

**Kent County Dispatch Authority  
Administrative Policy Board**

**Meeting Minutes  
December 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
Curtis Holt	City of Wyoming;
Chuck Deschaine	City of Walker
Greg Sundstrom	City of Grand Rapids
Chris McIntire	Michigan State Police #61
Dave Peterson	Plainfield Township
Peter MacGregor	Cannon Township

**Members Absent/Excused:**

Senez Rodriguez	KCEMS
Jim Valentine	City of Lowell

**Members Absent**

Randy Gelderloos	City of Grandville
Michael Young	City of Rockford

**Guests:** Ralph Gould, GRPD; Dave VanHouten, GRPD; Matt Groesser, KCSD; David Kiddle, GRPD; Tom Valdez, MSP

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

**Media:** None

**Call to Order :** 9:08

**Action Items:**

**12-22-2008 -01**

Approval of the Agenda

To approve the December 22, 2008 meeting agenda

Motion by: Deschaine

Support by: MacGregor

Unanimous

**12-22-2008 -02**

Approval of the Minutes

To approve the minutes of November 24, 2008

Motion by: Deschaine

Support by: McIntire

Unanimous

**12-22-08- 03**      Motion to Excuse Jim Valentine and Senez Rodriguez from the meeting:  
Moved by: Tanis  
Support by: Stelma  
Unanimous

**12-22-2008 -04**      Motion to authorize the following expenditures and ratify previous 2008 expenditures.

Kent County - Mail/Postage Costs	\$	199.92
City of Grandville - Initial Reimb.	\$	6,576.00
City of Walker - Initial Reimb.	\$	9,864.00
City of Wyoming - Initial Reimb.	\$	29,592.01
Kent County - Initial Reimb.	\$	118,368.00
City of Grand Rapids - \$100,000 Advance	\$	100,000.00

Moved by: Tanis  
Support by: Belk  
The Motion Passed.

**12-22-2008-05**      Motion to adopt the 2009 budget and appropriate the estimated revenue and fund balance to the 2009 budget.  
Moved: Peterson  
Support: Tanis  
Unanimous

**12-22-2008-06**      Motion to affirm the appointment of Sgt James Hinton, effective January 1, 2009, as required by the KCDA Enabling Agreement.  
Moved: Tanis  
Supported: Deschaine  
Unanimous

**11-24-2008 – 06**      Meeting Adjournment  
To adjourn the meeting of Administrative Policy Board.  
Moved by: Stelma  
Support by: Peterson  
Unanimous

**Public Comment:**      None

## **Summary of Discussion Items**

### **1) Financial Report:**

- a) **911 Surcharge Receipts:** An update regarding the 911 surcharge was provided by Jen DeHaan. The Authority has received an additional \$8,000 in revenue from the surcharge. It was noted that a notice was sent out to all 476 providers identified by the State. The cost of the postage and mailing were covered by the revenue received. The total amount received from the 911 surcharge is approximately \$700,000 for the first quarter.
  - b) **Authorization of Expenditures:** A **MOTION** was made by Art Tanis to authorize the expenditures listed and to ratify the previously authorized 2008 expenditures. The **MOTION** was supported by Belk. It was noted that these payments would be made to the original municipalities that provided funding for the Authority and to the City of Grand Rapids for the \$100,000 advance provided earlier this year. The **MOTION** passed .
- 2) **Legislative Update:** Art Tanis stated that HB 6070 had been approved by the Senate and conferred in the House and was presented to the Governor for a signature. The legislation as it was amended by the Senate includes a provision for bonding that may allow the Authority to bond for future projects. The legislation provided a six year sunset on the surcharge.
- 3) **Executive Committee Update:**
- a) 2009 Budget : The Executive Committee had prepared the attached budget.
  - b) The next meeting of the Executive Committee would be on Monday, December 29, 2008 at 10:00am at Wyoming City Hall, City Manager’s Office.
- 4) **2009 Budget :** Holt stated that members had received in their meeting packet information regarding the proposed 2009 budget and the distribution of the State 911 Surcharge. Curtis stated that the budget was developed based upon the revenues that had been received from the local 911 surcharge and the projections for the State 911 surcharge. The revenue from the local 911 surcharge reflects an annual shortfall of approximately \$800,000. At this point, the shortfall will not impact the operations of the Authority as the Authority is continue to utilize the five year plan that was presented in the Strategic Plan for consolidating the call-taking function. A **MOTION** was made by Dave Peterson to adopt the 2009 budget and appropriate the estimated revenue and fund balance to the 2009 budget as follows:

	Expenditures	Revenue
Estimated Revenue-Kent County 911 Surcharge		\$ 2,700,000
Estimated Revenue-State 911 Surcharge		\$ 700,000
Fund Balance (2008-carry forward)		\$ 875,000
Professional Fees	\$ 475,000	
Other Contractual Services	\$ 5,000	
Strategic Plan Initiatives	\$ 1,085,000	
State 911 Surcharge Distribution	\$ 700,000	
Insurance	\$ 10,000	
Capital Outlay/Technology	\$ 2,000,000	
Total	\$4,275,000	\$4,275,000

The **MOTION** was supported by Art Tanis. The **MOTION** passed unanimously.

5) **Discussion of the distribution of the State 911 Surcharge:** As noted during the discussion of the 2009 budget, Curtis stated that the Kent County Board of Commissioners had approved the request of the Authority to receive and redistribute the revenue from the State 911 surcharge. As a part of the last legislative changes, the State had reduced the State fee from .29 on wireless devices to .19 and expanded it to include all communication devices. Although there is a change to the fee, the State has indicated that they expect it to be revenue neutral. Curtis stated that the Authority will have to make a determination as to how to distribute these funds. Holt stated that based upon the historical information, the surcharge receipts had been redistributed by the County based upon population with MSP receiving 66% of the revenue and the City of Grand Rapids receiving 34% of the surcharge. Curtis stated that there are several options available to distribute these funds including maintaining the existing annual amount and annually adjusting it based upon the CPI. Belk stated that as these are pass through dollars they shouldn't really be adjusted with a CPI unless the amount that was redistributed by the Authority was less than the amount actually received by the Authority from the State. Belk also inquired as to the option to hold MSP and GR harmless from any revenue reduction that might be possible. Curtis state that there would likely not be a hold-harmless factor, but that the Authority would want to look at the issue from two policy questions:

- i) How to distribute the State 911 Surcharge?
- ii) If the funding received is greater than that which was received in the past, how with the Authority distribute or allocate these funds?

Dave Peterson stated that it would be theoretically possible for the demand for 911 services to increase while the revenues from the 911 surcharge decrease and that this might be a factor that should be considered. Belk added that it would also be possible for the revenues to increase and the workload to decrease, theoretically. Curtis stated that it would be his opinion that no matter the amount of revenue the first thing is to make whole GR and MSP to the extent possible with the surcharge revenue, however the Authority would not be able to make up any difference in the event that the surcharge amount is less than in the past. Stelma asked if the Authority needed to make a decision today or if they could wait until the revenues are received and allow GR and MSP to make the necessary cases for the revenue. Holt stated that no decision was necessary today but that he had asked that this be put on the agenda for discussion as there will eventually be a decion necessary in February. The Authority will receive the first payment of the State 911 surcharge shortly after January 31, 2009. Peter McGregor inquired as to the original intent to of the surcharge and if any additional surcharge should go to them any ways as that was the original intent. Curtis stated that the original intent of the legislation was to distribute the 911 State Wireless surcharge to the two PSAPs in Kent County that receive wireless 911 calls. However, since the legislation expanded the surcharge to cover other devices and reduced the rate, it was no longer required to only go to those two agencies. Art Tanis stated that he supported making the City of GR and MSP whole with the surcharge revenues. Holt stated that if there are other ideas that come to mind regarding the possible methods to distribute these dollars to share them via e-mail or at the meeting.

6) **Update from 911 Insight:** Bill Doolittle distributed and update from 911 Insight on 12/19/2008 via e-mail.

7) **Update from TAC:** Ralph Gould stated that the TAC had completed the functional requirements section of the RFP and that the bid document is awaiting the pieces from Bill Doolittle. He stated that he and Michelle Young met with Bill Doolittle and the County Purchasing Department to discuss the RFP and that Bill was going to make some adjustments to the RFP and the evaluation criteria. Gould

noted that the functional requirements had taken significant efforts from Dave VanHouten of the GRPD and Matt Groesser of the KCSD.

- 8) **Misc:** Curtis stated that pursuant to the letter received from David Pasquale, the Lowell City Council had appointed Sgt. James Hinton to complete the remaining term of Jim Valentine. The appointment would be effective in January 2009. A **MOTION** was made by Art Tanis to affirm the appointment of Sgt James Hinton, effective January 1, 2009, as required by the KCDA Enabling Agreement. The **MOTION** was supporting by Chuck Deschaine. The **MOTION** passed unanimously.

- 9) **Miscellaneous:** None

**Adjournment 9:42 AM**