



**Administrative Policy Board
9:30 am Monday, March 26, 2012
Wyoming City Hall, Lower Level Conference Room**

Minutes

1. Call to Order at 9:33 am by Chair Holt

a. Members Present

Curtis Holt – City of Wyoming
Laura Knapp – Grand Rapids FD
Larry Stelma – Kent County Sheriff
Dan Koorndyke – Kent County Board of Commissioners
Dick Richards – City of Grandville
Dennis Hoemke – Township of Algoma
Mark Meijer – Kent EMS
David Peterson - Plainfield FD
Michael Young – City of Rockford

b. Member Absent

Barry Getzen

c. Chair Declared a Quorum was Present

d. Guests

Karen Chadwick Grand Rapids PSAP
Matt Groesser Kent County PSAP
Rick Uslan Motorola

David Kiddle Grand Rapids PD
Jennifer DeHaan Kent County Administration
Chuck DeWitt Kent County Sheriff's
Ronald Bonneau KCDA Executive Director
Will Rouster Student Grand Valley State University

2. Introduction of New Member GR Fire Chief Laura Knapp by Chair Holt

3. Public Comment - None

4. Approval of the Agenda – March 26, 2012

a. Motion to Approve – Richards,

b. Second – Peterson

No Discussion

Approved 9 -0

5. Approval of the Minutes – January 23, 2012

a. Motion to Approve – Meijer

b. Second – Peterson

No Discussion

Approved 9-0

6. Members Excused – Chuck Deschaine, Kevin Belk and Chris McIntire

a. Motion to Approve – Young

b. Second – Knapp

No Discussion

Approved 9-0

7. Financial Report (*Motion to Authorize Expenditures and Disbursements as Attached*)

a. Motion to Accept Financial Report and Disbursements – Koorndyke

b. Second – Hoemke

No Discussion

Approved 9-0

8. Recognition of Ralph Gould – Chair Holt explained to the group that he felt that Ralph's exceptional service to the Authority deserved special recognition in the form of a gift. The entire Board was in agreement that he should be honored and Member Meijer suggested that the Executive Committee determine the type of recognition and gift that would be most appropriate. The APB members agreed and the item will be placed on the next EC agenda.)

9. Special Election of KCDA Treasurer to replace Greg Sundstrom and make appointment to the Executive Committee. Chair Holt thanked Greg for his service to the Authority and explained that the Authority needed to have an election to name a new treasurer. He said that he had spoken to Michael Young who had agreed to serve in that capacity upon APB confirmation.

a. Motion to Nominate Michael Young as Treasurer of KCDA – Koorndyke

b. Second – Peterson

There were no other nominations

Approved 9-0

10. Financial Services RFP: Chair Holt explained that another step in moving some of the administrative tasks from Kent County was the development and release of a Request for Proposal for Financial Services. He explained that it was released earlier in the month and responses are due by March 27, 2012. He also said that he had appointed a review committee consisting of Young, Hoemke and Bonneau to review the proposals and make a recommendation to

the Exec Committee. Review committee member Young then told the Board that the review team had held an online organizational meeting and had finalized the methodology, scoring matrix and time line of the review with a goal of having the final recommendation being presented to the Exec Comm at the May meeting. Dennis Hoemke stated that our target date was the EC meeting on May 14, 2012. Bonneau made some comments on the development of the RFP and thanked Jennifer DeHaan for her assistance and well as the Wyoming Financial Director. Curtis stated he is expecting a good response from the RFP.

11. Grand Rapids Fire Department/KCDA Radio Grant: Chief Laura Knapp gave the financial summary of the grant and she explained they are trying to get clarification about the total award which was reported originally as \$1,750,000.00 but which they believe is actually \$2,000,000 with a 20% match from KCDA. She told the Board the City of Grand Rapids had requested a letter from KCDA reconfirming our commitment to provide the 20% matching funds up to \$500,000.00. The letter was drafted by Bonneau and signed by Curtis Holt and given to Chief Knapp for her City Council meeting on Tuesday, March 27th. The Chief went on to say that the City Council has 30 days to accept the grant funds and 12 months to implement the project.

Karen Chadwick then gave a summary of the technical portion of the project and what the project is designed to address; the availability of radio access to all radio networks from both PSAP's and the microwave backhaul to serve the radio and CAD systems between the two PSAP's. She felt the project is the logical link to allow either PSAP to service the other as a "hot backup" center in the event one center is overloaded or must be abandoned.

Matt Groesser, representing Kent County PSAP, said they agree that this project is a significant one for public safety in the County.

Bonneau told the Board about the kickoff meeting that had occurred on Thursday, March 22nd with Grand Rapids FD, Grand Rapids PSAP, Kent County PSAP , KCDA and Max Machuta attending to talk about the individual responsibilities in processing the grant. Chief Knapp explained that the City of Grand Rapids would process the grant application, manage and perform purchasing and accounting for the grant and complete the grant reports.

Bonneau then explained why a consultant was at the kick off meeting. The group felt we will need to employ the services of an independent consultant to help the TAC identify the critical components of this very complex radio project since we do not feel that we have the expertise to develop the technical specifications of the project RFP internally. Moreover, we need to have a consultant that is neutral with no manufacturer allegiance and who is not interested in bidding on the project. The group discussed the scope of work we would need and the method of funding such a consulting component within the tight timeframe of the grant project.

2011 Audit: Chair Holt explained the audit process that KCDA uses as a portion of the Kent County audit and our financial portion of that audit.

Motion to renew an Agreement with Rehmann Robinson to perform an independent financial audit of Kent County Dispatch Authority for the Fiscal Year ended December 31, 2011, at a cost not to exceed \$6,250.00 and authorize the Chair to sign the Agreement.- Stelma

Second – Meijer

No Discussion

Approved 9 - 0

12.MMRMA Insurance Renewal: Chair Holt explained the relationship of KCDA with the insurance renewal and asked member Koorndyke, who had reviewed the insurance proposal if he had found anything of concern with the proposal.

Koorndyke responded he found the proposal sufficient. Member Meijer asked if we felt the liability provision was sufficient and the consensus was that it was.

Motion to renew the annual contract for insurance services with MMRMA in the amount of \$12,372.00 for one year and authorize the Chair to sign the contract. -

Koorndyke

Second – Peterson

No Discussion

Approved 9 – 0

13.Update from TAC (Karen Chadwick and Matt Groesser representing Michelle Young)

- a. *CAD – Matt stated that he has been pleased at the improved methods that Motorola has implemented that are making inroads into addressing the issues before the PSAP's as they move toward cut over of the new CAD system. He stated the in-house testing by Motorola of the Patch Fixes is improved and the recent releases are working as they should. Matt went on to say the last time Motorola was on scene they had nine computer engineers working on the release and the new way they are presenting the fixes to the PSAP's makes it easier for the test teams at the PSAP's to see what has been changed and how to test those issues. Karen Chadwick agreed and stated the last release cleared up 37 of the 40 issues they felt were required to proceed to cutover. They are still trying to determine with Motorola that they will be able to include some other fixes into the next release.*

Chief Knapp asked if they are still looking at two phases for the final cutover and Matt said it is probably going to be three phases now.

- i. *Phase I – Ok with CAD and Mobile to go Live*
- ii. *Phase II – CAD to CAD interface for EMS, EMD, MUM and Station Alerting*
- iii. *Phase III – State Police Interface with GIS units*

- b. *CPE – Chadwick reported they are still having issues with the Aurora reporting software from Cassidian but have been told by AWT that the issue is happening because each PSAP uses a different ALI format with their current CAD system. AWT believes when they both are on Motorola CAD, that they will use the same ALI format and the issue will self heal. Monitoring the situation and will attempt to validate the reason with Cassidian.*

14. Priority Dispatch: *Chair Holt asked Bonneau to give summary of the issue.*

Bonneau explained the contract in force with Priority Dispatch identifies payments due by KCDA that were based on dates that were developed when CAD was designed to be on line sooner. Priority Dispatch had informed Bonneau in February that they were going to invoice KCDA for 80% of the total cost (\$105,921.00) since that milestone payment was due to be paid by KCDA over a year late ago but had been delayed to the CAD delay. After checking with the PSAP managers it was felt that KCDA did owe Priority Dispatch some money but the group felt that a good faith payment of less than \$105,921 was in order., Subsequently Curtis and Bonneau met via conference bridge with Priority Dispatch and developed a new payment schedule requiring a payment of \$30,360 now and the remaining payments scheduled in November of 2012 and the 1st Quarter of 2013.

Koorndyke questioned if the old payments were tied to deliverables and was told they were not, but rather to dates we originally believed would be met in the Motorola cutover. Koorndyke then asked if we were confident that we could meet the new dates as outlined in the proposal. Curtis said that while we hope we can meet them with the CAD project, but that we had to do something with the Priority Dispatch contract to preserve the current price schedule of goods and services and to make sure they supplied, without additional cost, the newest software version of EMD, ProQA Paramount. Koorndyke went on to state that we are paying out money for something we have not even seen installed and Curtis, Bonneau and Chadwick assured the Board that Priority Dispatch is a

reputable company with hundreds of EMD installations throughout the USA and it is the product specified by Kent EMS. Furthermore, we are confident that the EMD system is a well proven system through the hundreds of installations across the State and USA. The Board was comfortable with proceeding.

Motion to approve the revised financial payment terms as outlined in Quote #73647 dated March 20, 2012. – Peterson

Second – Knapp

No discussion

Approved 8 – 0 (Meijer Abstained from Voting)

15. Update and Progress Report from Executive Director: Report as Distributed by the Executive Director. Chief Peterson stated that in the Director's report a reference is made to the lack of between \$4-7 million dollars in the collection of surcharge by the Michigan Auditor General and asked if this is the entire state loss, there must be losses in Kent County what can be done locally to collect the surcharge due. Bonneau replied that the Auditor General is asking for new legislation with an enforcement and penalty clause for carriers that do not remit the correct surcharge. Bonneau explained that it is impossible to determine if wireless carriers are not remitting the proper surcharge since they do not have to release the number of subscribers they have to the Authority or to anyone else, so it is hard to quantify if the correct surcharge is being collected and remitted.. Additionally Curtis spoke about wireless PrePaid and explained that there is legislation being introduced in the Michigan legislature which addresses PrePaid by requiring the collection of the surcharge at the point of sale. Bonneau stated this is the method many states are using to collect prepaid and that prepaid is the largest pot of money being uncollected nationally.

16. Executive Committee Update – No Report

17. Miscellaneous – None

Meeting Adjourned 10:27 AM

Upcoming Meetings (www.kent911.org)

KCDA Executive Committee Meeting:

Monday, April 9, 2012 at 10 AM, Wyoming City Hall

KCDA Administrative Policy Board Meeting:

Monday, April 23, 2012 at 9:30 AM, Wyoming City

Bills for Approval

Name	Purpose	Amount	Approval
Rehmann	Auditing	\$6,250.00	Admin PB
MMRMA	Insurance	\$12,372.00	Admin PB
Priority Disp	EMD Tier Payment	\$30,260.60	Admin PB
Grand Rapids PD	Frequency Coordination	\$580.00	Curtis
Ralph Gould	Consulting Jan, 12	\$3,375.00	Curtis
Ralph Gould	Consulting Feb, 12	\$1,275.00	Curtis
PCS	Consulting Jan, 12	\$3,343.13	Curtis
PCS	Consulting Feb, 12	\$5,062.50	Curtis
Kent IT	Work in Feb	\$991.11	Curtis
Kent GIS	Work in Feb	\$4,081.01	Curtis
Kent CSO	CPE for GR	\$836.36	Curtis

Status of Current and Future Project / Task

Project/Issue	Assigned	Status	ECD
Appoint New Treasurer to replace Greg Sundstrom	APB	Completed	3/26/12
Financial RFP	KCDA Review Committee	Review	5-14-12
Appoint RFP Review Committee	Holt	Appointed	3/26/12
New Authority Mailing Address	APB	Discussion	3/26/12
5 / 10 year Capital Budget	Holt and Bonneau	In Progress	5/15/12
Annual State 911 Report	PSAP Directors & Bonneau	Begin this month	5/1/12
Web Site Redesign	Bonneau	In Progress	5/1/12
CAD to CAD interface	Young	In Progress	TBD
CAD Installation Timeline and Progress Reports	Chadwick and Young	Weekly Conference Calls with Motorola but Awaiting Schedule	TBD
Zetron Paging	Young		TBD
Interface of ProQA Paramount to Motorola CAD	CAD KCSO	In Discussion with Motorola	TBD
Live MUM	Pending		TBD
Fire Grant Acceptance	GR FD/ GR PD/ KCSO/ KCDA	Meetings for Process Established	4-15-12
Fire Grant Project	In Progress	Working Group	3-1-13