October meeting.

Miscellaneous:

TAC Update: The Technical Advisory Committee provided a brief update related to the CAD RFP and noted that they were continuing to move forward with this process. It was noted that several of the key staff from GRPD and the KCSD are out of the office and that they are continuing to work towards completing this. It was also noted that in the CAD system building the Geo-file will be the biggest part and identifying the interfaces necessary to bridge GIS data, RMS, and other issues is on the work plan of the TAC. Holt request that Bill provide the Authority with a progress chart on each of the technical initiatives identified in the Strategic Plan to assist members in understanding the progress that is being made.

Adjournment 9:35 AM