



**Administrative Policy Board  
Monday, January 28, 2013 @ 9:30 AM  
City of Wyoming, West Conference Room**

**Agenda**

1. **Call to Order** (Holt)
2. **Public Comment**
3. **Approval of the Agenda** – January 28, 2013
4. **Approval of the Minutes** – December 17, 2012
5. **Members Excused**
6. **Financial Report** (Bonneau)
7. **Voucher of Bills** (*Motion to Authorize Expenditures and Disbursements as Attached*)
8. **Appointment of New Board members** (Bonneau)

**Resolution 01-012813** to confirm the appointment of

Barry Getzen representing the Supporting Entities

Michael Young representing the Supporting Entities

David Peterson representing the Township Fire Chiefs

Dennis Hoemke representing the Township Supervisors Assoc

Mark Meijer representing Kent EMS

Nate Vriesman representing the Kent County Board of

Commissioners

to the Kent County Dispatch Authority Administrative Policy Board  
for a two year term expiring December 31, 2014.

**9. Nomination and Election of Officers (Holt)**

- a. Chair
- b. Vice Chair
- c. Secretary
- d. Treasurer

**10. Appointments by the Chair (Chair)**

- a. Executive Committee
- b. Finance Chair

**11. Motorola CAD Beneficial Use Milestone Discussion (Bonneau)**

**12. Travel Policy Adoption (Bonneau)**

**Resolution 02-012813** to adopt the KCDA Travel Policy as recommended by the KCDA Executive Committee.

**13. Reappointment of KCDA Executive Director (Chair)**

- a. **Resolution 03-012813** to extend the terms of the contract of January 23, 2012, with PSAP Concepts and Solutions, LLC for a one year term to provide Executive Director services to the Authority.

**14. TAC Reports – (Young and Chadwick)**

- a. CAD
- b. Radio Consultant RFP

**15. Update and Progress Report from Executive Director: (Bonneau)**

**16. Executive Committee Update (Chair)**

**17. Miscellaneous**

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

**KCDA Government Officials Briefing**

Tuesday, February 5, 2013 at 5:30 PM

Kent County Sheriff's 1<sup>st</sup> Floor Training Room

**KCDA Executive Committee Meeting**

Monday, February 11, 2013 at 10 AM

City of Wyoming, Managers Conference Room

**KCDA Administrative Policy Board Meeting**

Monday, February 25, 2013 at 9:30 AM

City of Wyoming West Conference room

**Bills for Approval**

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>FY</b>	<b>Approval</b>
Kent IT	Nov 2012	\$4,658.05	2012	Curtis
Kent IT	De c 2012	\$763.40	2012	Bonneau
Kent Co	Overtime CAD	\$81,637.06	2012	APB
GR	Overtime CAD	\$57,352.00	2012	APB
Webtecs	Web Site Design	\$286.00	2012	Bonneau
PCS	December 12	\$5,705.63	2012	Curtis
Kent Co	Call Handling Agreement Last 6 Month Payment	\$514,125.00	2012	APB
GR PD	Call Handling Agreement Last 6 Month Payment	\$735,875.00	2012	APB
City of Wyoming	Fiduciary Jan 13	\$1,000.00	2013	Bonneau
Holt	Reimbursement of Holiday Board meeting and Luncheon	\$240.44	2012	Bonneau
Bonneau	Legal	\$225.00	2012	Holt
Bonneau	Office Supplies	\$77.38	2013	Holt
Bonneau	Printing	\$14.70	2013	Holt

Bonneau	MCDA	\$100.00	2013	Holt
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### Status of Current and Future Project / Task

Project/Issue	Assigned	Status	ECD
Asset Inventory and Disposal Policy	Bonneau	2 <sup>nd</sup> Review of Draft by Executive Committee	TBD
Travel Policy	Bonneau	Awaiting Board Approval	01-28-13
Records Retention and Disposal Policy	Bonneau	Preparing Draft for 1 <sup>st</sup> Review by Executive Committee	TBD
GR CAD OT Request in Excess of Budget	Finance	Pending Review	TBD
GIS Coordination Project	Holt	On Going	TBD
PSAP OT reimbursement Requests	Bonneau	Checks Awaiting Board Approval	1-28-13
5 / 10 year Capital Budget	Finance Committee	Pending Meeting in January	TBD
PSAP Surcharge Allocation	Bonneau	Checks Awaiting Board Approval	1-28-13
RFP / Radio Design	Team	Reviewed and Edited Version 1	Pending
Rehmann Audit	Bonneau	Working with Fiduciary	TBD
Web Site Redesign	Bonneau	On Going	TBD
CAD to CAD interface	Young	In Progress	TBD
Annual Report for 2012	Bonneau	Working to Update Web Site	TBD
CAD Phase I	Chadwick	Phase I issues being	On Going

	and Young	worked on by Motorola	
Zetron Paging	Chadwick	Pending Phase II	TBD
KCDA Strategy Meeting	Bonneau	On Going	TBD
MMRMA Insurance Review	Bonneau	Finalizing Asset List	2-15-13
KCDA AP Board Replacements	Bonneau	Members named	1-28-13
Surcharge Reporting Initiative	Holt Bonneau	Pending review with Kent County Chairman	TBD
Pro Q A Interface	Young	Pending	TBD
EMD Project	Bonneau	Pending	TBD