

# Kent County Dispatch Authority Administrative Policy Board

## Meeting Notes

January 23, 2012 – 9:30AM

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

**Members Present:**

Curtis Holt	City of Wyoming;
Kevin Belk	City of Grand Rapids
Mark Meijer	KCEMS
Dan Koorndyk	Kent County Board of Commissioners
Dick Richards	City of Grandville
Chris McIntire	Michigan State Police #61
Dave Peterson	Plainfield Township

**Members Absent/Excused:**

Larry Stelma	Kent County Sheriff's Department
Greg Sundstrom	City of Grand Rapids
Barry Getzen	City of Lowell
Dennis Hoemke	Algoma Twp - Township Supervisor Association

**Members Absent:**

Michael Young	City of Rockford
Chuck Deschaine	City of Walker

**Guests:** Chief Deputy Michelle Young, KCSD; Matt Groesser, KCSD; Karen Chadwick, GRPD; Dave Kiddle, GRPD; Kari VanBennekorn, GRPD; Chuck DeWitt, KCSD; Ron Bonneau, PSAP Concepts and Solutions; Rick Uslan & Son, Motorola;

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

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

**Media:** None

**Call to Order :** 9:33AM

**Action Items:**

**01-23-12-01** Annual Authority Nominations and Elections

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

Motion by: Richards

Support by: Meijer - Unanimous

**01-23-12-02**      Appointment of Executive Committee by the Chair: Holt, Peterson, Sundstrom, Stelma, Meijer, and Belk.

**01-23-12-03**      Approval of the Agenda  
To approve the January 23, 2012 meeting agenda  
Motion by: Koorndyk  
Support by: Belk  
Unanimous

**01-23-12-04**      Approval of the Minutes  
To approve the minutes of November 28, 2011  
Motion by: Peterson  
Support by: Belk  
Unanimous

**01-23-12-05**      Members Excused: Hoemke, Stelma, Getzen, Sundstrom  
Motion by: Belk  
Support by: Peterson  
Unanimous

**01-23-12-06**      Motion to authorize the following expenditures and disbursements

	Ralph Gould	\$198.38
	Varnum- November 2011	\$6935.00
	Varnum – December 2011	\$876.00
	Ralph Gould – July 2011	\$3756.00
	Ralph Gould – August 2011	\$3633.00
	Ralph Gould – September 2011	\$2495.00
	Ralph Gould – October 2011	\$3860.00
	Ralph Gould – November 2011	\$2660.0
	Ralph Gould – December 2011	\$3385.00
	Kent County Staff Support	\$2380.56
	City of Grand Rapids – Service Year II Payment 7/1/2011-12/31/2011	\$775911.08
	Kent County Sheriff's Department – Service Year II Payment 7/1/2011-12/31/2011	\$474088.92
	City of Grand Rapids OT Reimbursement	\$11979.76
	Kent County Sheriff's Department OT reimbursement	\$24646.65
	City of Grand Rapids – OT Reimbursement -	\$26690.97
	City of GR – Service Year I – True Up	\$240041.00
	Kent County Sheriff's Department – Service Year I – True UP	\$9959.00

Moved by: McIntire  
Support by: Belk  
Unanimous

**01-23-12-07**      Motion to renew a one-year Agreement with Varnum, Riddering, Schmidt, & Howlett to provide legal services and to authorize the Chair to sign the Agreement.  
Moved by: Koorndyk  
Support by: Belk  
Unanimous

- 01-23-12-08**      Motion to approve an Agreement with Kent County to provide Information Technology and Geographic Information Systems services for a not-to-exceed amount of \$35,000 per year, and to reimburse Kent County \$53,413 for a portion of the costs associated with IT and GIS services that have supported KCDA initiatives and to authorize the Chair to sign the Agreement.  
Moved by: Koorndyk  
Support by: McIntire  
Unanimous
- 01-23-12-09**      Motion to approve an Agreement with PSAP Concepts and Solutions, LLC to serve as the Executive Director and to provide Management Services for the Authority and to authorize the Chair to sign the Agreement.  
Moved by: Peterson  
Support by: Richards  
Unanimous
- 01-23-12-10**      Meeting Adjournment  
To adjourn the meeting of Administrative Policy Board.  
Moved by: Belk  
Support by: Meijer  
Unanimous

**Public Comment:**    None.

### **Summary of Discussion Items**

#### **1. Update from TAC:**

- a. **CAD:** Michelle Young stated that the go-live date for the CAD project has been pushed back. She stated that Motorola provided an update recently which has impacted functions in the software which previously working properly. Young stated that they are waiting for an update from Motorola regarding the timeline for fixing the software and that this will then set the stage for moving forward with the necessary next steps which will include testing and training. Young stated that the Fire Chiefs have been updated regarding the status of the project and that she attended the Police Chiefs meeting to provide them with an updated. Holt stated that the sentiment that he is hearing is that the project needs to be completed but that it also needs to be completed to provide the best software and service available. He stated that there are some operational issues that will need to be addressed for the City of Wyoming as a result of the CAD system. Young stated that Motorola has responded to all calls for service and is more than willing to assign the necessary staff and resources to ensure that this project continues to move forward. Mark Meijer asked if we were tracking the additional costs that we are incurring as a result of the need to conduct testing based up the bad software upload that was received. Gould stated that Motorola is well-aware of the Authority's concerns related to the delay and financial impact that it has on the Authority and that this will continue to be something that is discussed. Dave Peterson stated that this has probably delayed Saginaw's transition to the new system. Belk stated that the Authority wants a product that is functional and will provide the necessary services to dispatchers and officers.

