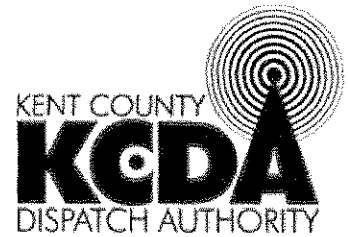


Kent County Dispatch Authority
Monday, December 13, 2010
10:00 am
Wyoming City Hall
Draft -Agenda



1. **Call to Order**
2. **Public Comment**
3. **Approval of the Agenda – December 13, 2010**
4. **Approval of the Minutes – October 25, 2010**
5. **Members Excused –**
6. **Financial Report:** *Motion to authorize expenditures and disbursements as attached:*
7. **2011 Budget Adoption:** *Motion to adopt the 2011 budget and appropriate revenues and expenditures.*
8. **2011 Meeting Schedule:** *Motion to adopt the 2011 meeting schedule as attached.*
9. **Interim Executive Director:** *Motion to extend the terms of the 2010 contract with Ralph Gould to function as the Interim Executive Director for the Authority until April 2, 2011 and authorize the Chair to sign the documents.*
10. **2010 Audit Services:** *Motion to renew an Agreement with Rehmann Robson to perform a 2010 audit at a cost not to exceed \$5,750 and authorize the Chair to sign the documents.*
11. **2011 Legal Services:** *Motion to renew a one-year Agreement with Varnum, Riddering, Schmidt, & Howlett to provide legal services and to authorize the Chair to sign the documents.*
12. **Update from TAC (Young/Chadwick)**
 - (a) CAD Project Update
 - (b) Phone System Update
13. **Update from Interim Executive Director (Gould)**
 - (a) New World Update
 - (b) AWT Update
14. **Executive Committee Update (Holt)**
15. **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

October 25, 2010 – 9AM

Meeting Location: City of Wyoming, City Hall

Members Present:

Art Tanis	Kent County Board of Commissioners
Dick Richards	City of Grandville
Larry Stelma	Kent County Sheriff's Department
James Hinton	City of Lowell
Dennis Hoemke	Algoma Township
Curtis Holt	City of Wyoming;
Dave Peterson	Plainfield Township
Michael Young	City of Rockford
Chuck Deschaine	City of Walker

Members Absent/Excused:

Mark Meijer	KCEMS
Kevin Belk	City of Grand Rapids
Chris McIntire	Michigan State Police #61

Members Absent

Greg Sundstrom	City of Grand Rapids
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Guests:

Chief Laura Knapp, Grand Rapids Fire; Chief Bob Austin, Wyoming Fire; Brad Shutter, Wyoming PD; Harvey Becker, MSP; Michelle Young, KCSD; Karen Chadwick, Grand Rapids Police Department; Kevin Walk, Life EMS; David Kiddle, GRPD; Matt Groesser, KCSD;

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:

10-25-10-01

Approval of the Agenda

To approve the meeting October 25, 2010 agenda

Motion by: Stelma

Support by: Hinton

Unanimous

10-25-10-02

Approval of the Minutes

To approve the minutes of September 27, 2010

Motion by: Tanis

Support by: Peterson
Unanimous

10-25-10-03 Members Excused: Meijer, McIntire, Belk
Motion by: Young
Support by: Deschaine
Unanimous

10-25-10-04 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
Motion by: Tanis
Support by: Stelma
Unanimous

10-25-10-05 Motion to authorize the following expenditures and disbursements

	Amt. Authorized
<i>Motorola Payment #3</i>	\$ 265,835.60
<i>Motorola Payment #4</i>	\$ 265,835.60
Kent County Sheriff's Department – Reimbursement for AT&T invoice	\$ 2,290
Varnum – August	\$ 1314.00

Moved by: Tanis
Support by: Stelma
Unanimous

10-25-10-06 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.

Moved by: Deschaine
Support by: Peterson
Unanimous

10-25-10-07 Motion to approve a contract with New World for a not to exceed amount of \$209,200 and to authorize the Authority Chair to sign the document pending final review by the Authority's legal counsel.
Motion by: Tanis
Support by: Deschaine
Unanimous

10-25-10-08 Motion to authorize the Chair to sign and issue an addendum to the Agreement with AWT.
Motion by: Stelma
Support by: Peterson
Unanimous

10-25-10-09

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 the CAD provisioning work continues. Young stated that the most critical piece that needs to move forward is the contract with New World for the interface. She stated that at the last meeting she had provided information to the Authority about the New World interface and the need to move forward with the contract. A discussion ensued. Gould stated that there were several areas that needed to be adjusted in the draft contract that New World presented and that those issues have been relayed as of last week Wednesday to New World. Gould stated that he has not received a response. Michelle Young stated that originally, New World had indicated that they could have the interface completed March 31st if the contract was signed by October 15, 2010; since that date has now passed, the date of the project completion is unknown. A discussion ensued. Commissioner Tanis made a MOTION to approve a contract with New World for a not to exceed amount of \$209,200 and to authorize the Authority Chair to sign the document pending final review by the Authority's legal counsel. The MOTION was supported by Deschaine. The MOTION passed.
- b) CPE: Karen Chadwick stated that the original AWT punch list consisted of 37 items and that the current list has five items remaining that are system level issues. Chadwick stated that AWT is working with the software developers to develop a solution and that a solution has been identified. Chadwick stated that Gould had been working with the Authority's legal counsel to address contract issues. Gould stated that legal counsel had prepared an addendum to the Agreement with AWT outlining the new terms to finalize completion of the project. A MOTION was made by Stelma supported by Peterson to authorize the Chair to sign and issue an addendum to the Agreement with AWT. The MOTION passed. Gould will transmit the signed addendum to AWT.

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 distributed an update.
- c) 911 wireless call rerouting: Gould stated that the PSAP Managers were continuing to work on rerouting the 911 calls and that this work will continue throughout the transition time.

Executive Committee Update: Holt stated that the issues discussed today had been the topic of conversation in the past meetings. He stated that he was still looking for members of the Authority to volunteer to work on the issue of hiring a permanent executive director and what that position will look like. A discussion ensued.

Misc: Michelle Young stated that there is still an outstanding issue of a three party-agreement between Kent County IT, KCDA, and REGIS for the sharing of information related to GIS. This issue will be added to the Executive Committee Agenda for further discussion.

Adjournment 9:50AM

Kent County Dispatch Authority
December 8, 2010

Revenues	2009 Audited	2010 Budget Adopted	2010 YTD - Cash
Prior Year Carry Forward	\$ 1,566,510	\$ 4,530,000	\$ 4,875,436
Kent County 911 Surcharge	\$ 3,222,532	\$ 3,200,000	\$ 2,303,100
State 911 Surcharge	\$ 887,629	\$ 900,000	\$ 681,182
Other (interest earnings)	\$ 47,718.00	\$ 30,000	\$ 43,512
Other		-	\$ 344.00
Total Sources	\$ 5,724,389	\$ 8,660,000	\$ 7,903,574

Expenditures	2009 Audited	2010 Budget Adopted	2010 YTD -Cash	Encumbered / Obligated Funds	Available Balance
Professional Services	\$ 85,384	\$ 200,000	\$ 62,372	\$ 77,330	\$ 60,298
Other Contractual Services	\$ 20,200	\$ 1,255,000	\$ 1,127,360	\$ 7,500	\$ 120,140
Strategic Plan Initiatives (CPE, CAD Training Transition, etc)		\$ 2,000,000	\$ 481,030	\$ 648,959	\$ 870,011
MMRMA Insurance		\$ 10,000	\$ 9,544	\$ -	\$ 456
Capital Investment		\$ 4,395,000	\$ 1,744,129	\$ 1,859,228	\$ 791,643
CAD - Motorola			\$ 1,063,342	\$ 1,595,014	
Core-Talon			\$ 50,000	-	
Grand Rapids - Fiber Link			\$ 14,286		
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	\$ 3,981,962	\$ 2,778,860	\$1,899,179
Remaining Balance	\$ 4,875,436	\$ -	\$ 3,921,612	\$ 1,142,753	

October/November
KCDA Expenditures and Disbursements

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

	Amt. Authorized
Varnum- October	\$ 2,993.00
MMRMA	\$ 2,386.00
Grand Rapids Police Department	\$ 14,286
Intrado Inc - Call Routing Map	\$ 160
Grand Rapids Police Department - 911 CAD/QA Administrator - per call-taking agreement	\$ 47,000
Kent County Sheriff's Department - 911 CAD/QA Administrator - per call taking agreement	\$ 47,000
Grand Rapids Police Department - Quarterly payment 911 call-taking agreement	\$ 320,625
Kent County Sheriff's Department - Quarterly payment 911 call taking agreement	\$ 241,875
Ralph Gould - May 2010 Billable Hours	\$ 2,985
Ralph Gould - June 2010 Billable Hours	\$ 2,460
Ralph Gould - July 2010 Billable Hours	\$ 2,235

MOTION to Adopt 2011 Budget: The Kent County Dispatch Authority Board hereby appropriates estimated revenue and fund balance to the 2011 budget as follows:

**Kent County Dispatch Authority
2011 Proposed**

	Expenditures	Revenue
Estimated Revenue-Kent County 911		
Surcharge	\$	3,200,000
Estimated Revenue-State 911 Surcharge	\$	900,000
Fund Balance Est. (2010-carry forward)	\$	4,850,000
Interest	\$	50,000
Professional Fees	802 \$	200,000
Other Contractual Services	\$	2,850,000
Strategic Plan Initiatives	831 \$	2,000,000
State 911 Surcharge Distribution	849 \$	900,000
Insurance	962 \$	10,000
Capital Outlay/Technology	980 \$	3,040,000
Total	\$	9,000,000 \$

Certified: _____ Board Approval Date: _____
 Sheriff Larry Stelma, KCDA Secretary

PUBLIC NOTICE

The 2011 Kent County Dispatch Authority - Administrative Policy Board meetings are scheduled on the following dates:

January 24, 2011 at 9AM

February 21, 2011 at 9AM

March 28, 2011 at 9AM

April 25, 2011 at 9AM

May 23, 2011 at 9AM

June 27, 2011 at 9AM

July 25, 2011 at 9AM

August 22, 2011 at 9AM

September 26, 2011 at 9AM

October 24, 2011 at 9AM

November 28, 2011 at 9AM

December Date to Be Announced

All meetings will be held at the City of Wyoming, City Hall.

Questions may be directed to Jennifer DeHaan, Kent County Administrator's Office at 616.632.7568

Meeting dates/updates to the schedule are also posted online at www.AccessKent.com and at www.Kent911.org

RENEWAL OF AGREEMENT FOR SERVICES

This Agreement is made and entered into by and between the **Kent County Dispatch Authority**, a Michigan municipal corporation, 300 Monroe Ave NW, Grand Rapids, Michigan 49503 (hereinafter referred to as "KCDA") and **Ralph Harvey Gould**, hereinafter, dba Ralph H. Gould of PO Box 2382, Grand Rapids, MI 49501.

Recitals

1. On February 1, 2009, KCDA entered into an agreement with Ralph H. Gould for professional services.
2. Section 3a of the Original Agreement provides a one year term which terminate on December 31, 2009.
3. Section 3b of the Original Agreement provides that the Original Agreement may be extended or modified by written mutual consent
4. On January 25, 2010, KCDA and Ralph H. Gould renewed the Original Agreement for a one year term which terminates on December 31, 2010.
5. The parties now desire to renew the agreement for a period ending April 2, 2011.
6. In consideration of the mutual promises and upon the conditions set forth herein, KCDA and Ralph H. Gould agree as follows.

Terms of Renewal

1. KCDA and Ralph H. Gould agree to renew the Original Agreement for a period of one (1) year commencing January 1, 2011 and terminating on April 2, 2011 for a not to exceed amount of \$35,000. This Agreement may be further extend for an additional period of time upon the written agreement of both parties.
2. With the exception of the above-referenced provision, all of the terms and conditions of the Original Agreement shall remain in full force and effect, and the Original Agreement shall be attached hereto and incorporated by reference herein.

In witness whereof, each party to this Renewal has caused it to be executed on the date indicated below.

Kent County Dispatch Authority

By: _____
Chair

Date: _____

Ralph H. Gould

By: _____

Date: _____



Rehmann Robson
2330 East Paris Ave., SE
Grand Rapids, MI 49546
Ph: 616.975.4100
Fx: 616.975.4400
www.rehmann.com

December 6, 2010

Mr. Curtis Holt, Board Chair
Kent County Dispatch Authority
c/o Office of the Administrator
Kent County Administration Building
300 Monroe Avenue NW
Grand Rapids, MI 49503

Re: Proposal to Extend Auditing Services

Dear Mr. Holt:

We are writing to extend our sincere thanks to the Kent County Dispatch Authority (the "Authority") for the opportunity we have had to be of service as the Authority's auditors in the previous two years. We have enjoyed working with you and trust that you feel that the Authority has benefited from our professional relationship as well.

As you may know, the County of Kent (the "County"), which currently serves as the contracted administrator of the Authority, is under contract for auditing services with Rehmann Robson for the years ending December 31, 2010-2012. We would like to offer a similar arrangement to the Authority by extending our professional relationship for three years (thereby aligning the two contracts).

Please be aware that there is a substantial amount of efficiency gained in completing the Authority's audit concurrently with the County's audit. Therefore, the pricing listed below would be available only to the extent that the Authority's contractual relationship with the County for accounting and administrative services remains in effect. Under the current management structure, engaging the same audit firm to perform both audits will minimize the number of questions and requests that must be made of County personnel. As in prior years, we would assign the same team of associates to both the Authority and County audits, allowing for flexibility in timing of our on-site procedures.

Our proposed fees reflect only a small inflationary increase from the prior year.

Year Ending:		
December 31, 2010	\$	5,750
December 31, 2011		6,000
December 31, 2012		6,250

Should the Authority ever require a single audit (by expending at least \$500,000 in federal awards in a single fiscal year), that service would be invoiced separately.

Mr. Curtis Holt, Board Chair
Kent County Dispatch Authority
December 6, 2010
Page 2

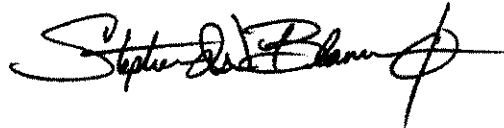
These fees are based on professional standards issued as of the date of our proposal (Statements on Auditing Standards through SAS 120 and Statements of the Governmental Accounting Standards Board through GASB 59). The fees quoted for years subsequent to 2010 may be subjected to renegotiation if significant changes in professional standards or reporting requirements make our initial estimate of hours to complete the audit unrealistic. If any such changes occur, we will discuss the reasons with you and arrive at a new fee arrangement prior to incurring any additional charges.

These fees are independent of any special projects for which a separate engagement is contracted. We will, of course, continue to be available throughout the year to answer general business questions, and to assist you or your staff with accounting for specific transactions without charge.

Again, we thank you for the continuing opportunity to be of service to the Authority, and we look to many more years of exceeding your expectations. If you have any questions regarding this extension, or if we can be of assistance to you in any, please do not hesitate to contact us.

Very truly yours,

Rehmann Robson



Stephen W. Blann, CPA, CGFM
Principal

The above proposal is hereby accepted for an additional ___ years.

Signature

Date

RENEWAL OF AGREEMENT FOR SERVICES

This Agreement is made and entered into by and between the **Kent County Dispatch Authority**, a Michigan municipal corporation, 300 Monroe Avenue NW, Grand Rapids, Michigan 49503 (hereinafter referred to as "KCDA") and **Varnum Riddering Schmidt Howlett LLP**, Bridgewater Place, P.O. Box 352, Grand Rapids, Michigan 49501-0352 (hereinafter referred to as "Firm").

Recitals

1. On December 17, 2008, KCDA entered into an agreement with the Firm for provision of legal services on an as-needed basis (hereinafter referred to as "Original Agreement").
2. Section 4.1 of the Original Agreement provides a one year term which will term terminated on December 16, 2009.
3. Section 4.3 of the Original Agreement provides that the Agreement may be renewed annually for not more than two (2) years.
4. On December 14, 2009, the parties entered into a Renewal of Agreement For Service in which the parties renewed the Original Agreement for a period of one (1) year commencing on December 19, 2009 and terminating on December 16, 2010.
5. The parties now desire to renew the agreement for a period of one (1) year.
6. In consideration of the mutual promises and upon the conditions set forth herein, County and the Firm agree as follows.

Terms of Renewal

1. County and the Firm agree to renew the original Agreement for a period of one (1) year commencing on December 17, 2010, and terminating on December 16, 2011. This Agreement may be further extended for an additional period of time upon the written agreement of both parties.
2. With the exception of the above-referenced provision, all of the terms and conditions of the Original Agreement shall remain in full force and effect, and the Original Agreement shall be attached hereto and incorporated by reference herein.

In witness whereof, each party to this Renewal has caused it to be executed on the date indicated below.

Kent Count Dispatch Authority

By: _____
Curtis Holt, Chair

Date: _____

Varnum Riddering Schmidt Howlett LLP

By: _____
Matthew D. Zimmerman

Date: _____