



**Administrative Policy Board  
9:30 am Monday, August 27, 2012  
Wyoming City Hall, Lower Level Conference Room**

**Minutes**

**1. Meeting called to order by the Chair Curtis Holt at 9:34 with a quorum present**

**Members Present**

Curtis Holt	Chair, City of Wyoming
Laura Knapp	Grand Rapids FD
Larry Stelma	Kent County Sheriff
Barry Getzen	City of Lowell
Kevin Belk	Grand Rapids PD
Dennis Hoemke	Algoma Township
Dick Richards	City of Grandville
Mark Meijer	Kent EMS
Chuck DeSchaine	City of Walker
David Peterson	Plainfield FD

**Members Absent**

Michael Young	City of Rockford
Dan Koorndyke	Kent County Commissioners

**Members Excused**

Chris McIntire Michigan State Police

**Guests**

Michelle Young Kent County Sheriff

David Kiddle Grand Rapids PD

Chuck DeWitt Kent County Sheriff

Karen Chadwick Grand Rapids PD

Matt Groesser Kent County Sheriff

Rich Uslan Motorola

Sherry Zomerhuis Grand Rapids PD

Kari VanBennekom Grand Rapids PD

Ronald Bonneau, ENP Executive Director

**2. Public Comment - none**

**3. Approval of the Agenda – August 27, 2012**

***Motion to Approve by Deschaine***

Second by Belk

No Discussion

Approved 10 - 0

**4. Approval of the Minutes – June 25, 2012**

***Motion to Approve by Belk***

Second by Peterson

No Discussion

Approved 10 -0

**5. Members Excused**

***Motion to Approve McIntire as excused by Peterson***

Second by Richards

No Discussion

Approved 10 -0

**6. Financial Report** (*Motion to Authorize Expenditures and Disbursements as Attached*) *Curtis explained the new budget format that is reflected in this months reports. The new budget format with line item numbers reflects the budget as approved for Fiscal 2012 in December of last year in that all fund amounts for*

*the various categories remained the same but were delineated by line item amounts. He also explained that we are trying to ascertain the true amounts of surcharge rebated by the state since we have only been able to track \$3,300 to date and this seems artificially small. Bonneau explained that we are still working with Kent Finance to make income determinations of what income was derived from surcharge for the present fiscal year. Bonneau said we expect a full accounting at the September APB meeting.*

***Motion to Approve the Financial Report and to Authorize payment of bills as included by Hoemke***

Second by Richards

Discussion: Meijer asked why there is a projected shortfall of almost \$2,000,000 this year as shown on the Income/Expense Statement. Curtis answered that we expensed out all items obligated, such as CAD, Medical Priorities, FEMA match, etc., in this fiscal year that should have been expensed out in previous years so that is why it appears that we are spending more than our income.

Approved 10 -0

- 7. KCDA Finance Policy** – Curtis told the board the Finance Policy has gone through the approved policy process and along with the Financial Procedures and both have received a recommendation for approval by the Executive Committee.

Resolution #13-082712 to adopt the Financial Policy as recommended by the KCDA Executive Committee as presented.

Resolution #14-082712 to adopt the Financial Procedures as recommended by the KCDA Executive Committee as presented.

***Motion to Approve Resolution #13-082712 and Resolution #14-082712 by Meijer***

Second by DeShaine

No Discussion

Approved 10 -0

- 8. KCDA Financial Procedures** – as approved above.

**9. Cassidian Maintenance Contract** – Curtis explained that the contract for maintenance services has been delayed due to some outstanding legal issues that the attorney’s are trying to reconcile. Curtis believes that the contract terms required a slight delay and asked the Board to consider approving the maintenance contract with ATT subject to our attorney’s approval.

**Resolution #16-082712 to allow the Chair to sign a contract with ATT to provide maintenance services for the Cassidian 911 system upon approval of the KCDA attorney by Meijer**

Second by Getzen

Discussion: Bonneau explained the process by which the team has been pursuing a new maintenance contract with the preferred vendor (ATT) and the current status of the contract. He explained the process used to determine the business items the PSAP’s want the new contract to address notably the Matrix that defines the level of service requests and the response to the levels as well as other items such as trained Cassidian technicians, etc. He went on to say the contract was reviewed by the PSAP’s and himself and edited comments were provided to Varnum to coincide with their legal review of the contract as they related to the comments. He went on to say that all items were reduced to a red line edition of the ATT contract which is now being reviewed by ATT. Bonneau went on to say that he had hoped the contract would have been ready for today’s meeting but some legal issues and language remain outstanding, but he believes that the contract will be completed within two weeks which will allow the October 6<sup>th</sup> transition from AWT to ATT with no loss of coverage.

Approved 10 -0

**10. Kent County Pooled Assets** – Bonneau explained that the change in the Fiduciary from Kent County to the City of Wyoming impacts our ability to invest in either Kent County pooled assets or other pooled assets but that the County Board of Commissioners wants a resolution passed naming the two individuals from KCDA who are authorized to move KCDA funds. Bonneau went on to

explain that the two named in the resolution were discussed at the Executive Committee meeting on August 13<sup>th</sup>.

Resolution #15 - 082712 to Authorize Curtis Holt and Michael Young to transfer KCDA funds to and from the Kent County Pooled Asset accounts.

***Motion to approve Resolution #15-082712 by Peterson***

Second by Knapp

Discussion: Belk asked what happens when the Chair changes. Curtis explained the County wants names for authorization and if the Chair changes then we will have to notify them of the change. Bonneau stated the two were chosen since the Enabling Agreement for KCDA specifically says the Board Treasurer must authorize KCDA fund actions (Michael Young) and that Curtis was chosen for ease in moving funds since he is in the same building as the new Fiduciary. Belk asked if this will allow us to place KCDA funds where they get the best return between different pooled asset accounts. Curtis said that is what they hope to be able to accomplish.

Approved 10 -0

**11. KCDA and GIS** Curtis explained that we have scheduled a meeting of all the GIS providers (Kent GIS, Grand Rapids GIS and REGIS) for this coming Thursday, August 30<sup>th</sup> at 10 AM in the downstairs conference room at the City of Wyoming to talk about the process being used to update PSAP mapping between the above entities and to determine who owns which part of the common data. The PSAP's have been invited to participate in the discussion to work towards future resolution of the problem.

**12. Strategy Retreat** – *Immediately Following the Admin Policy Board meeting on September 24<sup>th</sup> which the Board has asked to begin at 8:30 AM.* Curtis asked the Board to carve out some significant time that day to discuss the future direction of KCDA as it relates to both operational and funding issues. He hopes to begin the discussion of what items KCDA should be responsible to fund in light of flat income from year to year. He will pay for lunch to be brought into the meeting so he expects it will last through the lunch hour. In light of the long day

*on the 24<sup>th</sup> he is cancelling the Executive Committee meeting of September 10<sup>th</sup> unless something comes up between now and then that dictates a meeting to take place.*

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

- a. CAD – Michelle reported the hot fixes that they have tested have seen positive results and they have identified 5 issues that are to be addressed in the hot fix being delivered on September 4<sup>th</sup>. They have agreed to do ATP testing together with GR so that they can define the Go Live software version. She reported they have found a new issue that causes the Kent County workstations to lock up when a mobile field application presses the Emergency Button. This is happening fairly often and with the placement of the Emergency Button on the mobile computer she expects this to increase in frequency when the mobile users come on line. She has reported this to Motorola and they have advised they will try to correct the problem but think it will come in another hot fix after the go live version is accepted. She also reported that the IYETEK software interface has not been resolved with Motorola and gave the Board a brief description of the problem. She has asked Motorola to pay for the correct interface with IYETEK and if they don't pay the problem will need to be corrected before Go Live as it affects all users of IYETEK by field units. She wants to have the Board consider paying for the interface correction if Motorola fails to fund the issue and would need authorization by the Board prior to the September 24<sup>th</sup> meeting to give ample time for IYETEK to develop and test the new interface and to train users within the same time period as the training for the new CAD and mobile application platforms. Bonneau suggested that since this has been identified as a Blocking Issue by Kent County that the Board may consider notifying IYETEK to develop the interface now so that time will not be lost in getting the interface installed and tested prior to Motorola's decision, especially if KCDA will have to pay for the interface if Motorola refuses. Chief Belk agreed but suggested taking the interface correction fee out of the

timeline payment of \$24,000 for the IYETEK interface that Motorola will bill since Motorola did not build the interface correctly in the first place.

***Resolution #17-082712 to approve payment to IYETEK for development of a software interface with Motorola Premier One CAD and to subtract the interface cost from the Motorola Change Order for the IYETEK interface by DeSchaine***

*Second Peterson*

*No Further Discussion*

*Passed 10 - 0*

- b. *Radio Consultant RFP* Bonneau told the Board that the City of Grand Rapids received five responses to the RFP and have met twice to score the responses. One of the responses was not scored and was removed from consideration since the response did not comply with the requirement to certify that there were no conflicts of interest and they failed to identify the consultant that would be assigned to the project along with the required resume of the consultant. The other four were investigated by the PSAP's for background and reference checks and one of the respondents was removed from consideration due to some integrity issues in past projects. Bonneau went on to say that each individual will use the scoring sheet provided by Grand Rapids Purchasing and send their scoring sheets to Jose Reyna for compilation. Karen told the Board that the consensus choice is Elert Consulting and that upon approval by Grand Rapids purchasing the contract will be let with that firm. Meijer asked if we can meet the grant time line? Bonneau responded that the PSAP's were firm during the pre-bid meeting that the consultant needed to understand the time line and should be prepared to begin working on the Technical Specifications for the RFP as soon as they are retained. Karen stated that while the March 13<sup>th</sup> grant time line is important that the Chief of Grand Rapids FD is willing to request an extension if needed (Chief Knapp agreed orally at this time) but they will try to expedite the process as much as possible. Michelle Young stated

that one the concerns of the project is the microwave backhaul and if tower is needed, that the winter weather could impact that portion of the project.

**14. Update and Progress Report from Executive Director:** Bonneau stated that he understands the Aurora reporting software issue has not been resolved due to a network security concern between Cassidian and Kent IT. He went on to say that last week at the APCO conference in Minneapolis he spoke with Tim Miller of Cassidian who has been working with the PSAP's to try to resolve the reporting error/discrepancies but needs to get VPN access to the system. Karen asked Bonneau to explain the issue to the Board and Bonneau explained the call handling reports (Stats and Aurora) having different sets of numbers for a given time period which are essential when determining the percentage of surcharge distribution between the two PSAP's. Bonneau went on to say that Tim Miller told him that Cassidian has an Aurora software problem in Milwaukee that Cassidian is considering having him travel to rectify and he wanted to know if KCDA might like him to come to Grand Rapids at the same time to help identify our problems. Both PSAP's thought this would be beneficial and both are willing to wait until the second week of September if he can come to help them validate the report discrepancies.

**15. Executive Committee Update –** Curtis informed the group there would be no Executive Committee meeting in September.

**16. Miscellaneous No Report**

**Meeting adjourned at 10:37 AM**

Respectfully submitted  
Ronald Bonneau, ENP  
Executive Director

**Upcoming Meetings** ([www.kent911.org](http://www.kent911.org))

**NOTE TIME CHANGE**

KCDA Administrative Policy Board Meeting:

Monday, September 24, 2012 at 8:30 AM, Wyoming City Hall

KDCA Strategy Meeting Immediately at Conclusion of APB

Lunch will be provided by City of Wyoming

**Bills for Approval**

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>Approval</b>
Kent IT	IT support	807.00	Curtis
Motorola	Mobile Software Licenses	\$56,517.00	Milestone
Motorola	Mobile Software Licenses	\$28,600.00	Milestone
MMRA	Insurance	\$3093.00	Curtis
Kent GIS	Map Maint	323.47	Curtis
Kent IT	IT Support	322.35	Curtis
Kent Co	Smartnet Annual Maintenance	\$5,488.86	Curtis
T&W Electronics	VHF Transmitter	\$6,832.00	Curtis
Motorola	Training	\$6,537.00	Milestone
Varnum	Fiduciary Agreement	\$730.00	Peterson
PCS	Consulting June 12	\$6,125.63	Curtis
PCS	NENA Conf Travel	\$1,330.90	Curtis
PCS	Consulting July 12	\$5,679.38	Curtis
Wyoming	Fiduciary Services July and Aug	\$2,000.00	Curtis
Kent Co Sheriff	Travel Reimbursement NAED	\$1,068.48	Curtis

