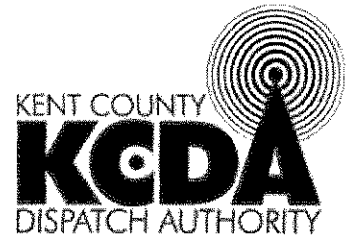


**Kent County Dispatch Authority**  
**Monday, September 27, 2010**  
**9:00 am**  
**Wyoming City Hall**  
**Draft -Agenda**



1. **Call to Order**
2. **Public Comment**
3. **Approval of the Agenda – September 27, 2010**
4. **Approval of the Minutes – July 26, 2010**
5. **Members Excused –**
6. **Financial Report:** *Motion to authorize expenditures and disbursements as attached:*
7. **Mobile API:** *Motion to approve the purchase of an API interface at a cost not to exceed \$28,600.*
8. **Update from TAC (Young/Chadwick)**
  - (a) CAD Project Update
  - (b) Phone System Update
  - (c) Interface Update
9. **Update from Interim Executive Director (Gould)**
  - (a) KCDA Future Decision Points Update
  - (b) Budget Projections
  - (c) 911 Plan
10. **Executive Committee Update (Holt)**
11. **Miscellaneous**

**Upcoming Meetings ([www.Kent911.org](http://www.Kent911.org)):**

KCDA Executive Committee Meeting: Monday, October 11 at 10AM, Wyoming City Hall

KCDA Administrative Policy Board Meeting: Monday, October 25, 2010 at 9AM, Wyoming City Manager's Office.

# Kent County Dispatch Authority Administrative Policy Board

## Meeting Notes

July 26, 2010 – 9AM

**Meeting Location:** City of Wyoming, City Hall

**Members Present:**

Kevin Belk	City of Grand Rapids
Chuck Deschaine	City of Walker
Art Tanis	Kent County Board of Commissioners
Dick Richards	City of Grandville
Mark Meijer	KCEMS
Larry Stelma	Kent County Sheriff's Department
Chris McIntire	Michigan State Police #61
James Hinton	City of Lowell

**Members Absent/Excused:**

Peter MacGregor	Cannon Township
Curtis Holt	City of Wyoming;

**Members Absent**

Michael Young	City of Rockford
Dave Peterson	Plainfield Township
Greg Sundstrom	City of Grand Rapids

**Guests:** Michelle Young, KCSD; Karen Chadwick, Kevin Walk, Life EMS; Rick Uslan, Motorola;

**Consultant:** Ralph H. Gould, Interim – Executive Director

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

**Media:** None

**Call to Order :** 9:05AM

**Action Items:**

**07-26-10-01**

Approval of the Agenda

To approve the July 26, 2010 meeting agenda

Motion by: Belk

Support by: Stelma

Unanimous

**07-26-10-02**

Approval of the Minutes

To approve the minutes of June 28, 2010

Motion by: Deschaine

Support by: Belk

Unanimous

07-26-10-03      Members Excused: Holt & McGregor  
Motion by: Belk  
Support by: Stelma  
Unanimous

07-26-10-04      Motion to authorize the following expenditures and disbursements

VanBelkum	\$	55,368.88
AWT - Payment due upon design review/approval	\$	220,178.85
GeoTech	\$	1,175.00
AWT - due on delivery	\$	176,143.08
Ralph Gould- March	\$	3,815.00
Varnum - April	\$	3,431
Ralph Gould - April 2010 Billable Hours	\$	3,705

Moved by: Stelma  
Support by: McIntire  
Unanimous

07-26-10-05      Motion to approve the purchase of an interface from Iyetek at a cost not to exceed \$7,500 and authorize the Authority Chair to sign the appropriate documents.  
Moved by: Stelma  
Support by: Belk  
Unanimous

07-26-10-06      Motion to approve upto \$50,000 for the purchase of Netclocks for secondary PSAPS  
Moved by: McIntire  
Support by: Stelma  
Unanimous

07-26-10-07      Motion to recommend to the Kent County Board of Commissioners that they approve a Resolution which will amend the 911 Plan by updating the PSAP designation.  
Moved by: Deschaine  
Support by: Belk  
Unanimous

07-26-10-09      Meeting Adjournment  
To adjourn the meeting of Administrative Policy Board.  
Moved by: Stelma  
Support by: Meijer  
Unanimous

**Public Comment:**      None.

### **Summary of Discussion Items**

#### **Update from TAC:**

- a) CAD Project Update: Michelle Young stated that they have received the necessary documentation from Motorola for the interfaces. This information has been delivered to New World to develop the interface to the Motorola system. New World has indicated that there will be approximately 750 hours

of time to complete this. Young indicated that New World did not indicate a completion date as the completion date will be heavily reliant upon the signing of a contract. Young stated that they have received the servers at both sites. Karen Chadwick stated that there is one other interface for FileMaker that will be necessary and that this issue will be brought to the KCDA Executive Committee for review and discussion.

- b) Phone System Update: Chadwick stated that the phones are installed at both locations and the cutover is set to occur in the next two weeks.
- c) Recording Equipment Update: The recorders are installed and will go-live with the phone cutover.
- d) State 911 Legislation: Chadwick stated that she had been asked to give an update on state 911 legislation that was pending. Chadwick noted that HB 5927 had been introduced that would require the consolidation of dispatch centers in areas with a population over 100,000, but that this would not impact Kent County. She also stated that one legislator had made a request to the MPSC to review the funding mechanisms for 911 service.

#### **Update from Interim Executive Director:**

- a) KCDA Future Decisions Points Update: Gould distributed an updated report and noted no significant changes to the decisions point schedule.
- b) KCDA Budget Projections: Gould noted that there were no significant changes.
- c) Netclock additions: Gould noted that during the last Executive Committee meeting there had been discussions regarding the netclocks at the secondary PSPAPs. He stated that this was an outcome of the KCDA Strategic Plan for time synchronization and that the current configuration of the netclocks did not allow for the use of them by the secondary PSAPS. Vice Chair Tanis stated that the Executive Committee was recommending the approval of up to \$50,000 for the purchase of netclocks in the secondary PSPAPs. A **MOTION** was made by McIntire and Supported by Stelma to approve the expenditure of up to \$50,000 for the purchase of netclocks for the secondary PSAPS. The **MOTION** passed.
- d) Pending MPSC 911 Action: Gould stated that he is continuing to monitor the MPSC report and draft documents regarding phone replacements. He stated that there are several entities that are not in support of these changes.
- e) Surcharge Mailing: Gould stated that he had provided the mailing list to Kent County staff last Thursday.
- f) FCC Radio Channels: Gould stated that he was monitoring the discussion regarding FCC channels. He noted that public safety agencies have been advocating that the FCC license these to public safety agencies.

**Executive Committee Update:** Vice Chair Tanis stated that the Executive Committee had reviewed a draft of a resolution that was prepared by Kent County Corporate Counsel to amend the County 911 Plan to identify the PSAPS. A copy of the resolution was included in the meeting packet. A **MOTION** was made by Deschaine and supported by Belk to recommend to the Kent County Board of Commissioners that they approve a Resolution which will amend the 911 Plan by updating the PSAP designation. The **MOTION** passed.

**Misc:** None.

**Adjournment 9:30AM**

**August/September  
KCD A Expenditures and Disbursements**

**Prior Month Disbursements/Expenditures**

***(Motion to approve Expenditures and Disbursements as listed below)***

	Amt. Authorized
<i>Varnum - Legal Services May - July</i>	\$ 5,256.00
<i>Ralph Gould - APCO Conference</i>	\$ 872.56
<i>AT&amp;T - Purchase of 16-911 Circuits</i>	\$ 2,336.00
<i>Kent County Sheriff's Department -Payment #1 PSAP Agreement</i>	\$ 241,875.00
<i>City of Grand Rapids - Payment #1 PSAP Agreement</i>	\$ 320,625.00
<i>Grand Rapids Police Department - PSAP Start-Up CPE Training</i>	\$ 5,825.04
<i>Dell - Network Equipment for 911 Call Taking - installed at KCIT</i>	\$ 362.99
<i>VanBelkum - Radio Frequencies for GRPD for recording system</i>	\$ 200.00
<i>VanBelkum - Logger Patch for GRPD for recording system</i>	\$ 278.00
<i>VanBelkum - Final Payment Recording Equipment</i>	\$ 13,842

