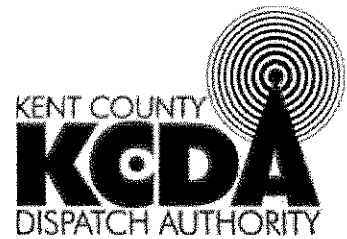


Kent County Dispatch Authority
Monday, October 25, 2010
9:00 am
Wyoming City Hall
Draft -Agenda



1. **Call to Order**
2. **Public Comment**
3. **Approval of the Agenda – October 25, 2010**
4. **Approval of the Minutes – September 27, 2010**
5. **Members Excused –**
6. **Affirm Appointment:** *Motion to affirm appointment of Dennis Hoemke by the Kent County Township Supervisors Association to replace Peter McGregor for a term expiring December 31, 2012.*
7. **Financial Report:** *Motion to authorize expenditures and disbursements as attached:*
8. **911 Plan - PSAP designations:** *Motion to recommend that the Kent County Board of Commissioners amend the County 911 Plan to designate the Kent County Sheriff's Department and the City of Grand Rapids Police Department as the Primary PSAPs in Kent County and that the Michigan State Police –Rockford and Life EMS be designated as Secondary PSAPs in Kent County.*
9. **Update from TAC (Young/Chadwick)**
 - (a) CAD Project Update
 - (b) Phone System Update
10. **Update from Interim Executive Director (Gould)**
 - (a) KCDA Future Decision Points Update
 - (b) Budget Projections
 - (c) 9-1-1 CPE System Contract Letter Agreement
 - (d) New World Agreement
11. **Executive Committee Update (Holt)**
12. **Miscellaneous**

Upcoming Meetings (www.Kent911.org):

KCDA Executive Committee Meeting: Monday, November 8 at 10AM, Wyoming City Hall

KCDA Administrative Policy Board Meeting: Monday, November 22, 2010 at 9AM, Wyoming City Manager's Office.

**Kent County Dispatch Authority
Administrative Policy Board**

Meeting Notes

September 27, 2010 – 9AM

Meeting Location: City of Wyoming, City Hall

Members Present:

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

Members Absent/Excused:

Mark Meijer	KCEMS
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Members Absent

Michael Young	City of Rockford
Chuck Deschaine	City of Walker

Guests:

Michelle Young, KCSD; Karen Chadwick, Kevin Walk, Life EMS; Paul Gerndt, Wyoming IT; Gail Sheppard, Wyoming IT; Lisa Clockman, Grandville PD; Pat Firestone, Wyoming IT; Ann Patterson, Wyoming IT; Kari VanBennekom, GRPD; David Kiddle, GRPD; Sherry Zomerhuis, GRPD; Matt Groesser, KCSD; Rob Benstein, Kent County International Airport.

Consultant:

Ralph H. Gould, Interim – Executive Director

Staff Present:

Jennifer DeHaan, Kent County Administrator's Office

Media:

None

Call to Order :

9:04AM

Action Items:

09-27-10-01

Approval of the Agenda

To approve the September 27, 2010 meeting agenda

Motion by: Belk

Support by: Tanis

Unanimous

09-27-10-02

Approval of the Minutes

To approve the minutes of July 26, 2010

Motion by: Tanis
Support by: McGregor
Unanimous

09-27-10-03 Members Excused: Meijer
Motion by: Tanis
Support by: Peterson
Unanimous

09-27-10-04 Motion to authorize the following expenditures and disbursements

<i>Varnum - Legal Services May - July</i>	\$	5,256.00
<i>Ralph Gould - APCO Conference</i>	\$	872.56
<i>AT&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
<i>VanBelkum - Logger Patch for GRPD for recording system</i>	\$	278
<i>VanBelkum - Final Payment Recording Equipment</i>	\$	13,842

Moved by: Stelma
Support by: Peterson
Unanimous

09-27-10-05 Motion to approve the purchase of an API interface at a cost not to exceed \$28,600.
Moved by: Peterson
Support by: MacGregor
Unanimous

09-27-10-09 Meeting Adjournment
To adjourn the meeting of Administrative Policy Board.
Moved by: Hinton
Support by: McIntire
Unanimous

Public Comment: None.

Summary of Discussion Items

Update from TAC:

- a) CAD Project Update: Michelle Young stated that they had completed one week of a three week training on the provisioning of the system and that Motorola had completed the installation of the 2.2 version which provided additional system abilities that were necessary. The 3.0 release is expected in November/December 2010. Young stated that they continue to work on developing the interface with New World and that they had received three options from New World on how the interface could be developed. Young noted that she is still waiting to hear back from New World on some issues. Young noted that they had put together a user-group to review the three options which were provided. The

user group is recommending that the Authority move forward with the contract discussions with New World and that the middle option for the interface will provide the necessary information for officers utilizing the mobile system. Young stated that by selecting this interface and assuming that New World completes the interface this will not impact the timeline of the KCDA and cutover should remain on schedule for March 2011. It was also noted that with the interface option that is being recommended the agencies utilizing the mobile produce from New World will not be fully operational until after cutover; which will require that officers perform some of the data entry function rather than it being imported from the CAD system. A discussion ensued. Gould stated that the New World contract is currently being reviewed by the attorney and that there are some expected changes to the contract as it relates to the payment schedule and acceptance testing. Young stated that it is important that the contract process not hold-up the actual development of the interface. Chair Holt asked if there were other options if New World is not able to complete the project within the time frame needed for the Authority to remain on schedule. Young stated: 1) the data feed has to happen and that without the interface, it will force users to change Records Management Systems; 2) if the interface does not occur it could hinder RMS functions causing end user problems; and, 3) There are 3rd party vendors which could write the interface however this would likely take longer. Young stated that she is continuing to contact New World and that once the contract is completed the work may begin.

- b) CPE: Karen Chadwick stated that the Authority had issued an RFP for a single phone system that are geo-diverse and would be set-up at the Kent County Sheriff's Department and Grand Rapids Police Department. She stated that approximately 18-hours prior to the KCSD cutover the contractor, AWT, informed KCSD and GRPD that they were unable to deliver what they had proposed to the Authority and that there would be no redundancy in the phone system. It was noted that although the systems were installed at both facilities, there was no option to delay this installation as it would have had a significant impact on the timeline for the 911 call-taking consolidation. Chadwick stated that AWT is now responding to requests and has provided a project manager that is responsive and working on the issues. AWT is working with PlantCML to develop a solution and expects to hear back from them soon regarding this solution. Holt stated that the Authority had received an invoice for payment of \$176,000 and at this time, the Authority would be sending a letter to AWT indicating the concerns and requesting an amendment to the contract which will concisely define the existing open issues and provide a payment plan associated with those open issues. A discussion ensued. Hinton asked whether the Authority could incur additional operational and maintenance costs because of the two separate systems. Young stated that the maintenance costs were fixed in the contract. McIntire asked whether the system would delay the cutover of wireless 911 calls. Young stated that there should not be a delay. Chadwick noted that because there are two phone systems there is a potential that Motorola will have to build two interfaces rather than one but there has not been any discussion about additional costs.

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) 911 Plan – Gould stated that MSP had received a letter from the Chair and responded with a letter indicating that MSP-Rockford would like to be designated as a Secondary PSAP in the County. Sheriff Stelma inquired as to whether Gould had sought clarification on the language in the letter from MSP. Gould to follow-up. It was noted that the restatement of the 911 Plan has been put on hold, pending and outcome of work from the MPSC. The Kent County Board of Commissioners will be asked to amend the 911 Plan to change the PSAP by Resolution.

Executive Committee Update: Holt stated that the issues discussed today had been the topic of conversation in the past meetings.

Misc: Peter MacGregor stated that the Township Supervisors were meeting today to discuss the appointment to the Authority and that he would forward a letter for his replacement. Vice Chair Tanis also noted that a member will be appointed by the County Board for a term beginning in January 2011.

Adjournment 10:00AM

Kent County Township
Supervisors Association

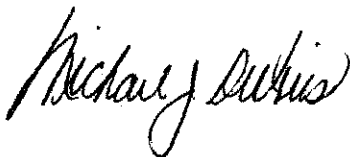
September 30, 2010

Curtis Holt
Chair of KCDA 911 Board
City of Wyoming
1155 28th St. SW
Wyoming MI 49509

Dear Chair Holt,

Please be advised that the Kent County Township Supervisors Association has appointed Dennis Hoemke as the Township representative to the Kent County Dispatch Authority 911 Board due to the resignation of Peter MacGregor. Our group is appreciative of your Boards fine work.

Sincerely,



Michael DeVries
Chair
KCTSA

Kent County Dispatch Authority
October 20, 2010

	2009 Audited	2010 Budget Adopted	2010 YTD - Cash
Revenues			
Prior Year Carry Forward	\$ 1,566,510	\$ 4,530,000	\$ 4,875,436
Kent County 911 Surcharge	\$ 3,222,532	\$ 3,200,000	\$ 1,576,795
State 911 Surcharge	\$ 887,629	\$ 900,000	\$ 450,853
Other (interest earnings)	\$ 47,718.00	\$ 30,000	\$ 35,888
Other			\$ 344.00
Total Sources	\$ 5,724,389	\$ 8,660,000	\$ 6,939,316

	2009 Audited	2010 Budget Adopted	2010 YTD -Cash	Encumbered / Obligated Funds	Available Balance
Expenditures					
Professional Services	\$ 85,384	\$ 200,000	\$ 51,539	\$ 85,010	\$ 63,451
Other Contractual Services	\$ 20,200	\$ 1,255,000	\$ 564,860	\$ 570,000	\$ 120,140
Strategic Plan Initiatives (CPE, CAD Training Transition, etc)		\$ 2,000,000	\$ 387,030	\$ 742,959	\$ 870,011
MMRMA Insurance		\$ 10,000	\$ 7,158	\$ 2,364	\$ 478
Capital Investment		\$ 4,395,000	\$ 1,729,843	\$ 1,871,898	\$ 793,259
State 911 Surcharge Distribution	\$ 743,369	\$ 800,000	\$ 557,527	\$ 185,842	\$ 56,631
Total Use of Funds	\$ 848,953	\$ 8,660,000	\$ 3,297,957	\$ 3,458,074	\$ 1,903,970
Remaining Balance	\$ 4,875,436	\$ -	\$ 3,641,359	\$ 183,286	

September/October
KCDA Expenditures and Disbursements
Prior Month Disbursements/Expenditures
(Motion to approve Expenditures and Disbursements as listed below)

Motorola Payment #3
Motorola Payment #4
AT&T
Varnum- August

Amt. Authorized
\$ 265,835.60
\$ 265,835.60
\$ 2,290
\$ 1,314

Kent County Dispatch Authority
 October 20, 2010

Expenditures	2009 Audited	2010 Budget Adopted	2010 YTD -Cash	Encumbered / Obligated Funds	Available Balance
Professional Services	\$ 85,384	\$ 200,000	\$ 51,539	\$ 85,010	\$ 63,451
CPE Site Visit Reimbursement			\$ 655	\$ -	
Varnum Riddering Schmidt & Howlett (thru August)			\$ 21,808	\$ -	
Ralph Gould, Interim Executive Director (thru April)			\$ 16,188	\$ 83,812	
APCO Conference	\$ 873				
City of GR - GIS File Coding Reimbursement			\$ 1,803	\$ 1,198	
Rehmann Robson			\$ 5,500	\$ -	
MMRMA- Executive Dir. Insurance Per Agreement			\$ 3,918	\$ -	
Kent County Staff Support			\$ 1,595	\$ -	
Other Printing Fees			\$ 73	\$ -	
Other Contractual Services	\$ 20,200	\$ 1,255,000	\$ 564,860	\$ 570,000	\$ 120,140
PSAP Reimbursement			\$ 562,500.00	\$ 562,500	
KC - Aug/Sept	\$ 241,875				
GR - Aug/Sept	\$ 320,625				
Iyetek Interface			\$ -	\$ 7,500	
Kent County Sheriff's Reimbursement of phone costs			\$ 2,290.00		
Website Fee - Kent County Treasurer Reimbursement			69.98	-	
Strategic Plan Initiatives (CPE, CAD Training Transition, etc)		\$ 2,000,000	\$ 387,030	\$ 742,959	\$ 870,011
CAD Administrator/QA (GR)			\$ 47,000	\$ 47,000	
CAD Administrator/QA (KCSD)			\$ 47,000	\$ 47,000	
Priority Dispatch			\$ 15,130.30	\$ 151,303	
CAD - Net Clock (time synch)			\$ 8,645	\$ -	
VanBelkum Recording Equipment			\$ 138,422	\$ -	
Payment #1	\$ 69,211				
Payment #2	\$ 55,369				
Final Payment	\$ 13,842				
Kent County Sheriff's Department - Start Up			\$ 69,116	\$ 230,884	
Kent County Sheriff's Department Start-Up-Cabeling	\$ 25,925		-		
Kent County Sheriff's Department Start-Up - Network	\$ 42,828		-		
Kent County DELL Purchase - network card	\$ 363				
Grand Rapids - Start-Up			\$ 33,228	\$ 266,772	
Cabeling Reimbursement - Grand Rapids	\$ 26,925		-		
CPE Training Costs	\$ 5,825				
VanBelkum - Logger Patch	\$ 278				
VanBelkum- Radio Frequencies	\$ 200				
Grand Rapids - Recording Equipment Reimbursement			\$ 3,000	\$ -	
KCSD Recording Equipment Reimb.			\$ 21,978.00		
GeoTech			\$ 1,175.00	\$ -	
AT&T - 911 Circuits			\$ 2,336.00		
MMRMA Insurance		\$ 10,000	\$ 7,158	\$ 2,364	\$ 478
			\$ 4,772		
			\$ 2,386		
Capital Investment		\$ 4,395,000	\$ 1,729,843	\$ 1,871,898	\$ 793,259
CAD - Motorola			\$ 1,063,342	\$ 1,595,014	
Core-Talon			\$ 50,000	-	
Grand Rapids - Fiber Link			-	\$ 12,670	
AWT			\$ 616,500.78	\$ 264,215	
State 911 Surcharge Distribution	\$ 743,369	\$ 800,000	\$ 557,527	\$ 185,842	\$ 56,631
Total Use of Funds	\$ 848,953	\$ 8,660,000	\$ 3,297,957	\$ 3,458,074	\$ 1,903,970
Remaining Balance	\$ 4,875,436	\$ -	\$ 3,641,359	\$ 183,286	