



**Administrative Policy Board  
9:30 am Monday, October 29, 2012  
Wyoming City Hall, Lower Level Conference Room**

**Minutes**

**1. Called to Order by Chair Holt as a Quorum was present at 9:35 AM**

**Members Present**

Curtis Holt	City of Wyoming
Larry Stelma	Kent County Sheriff
Kevin Belk	Grand Rapids PD
Laura Knapp	Grand Rapids FD
David Peterson	Plainfield FD
Barry Getzen	Lowell PD
Dan Koorndyke	Kent County Commissioner
Mark Meijer	Kent EMS (at 9:50)

**Members Absent**

Chuck Deshaine	City of Walker
Dennis Hoemke	Algoma Township

**Members Excused**

Chris McIntire	Michigan State Police
Michael Young	City of Rockford
Dick Richards	City of Grandville

## **Guests**

Chuck DeWitt	Kent County Sheriff
Michelle Young	Kent County Sheriff
David Kiddle	Grand Rapids PD
Karen Chadwick	Grand Rapids PD
Matt Groesser	Kent County Sheriff
Doug Conlon	Citizen, Sparta, Michigan
Ronald Bonneau, ENP	Executive Director

- 2. Public Comment** – Doug Conlon representing unstated Accessibility Group wanted to make everyone aware of the special circumstances that those that have mental illness encounter when they require assistance from public safety response agencies and believes that sensitivity training should be provided.

**3. Approval of the Agenda** – October 29, 2012

Motion to Approve Agenda by Stelma

Second by Koorndyke

No Discussion

Approved 7-0

**4. Approval of the Minutes** – September 24, 2012

Motion to Approve Minutes by Koorndyke

Second by Stelma

No Discussion

Passed 7 – 0

**5. Members Excused**

Motion to excuse Chris McIntire, Michael Young and Dick Richards by Stelma

Second by Knapp

No Discussion

Passed 7 - 0

- 6. Financial Report** – Bonneau explained the income and expenses as contained in the Performance Report as of October 25, 2012 and the items for payment as presented in the accounts payable report.

Motion to Approve the Financial Report by Stelma

Second by Peterson

No Discussion

Passed 7 – 0

Motion to Approve Payment of the Bills by Koordyke

Second by Getzen

No Discussion

Passed 7 - 0

- 7. Kent EMS Strategy** – Curtis Holt summarized the presentation of Mic Gunderson from KentEMS that was given to the Executive Committee on October 15, 2012. KentEMS has invited KCDA to have representatives from KCDA and the two PSAP's on their governing and advisory boards. Curtis advised the members that Bonneau will be attending for the Authority and wants each PSAP to put forth a representative for the positions so that at the November APB meeting a resolution can be made confirming their appointment. Holt also reported that KentEMS is interested in establishing dialogue with the Authority as we move closer to providing EMD from the primary PSAP's and believes that their interaction will be good for the implementation of the system. He went on to report that there was a lengthy discussion about the merits of EMD from the ambulance companies to the primary PSAP's and the role that KentEMS expects to play in the process.
- 8. 5 Year Budget Review** – Bonneau presented the current edition of the 5 year budget in relation to the cost items contained within the replacement of system and equipment purchased by KCDA and the impact on those cost items to the overall operating and capital budget going forward. He explained that this is a working document that is meant to reflect financial considerations on income and current and future obligations that KCDA must consider when formulating a financial strategy, both for current operations as well as for future requests. The current replacement schedule, developed with input from the PSAP and Finance Committee review requires a yearly contribution from KCDA of \$846,621. That

amount of money as well as yearly operating line items means that each year KCDA will be forced to take funds from the reserve fund to meet current obligations. If the current income remains stagnant, it could result in a deficit in the reserve as early as FY2018. As identified in the strategy meeting new funding will be required to meet our obligations. The budget as presented is a tool for the Authority to recognize deficiencies in the income as expense of the Authority and to measure the ability of the Authority to provide more in the future. There was several comments from members of the Board but all felt it is worthwhile tool for us to use and update on a regular basis. Bonneau went on to say the it was used by the Finance Committee in the development of the proposed FY2013 KCDA budget.

- 9. FY 2013 Draft Budget Discussion** – Bonneau made a presentation of the first draft of the FY2013 KCDA budget which is moving from a Fund Format to a Line Item format. He explained that for the first time the budget was developed with the KCDA Finance Committee involvement and the purpose is to allow the Board to review the budget and make comments so that the budget can be approved at the November meeting of the Policy Board. He explained that the Finance Committee used the current budget and projected estimated actual for the end of the current year for income as well as expenses and used those amounts in formulating the first draft. Of major significance in the expense side was funding for two consulting studies; one for a county wide interoperable trunked radio solutions and one for a study of the current Kent County fiber network for public safety grade considerations and interconnection to other counties IT systems. He explained that this could be done with a consortium of counties as they consider building out an ESInet for public safety use as envisioned for Next Generation 911 networks. Another addition was a line item for education of the public to tell the successes of KCDA as we move forward with a new funding initiative. This will be accomplished using a public relations firm to craft our message. He explained the new budget template which identifies costs of KCDA separate from costs for each PSAP. Chief Getzen explained the Finance Committee's consideration of a funding request from the

two PSAP's for EMD training and the rationale that the committee used to establish the line item cost of \$50K for each PSAP. A discussion ensued about the training and overtime costs for implementing EMD services which are expected to occur in 2013. It was felt by both PSAP's that the \$50K allocated by the Finance Committee for EMD training and associated OT would be sufficient for the year, assuming that each PSAP would use state training funding for some of the EMD required training. No significant questions or concerns were raised by any Board member of the draft budget as submitted. Bonneau requested that Board members and both PSAP's submit any concerns about the budget prior to the second week of November so the budget committee can finalize the version for adoption in November. All agreed to file their comments by the deadline.

**10. GR OT Request 2011** – Curtis explained that the City of Grand Rapids had submitted a request for overtime reimbursement to the Executive Director from FY2011. The original invoice was never processed by Kent County during that year. A recent audit of Grand Rapids had found that the invoice had not been paid. Pursuant to the new Financial Procedures that require when invoices are presented that are after the close of the Fiscal Year when they occurred, that the request must be reviewed by the Finance Committee, the request was submitted to the Finance Committee for review. The Finance Committee has reviewed the request and is recommending the invoice be paid in the amount of \$25,457.51.

**Resolution #19-102912** to approve payment to the City of Grand Rapids  
by Peterson

Second by Getzen

No Discussion

Approved 8 – 0

**11. AT&T Contract for Maintenance and Support Services** – Holt explained the the Board that there had been a resolution made by the Board to allow Curtis to sign the ATT contract for Cassidian Maintenance services. This was done due to the short time line the Authority was dealing with as it worked with ATT. A situation developed where documents needed to be signed and due to the location of the parties it was quicker for Bonneau to sign the documents and

allow the contract be executed by the date needed than for Curtis to sign them. Curtis asked for the Board to approve Bonneau signing the document for clarification of the original resolution (#16-082712).

**Resolution #20-102912** to Approve Bonneau signing the ATT  
Maintenance Contract by Koorndkye  
Second by Getzen  
No Discussion  
Passed 8 - 0

**12. Travel Policy Discussion** – Bonneau and Holt explained that KCDA has been working on a travel policy and that a discussion of the first draft occurred at the Executive Committee level but the thought was that the policy would only cover the Executive Director travel. Now that PSAP travel has been added to the KCDA budget Curtis believes that the KCDA travel policy must cover costs that KCDA may reimburse the PSAP when travel occurs so that we can demonstrate financial oversight into our funds should that become an issue. The group asked about the policy proposed and Bonneau stated that it mirrors the travel policy of the Fiduciary. A discussion occurred concerning other agency travel policies that may be more generous than KCDA and how to reconcile those policies with KCDA policy. Additionally, some potential personnel traveling for KCDA may not have the funds to advance the travel cost and then ask for reimbursement. The consensus was that if the local agency's travel policy is more generous than the KCDA travel policy that the local agency will pay for any item that is more than the reimbursement costs of KCDA, if KCDA can establish a mechanism for booking travel so that the agency personnel do not have to advance their own funds. Holt directed Bonneau to speak with the Fiduciary about securing a KCDA credit card for these issues and to reword the draft travel policy for review.

**13. Rehmann Audit** - Bonneau asked for Board concurrence that we will use Rehmann as our auditing firm in 2013 which was confirmed.

**14. MMRMA Insurance** - Bonneau asked for Board concurrence that we will use MMRMA as our insurance firm in 2013 which was confirmed.

**15. Kent IT/GIS renewal** - Bonneau asked for Board concurrence that we will affirm our contract with Kent IT/GIS for 2013 which was confirmed.

**16. Varnum renewa** - Bonneau asked for Board concurrence that we will use Varnum as our legal firm in 2013 which was confirmed.

**17..Update from TAC**

- a. CAD – Michelle Young reported CAD is proceeding nicely and they expect to meet the cutover date as aforementioned. The training of train-the-trainer and user end training has been completed and went well. Motorola continues to work out some bugs as they develop.
- b. CPE – No report and requests this to be taken off the agenda.
- c. Radio Consultant RFP – Elert conducted a two day meeting for information gathering and site inspection and is working for a release of the RFP in January of 2013.

**18.Update and Progress Report from Executive Director:** Bonneau asked Capt, DeWitt to give Aurora reporting software update and Capt. DeWitt stated that the request for Aurora version 2.0 has been made to ATT and he is awaiting their response. No other information from the Executive Director Bonneau.

**19.Executive Committee Update** Curtis reported that during the KentEMS presentation that Mic Gunderson has asked KCDA to consider purchasing a new software application (AEDLink) where the location of AED are presented to call takers during a medical event where an AED is beneficial. The request has been tabled until EMD is operational and will be reviewed at that time

**20. Miscellaneous – Nothing was presented.**

**Meeting adjourned at 10:55 AM**

Respectfully submitted,

Ronald Bonneau, ENP

Executive Director

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

KCDA Executive Committee Meeting:  
Monday, November 12, 2012 at 10:00 AM, Wyoming City Hall

KCDA Administrative Policy Board Meeting:  
Monday, November 26, 2012 at 9:30 AM, Wyoming City Hall

**Bills for Approval**

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>Approval</b>
Kent IT	GIS Support	951.48	Bonneau
AWT	Support	475.00	Bonneau

PCS	September 12	\$5,992.50	Curtis
City of Wyoming	Fiduciary Oct 12	\$1,000.00	Bonneau
Varnum	AT&T Contract	\$5,929.35	Curtis
Grand Rapids	Training CAD OT	\$25,457.51	APB
Grand Rapids	Call Handling Appropriation	\$741,250.00	Bonneau
Kent County	Call Handling Appropriation	\$508,750.00	Bonneau
AT&T	Cassidian Maintenance GR	\$55,956.00	Bonneau
AT&T	Cassidian Maintenance KC	\$60,845.00	Bonneau
Motorola	Milestone Payment	\$265,835.60	Bonneau
Kent GIS	ARC GIS Mainten	\$2,600.00	Bonneau

### **Status of Current and Future Project / Task**

Project/Issue	Assigned	Status	ECD
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Reconciling Income with Kent Co	Smith	Completed	9-24-12
Travel Policy	Bonneau	Discussion with APB	11-26-12
GIS Coordination Project	Holt	On Going	
FY 2013 Budget	Finance	Draft 1 for Review	11-26-12
5 / 10 year Capital Budget	Holt and Finance Committee	Finance Committee	9-10-12
ATT Cassidian Maintenance Contract	Bonneau and PSAP's	Completed	10-6-12
PSAP Call Handling Agreement half year payment	Bonneau	Completed – Check Issued	10-15-12
Web Site Redesign	Bonneau	First Edition Completed	TBD
CAD to CAD interface	Young	In Progress	TBD
CAD Installation Timeline and Progress Reports	Chadwick and Young	Weekly Conference Calls with Motorola	TBD
Zetron Paging	Chadwick		TBD
Interface of ProQA Paramount to Motorola CAD	CAD KCSO	In Discussion with Motorola & Priority Dispatch	TBD
KCDA Strategy Meeting	Holt	On Going	TBD
Fire Grant Project	Team	Kick Off Mtg Held	3-1-13
MMRMA Insurance Review	Bonneau	Pending Asset List	12-15-12
Update Asset List	Bonneau	Pending	TBD