

**Kent County Dispatch Authority
Administrative Policy Board**

**Meeting Minutes
April 27, 2009 – 9AM**

Meeting Location: City of Wyoming, City Hall

Members Present:

Curtis Holt	City of Wyoming;
Art Tanis	Kent County Board of Commissioners
Chuck Deschaine	City of Walker
Larry Stelma	Kent County Sheriff's Department
Chris McIntire	Michigan State Police #61
Kevin Belk	City of Grand Rapids
Senez Rodriguez	KCEMS
Peter MacGregor	Cannon Township
James Hinton	City of Lowell
Dave Peterson	Plainfield Township
Greg Sundstrom	City of Grand Rapids

Members Absent/Excused:

Members Absent

Randy Gelderloos	City of Grandville
Michael Young	City of Rockford

Guests: Matt Groesser, KCSD; Dave VanHouten, GRPD; Rick Uslan, Motorola; Steven Dyke, Walker PD; Brad Schutter, Wyoming PD; Kevin Walk, LIFE EMS; Michelle Young, KCSD; Dave Kiddle, GRPD; Rob Benstein, Kent County Department of Aeronautics;

Consultant: Ralph H. Gould, Interim – Executive Director

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

Media: None

Call to Order : 9:06

Action Items:

04-27-09-01

Approval of the Agenda
To approve the April 27, 2009 meeting agenda
Motion by: Rodriguez
Support by: Tanis

Unanimous

04-27-09-02

Approval of the Minutes

To approve the minutes of March 23, 2009

Motion by: Tanis

Support by: Peterson

Unanimous

04-27-09-03

MOTION to formally discuss and consider the issue of the APCO conference at this time during the meeting.

Motion by: Stelma

Support by: Tanis

Unanimous

04-27-09-04

A **MOTION** was made to approve sending up to three (3) people to attend the APCO conference plus one (1) Board member, if any board members were interested.

Motion by: Tanis

Support by: McIntire

Unanimous

04-27-09-05

MOTION to amend the proposed PSAP criteria and to approve the amended PSAP criteria and the release of an RFQ.

Motion by: Peterson

Support by: Stelma

Unanimous

04-27-09-06

Motion to extend the KCDA insurance policy from 3/2009 to 3/2010 for an annual premium of \$9,544 to be paid in three installments.

04-27-09-07

Motion to authorize the following expenditures and disbursements:

Expenditures - Payee	Amount
Michigan Municipal Risk Management Authority Payment	9,544.00
Ibex Insurance Agency – Interim Executive Director Liability Insurance	\$3,917.50
Interim-Director Invoice #2 – Ralph H. Gould	\$4,045.00
Varnum Riddering Schmidt Howlett	\$1,995.25

2009 DISBURSEMENTS to date - Payee	Amount	Date of Board Approval
APCO – CAD RFP advertisement	\$ 225.00	03-23-09
State 911 Surcharge Disbursement - 1 st Quarterly Payment – Michigan State Police	\$ 121,839.14	03-23-09
State 911 Surcharge Disbursement -1 st Quarterly Payment – Grand Rapids	\$ 64,003.08	03-23-09
Interim-Director Invoice #1	\$ 3,505.00	03-23-09
911 Insight – January Invoice	\$ 11,089.82	02-23-09

Kent County Admin. Support.	\$ 926.81	01-26-09
Printing Costs - KC Central Services	\$ 56.73	01-26-09

Moved by: Deschaine
Support by: Senez
Unanimous.

04-27-09-08 Motion to authorize the Board Chair to sign the Letter of Engagement with Rehmann Robson to perform an annual audit as required by the KCDA Agreement and to authorize payment not to exceed \$5,000.

Moved: Sundstrom
Support: Tanis
Unanimous

04-27-09-09 Meeting Adjournment
To adjourn the meeting of Administrative Policy Board.
Moved by: Deschaine
Support by: Belk
Unanimous

Public Comment: None

Summary of Discussion Items

- 1) **Update from TAC:** Captain Michelle Young stated that the Technical Advisory Committee had been working on and completed the development of an evaluation tool to score the responses from the CAD RFP. This tool would breakdown the sections of the RFP and evaluators would assign a score to the sections and then each section would have an assigned weight. The TAC would then use these evaluations as part of the process to identify 3-5 responses that meet the minimum requirements for the response. The evaluation group has cross representation. The next steps in the process would be to do on-site demonstrations, site visits, and to have front-line dispatchers and supervisors reviewing the vendors/systems that are being considered. Captain Young stated that the selection process will likely be done by July but that there is time to be allowed for the negotiation of the contract and that there will also need to be the selection of the two PSAPs to perform the call-taking function prior to being able to finalize the details of the CAD contract. It was noted that the Authority would be considering the RFQ criteria for the PSAPs later in the agenda.

Captain Young also stated that the annual conference for APCO is being held in August and that it may be beneficial for the Authority to send a representatives. Capt. Young stated that the APCO conference is the largest conference with the most vendors and would provide information about upcoming technology, vendors that are being considered, future technology purchases for the Authority and a variety of other information. Last year, the GRPD, KC, and Wyoming sent representatives to the APCO conference. The estimated cost is \$2,100.00 per attendee. Sheriff Stelma made a **MOTION** to formally discuss and consider the issue of the APCO conference at this time during the meeting. The **MOTION** was supported by Tanis. A discussion ensued regarding the agenda, who would benefit from attending, and what the anticipated outcomes would be for the

Authority. A **MOTION** was made by Tanis and supported by McIntire to approve sending up to three (3) people to attend the APCO conference plus one (1) Board member, if any board members were interested. The **MOTION** passed. Details would be discussed at the next meeting of the Authority.

- 2) **Update from Interim-Director:** Ralph Gould stated that the CAD RFP responses were due back on April 30, 2009 and that the TAC would be working to review the proposals that are received. While the RFP was out, the Authority received and responded to 88 questions regarding the proposal and that this was a good sign that the vendors were interested. Curtis requested that after the bid opening, the Authority receive an update regarding the vendors that responded and any concerns with the bid process.
- 3) **PSAP Criteria:** Curtis stated that at the last board meeting, the Authority had discussed the issue of the selection of the PSAPs to perform the consolidated call-taking function. This had been discussed and reviewed at several executive committee meetings and that the Authority would need to review and consider approving the PSAP criteria today. A discussion ensued. A **MOTION** was made by Peterson and supported by Stelma to amend the proposed PSAP criteria and add the following language “for an area with a population of at least 50,000” to page 3, section 1(a)(i) and to approve the PSAP criteria and the release of an RFQ. The **MOTION** passed. A discussion ensued about the evaluation process and how to best go about evaluating the proposals that are received. Curtis stated that he would coordinate with Ralph Gould to establish a selection committee comprised of multidisciplinary representation as well as other impartial entities to review and make a recommendation to the Executive Committee. A recommendation would be brought to the full Authority at the June or July Meeting.
- 4) **Executive Committee Update:** Audit Letter of Engagement: The letter of engagement had been presented at the Executive Committee meeting and is being referred to the Authority for approval. A **MOTION** was made by Rodriguez and supported by Peterson to authorize the Board Chair to sign the Letter of Engagement with Rehmann Robson to perform an annual audit as required by the KCDA Agreement and to authorize payment not to exceed \$5,000. The **MOTION** passed.
- 5) **Misc:**
 - a) Curtis stated that he presented an update to the Kent County Board of Commissioners in April and that the meeting went well.
 - b) Due to the memorial day Holiday, the next regular meeting of the Authority is tentatively scheduled for May 18, 2009. A confirmation will be sent prior.

Adjournment 9:50 AM