



Administrative Policy Board
9:30 am Monday, April 23, 2012
Wyoming City Hall, Lower Level Conference Room

Minutes

1. Call to Order by Chair at 9:34 AM as a Quorum was present.

a. Members Present

| | |
|----------------------|----------------------------|
| Curtis Holt | City of Wyoming |
| Larry Stelma | Kent County Sheriff |
| Kevin Belk | Grand Rapids PD |
| Dennis Hoemke | Algoma Township |
| Mark Meijer | Kent EMS |
| Dave Peterson | Plainfield FD |
| Barry Getzen | Lowell PD |
| Michael Young | City of Rockford |

b. Members Absent

| | |
|------------------------|----------------------------------|
| Laura Knapp | Grand Rapids FD |
| Dan Koorndyke | Kent County Commissioners |
| Dick Richards | City of Grandville |
| Chuck Deschaine | City of Walker |
| Chris McIntire | Michigan State Police |

c. Guests

| | |
|-----------------------|----------------------------|
| Michelle Young | Kent Count Sheriff |
| Chuck DeWitt | Kent County Sheriff |

Karen Chadwick

Grand Rapids PD

Matt Groesser

Kent County Sheriff

Rich Uslan

Motorola

Ronald Bonneau

Executive Director

2. Public Comment - None

3. Approval of the Agenda – April 23, 2012

Motion to approve Agenda – Dennis Hoemke

Second – Mark Meijer

Approved 8-0

4. Approval of the Minutes – March 26, 2012

Motion to Approve – Barry Getzen

Second – Dennis Hoemke

Approved 8 – 0

5. Members Excused – Chris McIntire called in his inability to attend.

Motion to Excuse Chris McIntire – Mark Meijer

Second – Dave Peterson

Approved 8 – 0

6. Financial Report - No financial report was included, Executive Director notified by Board to make sure a financial report is received each month.

Motion to Authorize Expenditures and Disbursements as Attached

Larry Stelma

Second – Dennis Hoemke

Approved 8 – 0

7. Recognition of Ralph Gould: Curtis Holt told the Board that the he will be recognized by the Board at the May 21, 2012 meeting. Bonneau told them Board that he has been notified requesting his attendance.

8. Financial Services RFP: Michael Young reported to the Board that the reviews of the five fiduciary services responses to the KCDA RFP will be conducted

immediately following this meeting by the review committee with a recommendation to the Executive Committee on May 7, 2012.

9. Grand Rapids Fire Department/KCDA Radio Grant: Bonneau gave information about the fire grant process and how it was proceeding in regards to developing the technical specifications for the radio system. He also explained the role that KCDA expects to play in the acquisition of a consultant to guide us through the project. Michelle Young told the Board that Kent County Purchasing is willing to issue the RFP's for this project. Curtis then told the Board the reason why the 20% match amount needed to be increased to 22.04% due to an amended financial statement being tendered to FEMA for approval. Curtis went on to explain that KCDA is having a funding meeting with Grand Rapids purchasing tomorrow to work out the logistics of the grant award and how the consultant will be obtained and will report the information from the meeting to the Board at a later date. After a short discussion it was the consensus of the Board to approve the increase in the KCDA match up to \$495,000.00 to secure the grant with the City of Grand Rapids Fire Department and FEMA.

Motion to approve increasing the KCDA match portion of the grant to 22.04 % or \$495,000.00. – Dennis Hoemke

Second – Dave Peterson

Approved 8 – 0

Sheriff Stelma asked the other Board members if there was value in having different radio vendors to come to the next few Board meeting to give 15-20 minute presentations on the future of voice radio and what direction the industry is moving towards as we begin modernizing radio in Kent County. The consensus was that this is a good idea as long as the presentation is geared to education and not to sales.

Action Item: Bonneau to work with the TAC committee to determine content and to contact vendors and determine a schedule when these presentations will presented at the beginning of APB meetings. .

10. Audit: Bonneau reported that the auditor's questionnaires had been submitted and the auditing process has commenced.

11. Mission Statement: Curtis Holt explained that the Mission Statement and Policy Creation policy had been presented by the Executive Director to the Executive Committee at two different meetings for work on the draft and the ones tendered today are recommended for approval by the Executive Committee.

Motion to approve the KCDA Mission Statement as with a substitution of the word "resident" to replace "citizen" and include the word visitors to read "residents of and visitors to Kent County". – Kevin Belk

Second – Mark Meijer

Approved 8 – 0

12. Method for Policy Creation

Motion to approve the methodology to create administrative policy for KCDA. – Dennis Hoemke

Second – Michael Young

Approved 8 – 0

13. Update from TAC

- a. *CAD* – Matt Groesser made the presentation on behalf of Michelle Young and reported the activities of Motorola to continue to correct bugs and problems with software issues is favorable. They appreciate the new presentation format Motorola is using to educate the PSAP's on how the approach to the problem is being addressed and they are experiencing lesser magnitude and frequency of new bugs being found. He also reported they have accomplished a major milestone with both GR and KC in moving Kent GIS to one master map application that both centers can access. Michelle stated that they are hoping the release in May will permit them to schedule a "go live" date. A question was raised on what

impact the integration of interfaces to outside agencies may be expected to have on the go live version, it is will or could cause related issues. Michelle explained they have had conversations with Motorola on these issues and they will begin integrating them interfaces after go live in a test environment and expect there will be some impacts to the software.

Matt also made a brief report on his recent attendance at NAED conference and related the contacts he made of those using ProQA software, notable with those using the product with a Motorola CAD system. He thanked the Board for their assistance in providing this training and felt it will help transition in EMD to the primary PSAP's.

- b. CPE: Karen Chadwick reported they are still experiencing maintenance issues with AWT most recently over the weekend when a link between Grand Rapids and Southfield was down. GR was notified initially by ATT that the problem was the equipment at GR so they called AWT, who advised they would be out the following day. Karen stated that the problem ended up being a network problem with ATT but she was concerned about the lack of responsiveness from AWT in this issue and also with the newly installed Aurora reporting software. Karen went on to report that she and Bonneau had a meeting with AWT representative in Lansing last week where the Aurora software issue and outstanding maintenance tickets were items of conversation.

Captain DeWitt then related a problem that KCSO had with a Gateway that took several weeks to resolve, much more time than he expected.

Bonneau related he is concerned with the apparent lack of attention being given to the Kent County PSAP's in responding to system issues during the warranty period by AWT, both in the number of technicians available to work on Patriot and the amount of parts available at AWT. Bonneau

suggested a sit down meeting with AWT and Cassidian to resolve the issues. The Board thought this was a good idea as the renewal of the maintenance contract is within the next six months.

Action Item: Bonneau to set up a sit down meeting with AWT and Cassidian to resolve issue.

14. Update and Progress Report from Executive Director: Bonneau summarized points within the written report and requested a TAC meeting to discuss regional technology issues with other counties, such as Ottawa. Also pointed out the change in meeting date for APB to May 21st due to Memorial Day. There were no other questions.

15. Executive Committee Update – No Report

16. Miscellaneous - None

Meeting adjourned at 10:36 AM.

Bills for Approval

| Name | Purpose | Amount | Approval |
|----------------------|------------------------|---------------|-----------------|
| City of Grand Rapids | Frequency Coordination | \$580.00 | Curtis |
| Priority Dispatch | EMD Tier Payment | \$30,260.60 | Admin PB |
| PCS | Consulting March 12 | \$6,060.00 | Curtis |

Status of Current and Future Project / Task

| Project/Issue | Assigned | Status | ECD |
|---|--------------------------------|---|------------|
| State NG GIS Project | Bonneau | Letter Sent to Harriet | Closed |
| Fiduciary RFP | Young | In Review | 5-21-12 |
| Travel Policy | Bonneau | Draft Stage | 6-18-12 |
| New Authority Mailing Address | APB | Awaiting Fiduciary | 5-21-12 |
| 5 / 10 year Capital Budget | Holt, Young and Bonneau | In Progress | 5/15/12 |
| Annual State 911 Report | PSAP Directors & Bonneau | Finalizing | 5/1/12 |
| Web Site Redesign | Bonneau | In Progress | TBD |
| 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 | 5-7-12 |
| Fire Grant Project | In Progress | Working Group | 3-1-13 |