

Kent County Dispatch Authority Administrative Policy Board

Meeting Notes

March 22, 2010 – 9AM

Meeting Location: City of Wyoming, City Hall

Members Present:

Dave Peterson	Plainfield Township
Curtis Holt	City of Wyoming;
Kevin Belk	City of Grand Rapids
Larry Stelma	Kent County Sheriff's Department
Art Tanis	Kent County Board of Commissioners
Dick Richards	City of Grandville
Peter MacGregor	Cannon Township
Chris McIntire	Michigan State Police #61
Senez Rodriguez	KCEMS, Inc.

Members Absent/Excused:

James Hinton	City of Lowell
Michael Young	City of Rockford

Members Absent

Greg Sundstrom	City of Grand Rapids
Chuck Deschaine	City of Walker

Guests: Michelle Young, KCSD; Matt Groesser, KCSD; Karen Chadwick, GRPD; Rick Uslan, Motorola; Tom Valdez, Michigan State Police; Dave Kiddle, GRPD; Tom Miller, Motorola.

Consultant: Ralph H. Gould, Interim – Executive Director

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

Media: None

Call to Order : 9:06AM

Action Items:

03-22-10-01

Approval of the Agenda

To approve the March 22, 2010 meeting agenda

Motion by: Tanis

Support by: Peterson

Unanimous

03-22-10-02

Approval of the Minutes

To approve the minutes of February 22 & March 8, 2010

Motion by: Tanis

Support by: Belk
Unanimous

03-22-10-03 Members Excused: Hinton & Young
Motion by: Rodriguez
Support by: Peterson
Unanimous

03-22-10-04 Motion to authorize the following expenditures and disbursements
Expenditures and Disbursements
(*Motion to approve Expenditures and Disbursements*)

	Amount Authorized	Total Pd.
IBEX KCDA-Interim Executive Director Professional Liability Insurance	\$ 4,045.63	\$ 4,045.63
Grand Rapids PD - CPE Site Visit Reimb.	\$ 99.25	\$ 99.25
Kent County Sheriff's Dept. CPE Site Visit Reimb.	\$ 44.04	\$ 44.04
Michigan Muncipal Risk Management	\$ 9,522.00	\$ 4,772.00
Motorola - Payment #1	\$ 2,658,356.00	\$ 531,671.20
Core-Talon	\$ 50,000.00	\$ 50,000.00

Moved by: Peterson
Support by: McIntire
Unanimous

03-22-10-05 Motion to authorize the purchase of 911 recording equipment at a total cost of \$163,400 and to authorize Board Chair to sign the Agreement with VanBelkum subject to approval of legal counsel at a cost not to exceed \$138,423, authorize reimbursement to the Kent County Sheriff's Department in the amount of \$21,977 and reimbursement to the City of Grand Rapids in the amount of \$3,000 for the trade-in value of the equipment that was credited to the Authority for the purchase of the new 911 recording equipment.

Moved by: Stelma
Support by: Tanis
Unanimous

03-22-10-06 Motion to authorize the first payment to VanBelkum for 911 Recording Equipment in the amount of \$69,211.10 contingent upon the completion of a contract review and approval by legal counsel.

Moved by: Tanis
Support by: McIntire
Unanimous

03-22-10-06 Meeting Adjournment
To adjourn the meeting of Administrative Policy Board.

Moved by: Belk
Support by: Hinton
Unanimous

Public Comment: None.

Summary of Discussion Items

1. **Recording Equipment Purchase:** Jen DeHaan stated that at the last meeting of the Authority, the Authority had approved an expenditure of \$138,423 but that this did not include reimbursement to the Kent County Sheriff's Department and Grand Rapids Police Department for the trade-in value of their equipment. DeHaan stated that in some ways it was a procedural issue but it also was authorizing an increase in the expenditure for the recording equipment. A discussion ensued. A **MOTION** was made by Stelma and supported by Tanis to approve the **MOTION** as presented. Chris McIntire stated that it is important for the Michigan State Police to be informed of the timeline for the change to the 911 call routing process. Holt stated that there seems to be consensus that the projects need a timeline for review, approval by KCDA attorney, and approval by the Board. He stated that this might be a good discussion to add to the Executive Committee Agenda to work on. The **MOTION** passed.
2. **Update from TAC:**
 - a. **NetClock:** Karen Chadwick stated that the NetClock portion of the CAD project had been pulled out of the Motorola CAD contract and that she was distributing a quote to have the NetClock included to address the time synchronization that is included in the Strategic Plan. The quote is for \$8,645. No action was taken by the Authority on this matter.
 - b. **CAD Update:** Michelle Young stated that the CAD install is on schedule and that the mobile experts will be in town riding with police and fire units to ensure that there are no gaps between what the Authority needs and what the CAD system will provide. Young stated that the CAD efforts are dependent about both the phone system and the recording equipment and that it is important that the timelines are moving along and coordinated. Holt asked about the GeoFile which had been of notable discussion in the past. Young stated that this also is on schedule and that there have been several meeting with REGIS, City, and the County and that there is agreement to use the data set that is delivered from Motorola as the base and that they are working on the business rules for the three entities to work together on this.
3. **Update from Interim Executive Director:**
 - a. **911 Service Plan:** Gould stated that Karen Chadwick is proposing that the City, County, and Gould get together to review the 911 Service Plan. Gould stated that the revised draft will reference the PSAP agreement as well as the final dispatch assignments which are still being worked out.
4. **Executive Committee Update:**
 - a. No update, the last date of the Executive Committee meeting was the date of the Special Meeting of the Authority. .
5. **Misc:**
 - a. Holt stated that one of the things that needs to be addressed is the 2010 distribution of the State 911 fee. As a starting point, this would go to the executive committee for an initial discussion and then to the full Authority in April for further consideration of a recommendation by the Executive Committee.
 - b. The Authority will be holding a news conference announcing the award of contracts to GR and KC on March 23, 2010. All Authority members are encouraged to attend.
 - c. Peterson stated that there were 6 decision points identified on the March Executive Director Report and he requested that we walk through the status of each one.
 1. **PSAP Start-Up costs:** Gould stated that the Board had agreed in concept to \$300,000 to each PSAP to reimburse GR and KC for any necessary start-up costs. Young stated that the PSAPs are expecting reimbursement for the costs of cabeling the facilities and for any remaining amount to be applied to the radio console improvements.

2. **Approval of contract with Kent IT for WAN Plan:** Gould stated that there was no language for this.
 3. **Approval of contract with New World for CAD interfaces:** Gould stated that New World has been waiting on a document from Motorola.
 4. **Approval of tentative 911 Plan with Dispatch Assignments:** Gould stated that this will likely be postponed until June.
 5. **Approval to purchase Spectracom Time Synchronization System:** Gould stated that this will be brought to the next Executive Committee meeting for discussion.
 6. **Approval of CAD design, interface requirements, and milestone payment:** Gould stated that TAC will provide a recommendation for the milestone payment once the deliverables are received and acceptable.
- d. Rodriguez asked about the status of the interface for the EMS CAD. Rodriguez noted that there is a meeting in April and he would like to be able to give an update and to have the language reviewed by the EMS agencies.
 - e. Peterson stated that there is an opportunity to apply for a FEMA grant for the purchase of consoles and associated equipment. A discussion ensued. There is a match requirement that amounts to about \$1 million which would allow the IP radio consols to patch channels and allow agencies the ability to talk to one another and for the dispatch center to be the back-up on radios. A discussion ensued and this will go back to the Executive Committee Agenda.

Adjournment 10:15AM