



Administrative Policy Board
Monday, July 22, 2013 @ 10:00 AM
City of Wyoming, 1st Floor West Conference Room

Agenda

- 1. Call to Order** (Holt)
- 2. Public Comment**
- 3. Approval of the Agenda** – July 22, 2013
- 4. Approval of the Minutes** – June 24, 2013
- 5. Members Excused**
- 6. Financial Report** (Bonneau)
- 7. Voucher of Bills** (*Motion to Authorize Expenditures and Disbursements as Attached*)
- 8. Finance Committee Report** (Michael Young/Bonneau)
 - a. FEMA – KCDA / GR Fire Radio Grant On Going Cost Issue
 - b. Status on Kent County Surcharge Reconciliation
 - c. Changes in Financial Policy to Address Rehmann Audit Comments
 - d. ProQA and AQUA Software discussion (White Paper)

Resolution #21-072213 D, E, F, G and H to amend or add the following language:

- e. **to Section 3.4.1 of the Finance Policy, to wit** “The proposed budget for the next fiscal year will be available for a Public Hearing and subsequent approval by the Administrative Policy Board no later than October of each year. The proposed budget will be an agenda item for approval at the October meeting of the Administrative Policy Board.

- f. **To Section 3.4.3 to wit.** “The Finance Committee may recommend adjustments to the approved budget based on actual income received by the Authority and/or unanticipated expenses. Any adjustment to the approved budget must be confirmed by resolution of the entire Administrative Policy Board of the Authority. “
- g. **To Section 3.4.4 to wit** “The Finance Committee will have the authority to authorize the Executive Director to move funds between line items within the approved fiscal year budget as it deems necessary as long as the total amount of the approved budget is not changed.”
- h. **To Section 3.6.2 to wit** “The Finance Committee will establish an interest bearing account where funds required to pay for long term obligations and/or new technology of the Authority can be deposited and dedicated for that use. The account will be called the Capital Fund.”
- i. **To Section 3.6.3 to wit** “The Finance Committee will adopt a formal policy on the proper amount of fund balance to carry from year to year as well as the use of fund balance as it relates to the fiscal year budget and operational and/or capital obligations of the Authority.”

9. NG GIS 911 Project (Bonneau)

10. Public Education Contract (Bonneau)

11. TAC Reports – (Young and Chadwick)

a. *CAD*

b. *Radio Project*

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

13. Executive Committee Update (Chair)

14. Miscellaneous

Upcoming Meetings (www.kent911.org)

KCDA Executive Committee Meeting

August 12, 2013 at 10 AM

City of Wyoming, Managers Conference Room

KCDA Administrative Policy Board Meeting

Monday August 26, 2013 at 10:00 AM

City of Wyoming First Floor West Conference room

Bills for Approval

Name	Purpose	Amount	FY	Approval
Wyoming	Fiduciary July 13	\$1,000.00	2013	Bonneau
Sylvia Prince	Travel Reimb NENA Conf	\$1,302.81	2013	Bonneau
PCS	June 13	\$6,537.23	2013	Curtis
Ron Bonneau	Travel Reimb NENA Conf	\$1,108.36	2013	Curtis
Van Belkum	Netclock Maint KC	\$1,100.00	2013	Bonneau
Kent IT	May IT	\$893.23	2013	Bonneau
KCSO	Call Distribution 1 st half 2013	\$513,875.00	2013	APB
Grand Rapids	Call Distribution 1 st half 2013	\$736,125.00	2013	APB
KCSO	CAD Admin/QA Fee for Year	\$94,000.00	2013	APB
Grand Rapids	CAD Admin/ QA Fee for Year	\$94,000.00	2013	APB
Motorola	Conf Reg Wakeman	\$695.00	2013	Bonneau
Karen Chadwick	Reimb Airfare APCO Conf	\$452.10	2013	Bonneau
Mich APCO	Reimb Lunch for NENA/APCO Meeting	\$500.00	2013	Bonneau

Status of Current and Future Project / Task

Project/Issue	Assigned	Status	ECD
Draft Fund Balance	Bonneau	1 st reading of Draft by Finance Committee	TBD
Records Retention and Disposal Policy	Bonneau	Preparing Draft for 1 st Review by EC	TBD
State GIS NG project	Bonneau	Letter of Intent Sent	Pending
Media Awareness Project	Bonneau	Awaiting Board Approval	TBD
5 / 10 year Capital Budget	Finance Committee	Working on in Finance Meeting	TBD
Ethics Policy	Bonneau	Development	TBD
RFP / Radio Consoles	Team	Awaiting Bid Award	Pending
Web Site Redesign	Bonneau	On Going	TBD
CAD to CAD interface	Young	In Progress	TBD
CAD Phase I	Chadwick and Young	Working to clear up items on CU1	On Going
Zetron Paging	Chadwick	Pending Phase II	TBD
KCDA Strategy Meeting	Bonneau	On Going	TBD
Surcharge Reporting Initiative	Holt Bonneau	Pending review with Kent County Chairman	TBD
Pro QA and AQUA Software	Bonneau	In Discussion with Priority Dispatch and Ambulance Companies	TBD
EMD Project	Young	Status Quo to Remain with Ambulance	Completed
Finance Committee	Getzen	Awaiting Board	TBD

Recommendations and Update of Finance Policy		Approval	
Fiscal Year 2014 Budget	Bonneau/ Finance Comm	1 st Draft Presented to Finance meeting	Oct 2013
EMD Decision	Curtis/ Bonneau	Letter concerning Policy Change sent to Kent County Board of Commissioners	Completed
CGAP Application	Bonneau	Application Submitted to State	TBD