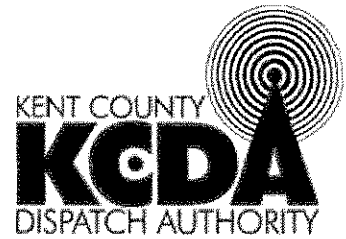


Kent County Dispatch Authority  
Monday, May 23, 2011  
9:30AM  
Wyoming City Hall  
Draft -Agenda



1. **Call to Order**
2. **Public Comment**
3. **Approval of the Agenda – May 23, 2011**
4. **Approval of the Minutes – March 28, 2011**
5. **Members Excused –**
6. **Financial Report:** *Motion to authorize expenditures and disbursements as attached:*
7. **Update from TAC (Young/Chadwick)**
  - (a) CAD Project Update
  - (b) Phone System Update
8. **Training and Overtime Costs:** *Motion to approve reimbursement of training and overtime costs for KCSD and GRPD for implementation of the CAD system.*
9. **Executive Committee Update (Holt)**
  - (a) Interim Executive Director
10. **Miscellaneous**

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

KCDA Executive Committee Meeting: Monday, June 13, 2011 at 10AM, Wyoming City Manager's Office

KCDA Administrative Policy Board Meeting: Monday, June 27, 2011 at 9:30AM, Wyoming City Hall

**Kent County Dispatch Authority  
Administrative Policy Board**

**Meeting Notes**

**March 28, 2011 – 9:30AM**

**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
Chris McIntire	Michigan State Police #61
Michael Young	City of Rockford

**Members Absent/Excused:**

Dennis Hoemke	Algoma Twp - Township Supervisor Association
Chuck Deschaine	City of Walker
Dave Peterson	Plainfield Township

**Members Absent**

Greg Sundstrom	City of Grand Rapids
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**Guests:**

Chief Mattice and Deputy Chief Tom Hillen, Kentwood PD; Chief Deputy Michelle Young, KCSD; Matt Groesser, KCSD; Karen Chadwick, GRPD; Dave Kiddle, GRPD; Kari VanBennekom, GRPD;

**Consultant:**

Ralph H. Gould, Interim – Executive Director

**Staff Present:**

Jennifer DeHaan, Kent County Administrator's Office

**Media:**

None

**Call to Order :**

9:35AM

**Action Items:**

**03-28-11-01**

Approval of the Agenda

To approve the March 28, 2011 meeting agenda

Motion by: Koorndyk

Support by: Richards

Unanimous

**03-28-11-02**

Approval of the Minutes

To approve the minutes of January 24, 2011

Motion by: Stelma  
Support by: Belk  
Unanimous

**03-28-11-03**      Members Excused: Hoemke, Peterson, Deschaine  
Motion by: Belk  
Support by: Meijer  
Unanimous

**03-28-11-04**      Motion to authorize the following expenditures and disbursements

New World Systems 1 <sup>st</sup> Payment 40%	\$19,680
City of Grand Rapids	\$320,625
Kent County Sheriff's Department	\$241,875
Geotech	\$1465
Varnum, January 2011	\$2190
VanBelkum	\$8,700.45

Moved by: Deschaine  
Support by: Stelma  
Unanimous

**03-28-11-05**      Motion to approval a renewal of the KCDA insurance policy through March 2012 with the Michigan Municipal Risk Management Association for an annual premium of \$12,962.  
Moved by: Hinton  
Support by: Koorndyk  
Unanimous

**03-28-11-06**      Motion to authorize the reimbursement of \$30,375 to LIFE EMS for the purchase of the Zoll CAD-to-CAD interface.  
Moved by: Stelma  
Support by: Young  
Unanimous

**03-28-11-07**      Motion to extend the contract for the interim executive director with Ralph H. Gould on a month-to-month basis with an automatic monthly renewal unless either party provides notice to terminate the contract.  
Moved by: Stelma  
Support by: Meijer  
Unanimous

**03-28-11-08**      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. Update from TAC:**

- a. CAD-**Michelle Young stated that the CAD system is scheduled to go live in late June and that staff is working with Motorola on the testing and training process. Young stated that Motorola is working on-site and that things are continuing to go well. The project is on schedule. Michael Young asked when the training for secondary PSAPs will occur. Michelle Young stated that the training will occur the first week of June and there will be a train-the-trainer session with additional details to be developed.
- b. New World Interface:** Michelle Young stated that New World appears to be ahead of schedule and has complete the first draft of the interface specifications. Holt noted that this was Phase I of a two part process and that this would allow the CAD data to be exported to the RMS system. Young stated that Phase II will enable the CAD data to be utilized in the mobile reporting process so that users can start reports.
- c. 911 CPE:** Karen Chadwick stated that they were continuing to work with AWT and Plant CML to resolve the issue of redundancy. AWT has a target date to complete the project to be July 18. Chadwick stated that they are waiting on a revised scope of work from AWT. Chadwick stated that the PSAPs will begin to work on a disaster recovery plan that will address the scheduled outages that will have be dealt with in order to implement the solution. This will address 911 calls and admin lines.

**2. Update from Interim Executive Director:** Gould distributed an updated report and timelines. Gould stated that AWT has outline the proposed system modifications and new servers at no cost to KCDA. Gould also noted that tow more cellular telephone companies have accomplished the final rerouting. He also stated that the MPSC would be holding a public hearing on the administrative rule for replacement phone systems and that he would be attending.

### **3. Executive Committee Update:**

- a. Interim Executive Director Update:** Holt stated that a small committee comprised of Chief Hinton, Chief Peterson, and Holt were beginning to review the requirements for the Executive Director position. Holt stated that they currently are reviewing the job description and will br bringing additional details back to the Authority. In the mean time, the contract with Ralph is set to expire on April 2, 2011 and it would be in the interest of the Authority to renew the contract for an indeterminate amount of time, but to allow for a 30-day expiration when the Authority fills the position. Holt noted that they are not looking at a full-time director but someone that can fulfill the legislative needs and administrative needs for the Authority. A MOTION was made by Stelma and supported by Meijer to to extend the contract for the interim executive director with Ralph H. Gould on a month-to-month basis with an automatic monthly renewal unless either party provides notice to terminate the contract.

**4. Misc: None**

**Adjournment 10:35 AM**

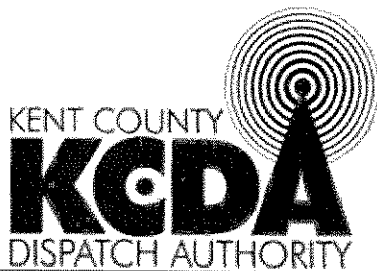
**Kent County Dispatch Authority**  
 May 19, 2011

Revenues	2009	2010	2011	2011
	Audited	Unaudited	Budget	YTD
Prior Year Carry Forward	\$ 1,566,510	\$ 4,875,436	\$ 4,200,000	\$ 4,715,822
Kent County 911 Surcharge	\$ 3,222,532	\$ 3,076,038	\$ 3,200,000	\$ 770,029.00
State 911 Surcharge	\$ 887,629	\$ 904,513	\$ 800,000	\$ 229,765.00
Other (interest earnings)	\$ 47,718.00	\$ 58,425	\$ 50,000	\$ 1,246.00
Other		\$ 294.00		\$ 1,094.00
<b>Total Sources</b>	<b>\$ 5,724,389</b>	<b>\$ 8,914,706</b>	<b>\$ 8,250,000</b>	<b>\$ 5,717,956</b>

Expenditures	2009	2010	2011	2011
	Audited	YTD -Cash	Budget	YTD
Professional Services	\$ 85,384	\$ 91,984	\$ 81,250	\$ 7,483
Other Contractual Services	\$ 20,200	\$ 1,127,360	\$ 2,869,000	\$ 562,500
Strategic Plan Initiatives (CPE, CAD Training Transition, etc)		\$ 482,498	\$ 151,303	\$ 94,000
MMRMA Insurance		\$ 9,544	\$ 10,000	\$ 6,481.00
Capital Investment		\$ 1,744,129	\$ 1,859,229	\$ -
State 911 Surcharge Distribution	\$ 743,369	\$ 743,369	\$ 800,000	\$ -
<b>Total Use of Funds</b>	<b>\$ 848,953</b>	<b>\$ 4,198,884</b>	<b>\$ 5,770,782</b>	<b>\$ 670,464</b>
<b>Remaining Balance</b>	<b>\$ 4,875,436</b>	<b>\$ 4,715,822</b>	<b>\$ 2,479,218</b>	<b>\$ 5,047,492</b>

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

	Amount Authorized
Ralph Gould - January Billable Hours	\$ 3,795.00
Motorola Milestone Payment	\$ 531,671.20
Ibex Insurance - Gould Annual G/P Liability Insurance	\$ 3,687.50
City of Grand Rapids	\$ 320,625.00
City of Grand Rapids	\$ 47,000.00
Kent County Sheriff's Department	\$ 47,000.00
Kent County Sheriff's Department	\$ 241,875.00



**KCDA EXPENSE PRE-APPROVAL REQUEST**

Meeting Date: KCDA Executive Committee: May 9, 2011  
 Proposed to go to Administrative Policy Board on: May 23  
 Requestor to Furnish Information in Italics at least One Week before Executive Committee Meeting to: 1) KCDA Exec. Dir., & 2) Kent County Administrator's Management Analyst

Requestor : *KCSD/GRPD*     *KCDA to Purchase*     *PSAP will Purchase using \_\_\_\_\_ Purchasing Policies*

**Request Description:**

*Approve reimbursement of training and overtime costs for the CAD implementation for not-to-exceed amounts of \$93,750 for the Kent County Sheriff's Department and \$147,600 for the Grand Rapids Police Department.*

**Purpose:**

*In order to facilitate the implementation of the CAD system each PSAP will incur costs for testing and training of the new system. These costs will be billed to the Authority on a quarterly basis and reimbursed accordingly.*

**Alternative:**

*None.*

**Anticipated Total Initial Cost:** Not-to-exceed \$241,350.00

**Funds Available** \_\_\_\_\_     **Bid Attached**     **PSAP Specific Reimbursement**     **PSAP Start-Up**  
 **Legal Review Necessary**     **Legal Review Complete**     **Notify Kent Purchasing. Div.**     **Notified**

**Executive Committee Pre-Approval Recommendation on:** \_\_\_\_\_

**Recommended**     **Not Recommended**     **Requestor Notified**     **Request Additional Info**     **Not Reviewed**

**Pre-approval Conditions:**

**Administrative Policy Board Approval to Proceed Action on:** \_\_\_\_\_

**Approved**     **Not Approved**     **Requestor Notified**     **Request Additional Info**     **Not Reviewed**

**Approval Conditions**