

Kent County Dispatch Authority Administrative Policy Board

Meeting Notes

January 24, 2011 – 9AM

Meeting Location: City of Wyoming, City Hall

Members Present:

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

Members Absent/Excused:

Dennis Hoemke	Algoma Twp - Township Supervisor Association
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Members Absent

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

Guests: Chief Deputy Michelle Young, KCSD; Matt Groesser, KCSD; Karen Chadwick, GRPD; Dave Kiddle, GRPD; Kari VanBennekom, GRPD; Chuck DeWitt, 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:

01-24-11-01

Annual Authority Nominations and Elections

- a) Election of Chair – Curtis Holt
- b) Election of Vice Chair – James Hinton
- c) Election of Treasurer – Greg Sundstrom
- d) Election of Secretary – Larry Stelma

Motion by: Belk
Support by: Meijer

01-24-11-02 Appointment of Executive Committee: Holt, Hinton, Sundstrom, Stelma, Meijer
Motion by: Deschaine
Support by: Hinton
Unanimous

01-24-11-03 Approval of the Agenda
To approve the January 24, 2011 meeting agenda
Motion by: Stelma
Support by: Richards
Unanimous

01-24-11-04 Approval of the Minutes
To approve the minutes of December 13,2010
Motion by: McIntire
Support by: Stelma
Unanimous

01-24-11-05 Members Excused: Hoemke
Motion by: Hinton
Support by: Richards
Unanimous

01-24-11-06 Motion to authorize the following expenditures and disbursements

Ralph H. Gould - August 2010	\$	3,310.00
Ralph H. Gould - September 2010	\$	4,430.00
Ralph H. Gould - October 2010	\$	4,295.00
Ralph H. Gould - November 2010	\$	3,575.00
Ralph H. Gould - December 2010	\$	2,990.00
Kent County Administrator's Office - Staff Support June-Dec	\$	1,182.70
Varnum, Riddering, Schmidt, and Howlett (Oct/Nov)	\$	9,782.00
City of Grand Rapids - Nashville Reimb.	\$	153.94
Varnum, Riddering, Schmidt, and Howlett (Dec)	\$	1,314.00

Moved by: Deschaine
Support by: Stelma
Unanimous

01-24-11-07 Motion to approve a contract with New World for a cost not to exceed \$52,200 and to authorize the Chair to sign the contract subject to final review and approval by legal counsel.
Moved by: Stelma
Support by: McIntire
Unanimous

01-24-11-08 Motion to change the meeting time of the monthly Administrative Policy Board meeting to 9:30AM.
Moved by: Koorndyk
Support by: Stelma
Unanimous

01-24-11-09

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. **New World Contract:** Holt stated that the discussions with New World had been ongoing and that at the last meeting of the Executive Committee it was recommended that the Authority move forward with completing a contract with New World to complete Phase I to develop the necessary interfaces for the records management systems. Holt stated that the second phase of the contract would be reviewed while the first phase is being completed. Gould stated that New World had indicated a price of \$42,900 plus some additional travel expenses and that New World indicated that they could have the interface complete by April 15. Michelle Young stated that this timing for delivery of the interface is acceptable as it comes at the end of the timing for Motorola to complete the testing phase for interfaces. Young stated that if this date is met it will not delay the cutover to the new CAD system. Gould stated that the contract did include a number of issues that were a priority for the authority, including: reliability testing, an appropriate date for product delivery, and a final payment schedule that reflected 20% to be paid after the interface was delivered. A MOTION was made by Stelma and supported by McIntire to approve the proposed contract with New World for a cost not to exceed \$52,200 and to authorize the Chair to sign the contract subject to final review and approval by legal counsel.
2. **Update from TAC:**
 - a. **CAD-**Michelle Young stated that they were continuing with the provisioning process and that by February 28th they are planning to return the “shell” of the system back to Motorola to have them update the system to version 3.2. Michelle stated that Motorola has been very responsive to any issues that have resulted and as a result they continue to be on schedule for a go-live date in late May or June.
 - b. **911 CPE:** Karen Chadwick stated that they were continuing to work with AWT and Plant CML to resolve the issue of redundancy. Chadwick gave a description of the system and how it operates. Chadwick noted that the GRPD server had switched over to the back-up server without providing notification that the server had switched. As a result, when the system was powered down due to construction work at KCSD, the GRPD server failed and all 911 calls were immediately transferred to KCSD while the power to the server was restored. Chadwick noted that they are waiting for a written report from AWT regarding the system server issue and that a new server had been installed. Sheriff Stelma stated that the coordination between GRPD and KCSD to resolve the issue and maintain high quality service levels is something that would not have been achievable in the past without the coordination that is currently underway.
 - c. **Fiber Connection:** Michelle Young stated that the fiber loop which runs between the Sheriff’s Department, GRPD, and the City/County complex needs to have the patches spliced to enable the connection between CAD systems. Geotech, the vendor which provides the fiber connection, has indicated that they believe that this will enable the CAD-to-CAD transmission. Chief Belk inquired if this was a KCDA expense? Chadwick noted that it is because it is on the part of the fiber that is used by KCDA to connect the CAD systems. Chief Hinton asked how low the life expectancy of the fibers are and how old they are? Gould stated that the fibers are probably 15+ years and that the fiber is still good, but the patch is the problem. Gould stated that the fiber patch was probably installed with technology that ran at a much slower speed and a much slower volume

than what is currently running and that by splicing the fibers to the patch, it will provide an adequate solution.

2. Update from Interim Executive Director: Gould distributed an updated report and timelines. Gould indicated that he was continuing to work to resolve the issues with the New World contract. Gould also noted that the Authority has achieved one of its goals of the Strategic Plan by having all 911 calls routed directly to KCSD and GRPD rather than going to MSP. Gould stated that this was a significant accomplishment as calls are not being transferred. Chadwick stated that they are continuing to work out the details of the calls as some still belong to GR but are being routed to KCSD. Young stated that this is an on-going process.

3. Executive Committee Update: Holt stated that the issues of the Executive Committee were some of the issues that had been addressed today.

4. Misc:

Gould stated that AMR had notified him of their desire to become a Secondary PSAP. Gould stated that there had been some equipment available from the KCSD that would assist in getting AMR to the technology stand-point to become a Secondary PSAP. Gould stated that all other costs would be paid by AMR. A MOTION was made by Meijer and supported by Deschaine to recommend to the Kent County Board of Commissioners that they amend the Kent County 911 Plan to designate AMR as a Secondary PSAP. The MOTION passed.

Commissioner Koorndyk made a MOTION supported by Stelma to change the time of the monthly meetings of the Administrative Policy Board to 9:30AM. The MOTION Passed. A notice of the updated meeting time will be sent to all members as well as posted on the website.

Adjournment 9:55 AM