



**Administrative Policy Board  
9:30 am Monday, May 21, 2012  
Wyoming City Hall, Lower Level Conference Room**

**Minutes**

- 1. Call to Order** by Vice President David Peterson declared a Quorum was present and called the meeting to order at 9:31 AM as Chair Holt was tied up with other business in the building.

**Members Present:**

Curtis Holt	City of Wyoming
Barry Getzen	Lowell PD
Dan Koorndyke	Kent County Commissioner
Kevin Belk	Grand Rapids PD
Mark Meijer	Kent EMS
Chris McIntire	Michigan State Police
David Peterson	Plainfield FD
Michael Young	City of Rockford

**Members Absent:**

Dick Richards	City of Grandville
Chuck DeShaine	City of Walker

**Members Excused:**

Larry Stelma	Kent County Sheriff
Dennis Hoemke	Algoma Township
Laura Knapp	Grand Rapids FD

Guests:

Michelle Young	Kent County Sheriff
Chuck DeWitt	Kent County Sheriff
Matt Groesser	Kent County Sheriff
David Kiddle	Grand Rapids PD
Rich Uslan	Motorola
Rick Uslan	Motorola
Keith Kemmerline	Motorola
Dean Alger	Resident
Ralph Gould	Executive Director (Ret)
Ronald Bonneau	Executive Director

**2. Public Comment - None**

**3. Presentation on Future Voice Radio** – Motorola gave their vision of public safety radio and related communications systems in the future.

- Curtis Holt joined meeting and assumed Chair at 10:00 AM

**4. Approval of the Agenda** – May 21, 2012

*Motion: Mark Meijer*

*Second: Chris McIntire*

*No Discussion*

*Approved 8-0*

**5. Approval of the Minutes** – April 23, 2012

*Motion: Michael Young*

*Second: Kevin Belk*

*No Discussion*

*Approved 8-0*

**6. Members Excused:** Stelma, Knapp and Hoemke notified the ED of their absence.

*Motion: David Peterson*

*Second: Chris McIntire*

*No Discussion*

*Approved 8 – 0*

**7. Financial Report and Disbursements:** Bonneau gave short report explaining how the surcharge income, based on past history, should start in June of this year.

*Motion: Dan Koorndyke*

*Second: David Peterson*

*No Discussion*

*Approved 8-0*

**8. Recognition of Ralph Gould –** Chair Holt recognized the contributions of Ralph to KCDA through its formative years which included guidance in development of the concepts. The Board unanimously thanked Ralph and gave him a commemorative shadow box clock, a gift certificate and a US Flag flown over the US Capital.

**9. AWT Issue and Lockhart Review of Contracts** Bonneau gave a report to the Board from the KCDA attorney's oral opinion concerning current AWT contract terms as they related to maintenance of the Cassidian Patriot system. The Board discussed their options on continuing with AWT or pricing out other vendors that are certified to support the Patriot system. Board wanted the Executive Director and the PSAP managers to price out the two other vendors (Motorola and ATT) that can provide maintenance services and to report those findings to the Board at the June meeting prior to a final decision being made on the future of AWT.

**10. Financial Services RFP Recommendation:** Michael Young, Chairman of the RFP review committee for Fiduciary Services gave a report stating that the review committee as well as the Executive Committee recommends hiring the City of Wyoming to perform the functions as contained within the RFP and to approve the agreement attached to the agenda.

*Motion to approve the agreement with the City of Wyoming, Michigan to provide Fiduciary Services to KCDA for the next (18) eighteen months. – Michael Young*

*Second: Dan Koorndyke*

*No Discussion*

*Approved 7 – 0*

*Curtis Holt abstained.*

**11..Update from TAC** (Michelle Young and Karen Chadwick)

- a. CAD – Michelle Young told the Board that the latest fixes which we demonstrated to the PSAP's we less than expected but they have been assured that they will be fixed and included in the 3.1.6 release which is set to be the cutover release. She went on to say that Saginaw is cutting over in June and she is interested in seeing what they (Motorola) learns from that cutover that might assist us. She continued by explaining the critical nature of the query functions working properly prior to cutover.
- b. CPE – No update except for the information from the KCDA attorney\
- c. Radio Consultant RFP: Specifications for the RFQ have been finished by the PSAP managers and ED and are awaiting instructions from Grand Rapids purchasing on the next steps.
- d. Michelle also advised the Board that the Police Chief had asked TAC to review the use of ten codes and requested they be eliminated. Michelle stated this request does not qualify for TAC review but that they will form a response to the Chiefs for discussion purposes.

**12. Update and Progress Report from Executive Director:** There were not questions from items contained within the Progress Report

**13. Executive Committee Update:** Curtis explained to the Board of his desire to institute a new finance committee to assist in financial matters as we have now chosen a new fiduciary agent and will be moving away from the financial policies

and procedures of Kent County to our own. He advised he has requested that Michael Young serve as the Chair of the Finance Committee with Dennis Hoemke, the ED and others that are interested in participating. Along with that, Curtis and the ED will be working alongside the new Fiduciary to create a line item budget and a new 5/10 year capital budget which will help define what items KCDA should financially support and which items they will be unable to support while remaining fiscally solvent. He expects that process to be completed sometime this summer.

**14. Miscellaneous – None**

Meeting adjourned at 10:37 AM

Respectfully Submitted

Ronald Bonneau  
Executive Director