

**Kent County Dispatch Authority
Administrative Policy Board**

**Meeting Minutes
October 27, 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
Curtis Holt	City of Wyoming;
Chuck Deschaine	City of Walker
Steve Harper	Michigan State Police #61
Senez Rodriguez	KCEMS
Greg Sundstrom	City of Grand Rapids
Jim Valentine	City of Lowell

Members Absent/Excused:

Michael Young	City of Rockford
Peter MacGregor	Cannon Township

Members Absent

Randy Gelderloos	City of Grandville
Dave Peterson	Plainfield Township

Guests: Ralph Gould, GRPD; Dave Kiddle, GRPD; Brad Schutter, Wyoming PD; Michelle Young, KCSD; Kevin Walk, Life EMS; Catherine Garcia-Lindstrom, Walker PD; Matt Groesser, KCSD; David VanHouten, GRPD; Carl Wood, Walker PD-Dispatch; Sarah Lee, Core Technology Corp. Mark Herald, EGR;

911 Insight: Bill Doolittle

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

Media: None

Call to Order : 9:05

Action Items:

10-27-2008 -01

Approval of the Agenda

To approve the October 27, 2008 meeting agenda

Motion by: Sundstrom

Support by: Tanis

Unanimous

10-27-2008 -02

Approval of the Minutes

To approve the minutes of September 22, 2008

Motion by: Stelma

Support by: Harper

Unanimous

10-27-2008 -03

Motion to excuse Michael Young and Peter MacGregor from the October 27, 2008 meeting.

Motion by: Tanis

Support by: Valentine

Unanimous

10-27-2008 -04

Motion to adjust the rate of reimbursement paid to the County for administrative support services to be equal to the actual personnel costs associated with the employee assigned.

Motion by: Harper

Support by: Valentine

Unanimous

10-27-2008-05

Motion to approve monthly disbursements:

Professional/Consulting Services	\$28,427.50
Administrative Services – Kent County	\$2,114.65

Moved by: Deschaine

Support by: Rodriguez

Unanimous

10-27-2008 -06

Motion to adopt the 2009 Meeting Dates

Moved by: Stelma

Support by: Tanis

Unanimous

10-27-2008 – 07

Meeting Adjournment

To adjourn the meeting of Administrative Policy Board.

Moved by: Harper

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 it was his understanding from the Michigan Association of Counties that a deal had been reached with the telephone companies and that the sunset of the legislation would be extended six years, and the minimum rate would be 42 cents. Tanis stated that he would be meeting with MAC at 2pm and would e-mail out an update regarding the legislation and the agreement that had been met. A discussion ensued. There is still a question regarding the millage vote requirement and that the Authority would have a difficult time bonding for any of the improvements given the six year extension.
- 2) **Executive Committee Update:**
 - a) **Budget discussion:** At the last meeting of the Authority the Executive Committee was to bring forward a recommended budget for 2009. At the last meeting of the Executive Committee it was noted that because the Authority had only received a portion of the 911 surcharge receipts there was not reliable information available to present a recommended budget for 2009. The Executive Committee would postpone its recommendation until November when additional information is available to more accurately project the revenues that will be available.
 - b) **Capital Asset Policy:** It was noted that Bill had provided a recommendation to the Executive Committee to look at adopting a Capital Asset Policy. In the process of this discussion it was noted that there is a need to develop a framework for the policies and that Bill will work on this.
 - c) **Legal Services RFP:** Holt stated that the Executive Committee had met last week to discuss the RFP for legal services. The next step was to meet with one of the responding firms to answer some outstanding questions and the Executive Committee would bring back a recommendation to the Authority to enter into an agreement with the firm.
- 3) **Update from 911 Insight:** Bill Doolittle stated that the Technical Advisory Committee was continuing to work on the RFP for the Computer Aided dispatch System and that it was “publishing” its first draft of the document today for review and comment by interested parties. The document would also be posted online on the kent911 website. He stated that he had also been working with the TAC to recalibrate the tentative schedule of the technology initiatives. Bill distributed a revised timeline that is also to be posted online. He noted that we are within one-month of the original timeline and that they new schedule includes some additional tasks that will be necessary. Greg Sundstrom stated that it was important that we were receiving valuable input from various organizations. Bill stated that there are approximately 120 on the electronic distribution list. A discussion ensued. It was also noted that the TAC has the first draft of the PSAP requirements and that they are going to bring this to the Authority for consideration. Bill stated that designating the appropriate PSAPs would be completed in the 1st quarter of 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). A MOTION was made by Sheriff Stelma and supported by Art Tanis to formally adopt and publish the 2009 meeting dates.

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. The first draft of the

document would be provided to each PSAP to have dispatchers review and comment on the document. Comments are funneled back to the TAC and all items are reviewed in each TAC session and the suggestion/comment may be added or modify another part. The person placing the inquiry always receives an answer to their issue and that it has been resolved in a certain way. Michelle Young stated that the major players in the GIS world are meeting this week to discuss base maps and mapping systems for CAD.

Senez Rodriguez stated that there is an opportunity for anyone interested to attend a class this week for medical priority dispatching to see how it works. It will be held at AMR on South Division.

Sheriff Stelma asked for an update as to how the Community Update meeting went on September 30th. Holt stated that there were approximately 45 people in attendance and that there were not a substantial amount of questions. The one observation that he had made is that the Authority continues to struggle with communicating to all interested parties.

Bill Doolittle stated that he would not be able to attend the next two Executive Committee meetings that are scheduled for November and December as they did not align with his travel schedule. **For 2009 it was requested that the Executive Committee meeting be held on the second Monday of the month at 10:00am at the Wyoming City Manager's Office.**

Adjournment 9:38 AM