



**Administrative Policy Board  
Monday, August 26, 2013 @ 10:00 AM  
City of Wyoming, Manager's Conference Room**

**Minutes**

**1. Call to Order** by Chair Holt with a quorum present at 10:04 AM

Members Present

Curtis Holt	City of Wyoming
Larry Stelma	Kent County Sheriff
David Peterson	Plainfield FD
Laura Knapp	Grand Rapids FD
Barry Getzen	City of Lowell
Nate Vriesman	Kent County Commissioners
Mark Meijer	KentEMS
Dennis Hoemke	Algoma Township
Chris McIntire	Michigan State Police
Michael Young	City of Rockford

Members Excused

Chuck Deschaine	City of Walker
Kevin Belk	Grand Rapids PD

Members Absent

Dick Richards	City of Grandville
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Guests

Michelle Young	Kent County Sheriff
Scott Brown	Kent County Sheriff
Matt Groesser	Kent County Sheriff
Karen Chadwick, ENP	Grand Rapids PD
Ronald Bonneau, ENP	Executive Director

**2. Technology Presentation** – Adam Eisenman from Rave Mobility gave a presentation on Smart911 software that has been designed to allow citizens to go to a website and build profiles on themselves and their families, including medical information, for their individual phone numbers. Then when those phones call 9-1-1 the center, if equipped with Smart911, can access the individual information for use in the appropriate dispatch. The system costs the PSAP to join and is based on primary 9-1-1 answering positions within the PSAP. Matt Groesser thought the system was a good one to explore and the Authority will examine the potential for the implementation of the system at some future date.

**3. Public Comment - None**

**4. Approval of the Agenda** – Motion to approve the agenda of August 26, 2013  
made by McIntire

Second by Knapp

No Discussion

Passed 10 - 0

**5. Approval of the Minutes** – Motion to approve the minutes of July 22, 2013  
made by Vriesman

Second by Peterson

No Discussion

Passed 10 - 0

**6. Members Excused** – Motion to excuse Kevin Belk and Chuck Deshaine made  
by Hoemke

Second by McIntire

No Discussion

Passed 10 - 0

- 7. Financial Report** – Bonneau gave short report and explained that the each month the finance report will be dated the last day of each month to show the income and expenditures that have been posted to that month for a more accurate picture of the finances of the Authority.

Curtis reported that he had received communication from Kent County that they have decided to give the Authority information on the surcharges received by service provider but only if the Authority comes to their office to view the screen and not in report form. The Board feels this is not an optimum way to monitor the surcharges received and Curtis will follow up. Bonneau instructed to forward an email received in error from Kent County showing the correct report to the Chair for use in his discussion with the Kent County Board Chairman.

- 8. Voucher of Bills - Motion to Authorize Expenditures and Disbursements as Attached made by Young**

Second by Hoemke

No Discussion

Passed 10 - 0

- 9. Finance Committee Report (Getzen)**

- a. Fund Balance Policy – Barry told the Board the policy has been reviewed and edited three times by the Committee and they believe it is ready for Board approval. There were a few questions raised on the language and it was agreed to add one word to section on classification of Non Spendable funds to state in bullet 4 the following “The Authority will maintain a fund balance equal to the balance “OWED” on any land or non.....” Motion to approve Fund Balance Policy, **Resolution #23-082613** with amended language aforementioned made by Young
- b. Second by Getzen
- c. No Discussion
- d. Passed 10 – 0

- e. EMD Update – Bonneau gave an update on the discussions he has had with the three ambulance companies and the collection of inventory data from the three. He reported they are all interested in pursuing a private – public partnership to leverage the costs that the Authority has paid to Priority Dispatch and reassign ProQA and AQUA licenses to them in some type of financial arrangement. Mark Meijer concurred with the discussion and interest potential going forward.

**10.State of Michigan NG GIS 911 Project** Bonneau explained that both of these documents are required by the SNC for Kent County to participate in the NG GIS project which we have committed participation. He also explained some the language and intent of the documents and answered a few questions from the Board. He asked that both be approved by separate resolution.

- a. **Resolution #24-082613** to approve the Enhanced Access to Public Records Policy made by Peterson  
Second by Getzen  
No Discussion  
Passed 10 – 0  
Bonneau to send approved Policy to SNC for File
- b. **Resolution #25-082613** to approve the Memorandum of Understanding with Center for Shared Solutions (CSS) made by Hoemke  
Second by Knapp  
No Discussion  
Passed 10 – 0  
Bonneau to send approved MOU to SNC for File

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

- a. *CAD – Matt Groesser gave the report and stated that they loaded HF17.5 into production environment and that KCSO has about 75% of their mobile units loaded. They have seen some of the mobile issues that have been reported cleared up in this HF release. He stated that the philosophy of releasing small fixes more often has seemed to work correcting issues*

*but at some point a discussion needs to occur with Motorola about returning to the original overall plan. He said that the next big decision point will be when and if we move to version 3.3 which must be loaded on our system prior to starting phase II which includes the CAD- CAD interface. He said we have received good support from Motorola. Karen echoed his comments saying the major issues have gone from over twenty to around three and she is pleased with the progress.*

- b. Radio Project – Karen explained that Bonneau and her visited with the selected vendor for radio, Exelis C4i at APCO and that both of them visited an Exelis client, Riverside PD where they met with the chief radio tech as well as users and all were impressed with the Exelis product. She reported that due to some time constraints of the FEMA grant that we have asked Exelis to short list us for contract development. Bonneau went on to say that we have finalized the wish list of equipment for both PSAP's as we move forward to getting a firm price and contract on the system. Additionally, we have changed the conference calls scheduled this week with Exelis to in person, on site work time for formalize installation and optimization of the system with the goal of having a signed contract with Exelis by the middle of September. Chief Knapp explained that due to the length of this project that the Grand Rapids FD has been getting some push back from FEMA about granting another extension past the expiration date of September 1<sup>st</sup> without the grantee drawing down some significant funds from the grant (\$600,000) before September 1<sup>st</sup>. Chief Knapp explained that the Grand Rapids City Council has this on the agenda tomorrow and pending their formal approval of the contractor, Exelis, that she needs an invoice from Exelis for \$600,000 by this Friday. She is afraid that FEMA will recall the grant if we do not have this invoice for drawdown by the end of the week. A discussion ensued if this payment prior to a signed contract would have any impact on the potential audit of the FEMA grant by the Federal government and the consensus of the Board is that the downpayment is*

*an authorized expenditure and following formal acceptance of the bid and award of the project to Exelis from the Grand Rapids City Council that the payment would be allowed and authorized. KCDA will make their match of this payment amount to the City when the final contract is approved in September. Chief Knapp felt that this was alright from the City's point of view. This will effect the payment milestones with Exelis but will be talked about during the on site visit this week.*

**12. Update and Progress Report from Executive Director:** Bonneau asked Matt Groesser to give an update on the download of GIS data to the NG GIS portal and Matt advised they are working with Kimball and Kent GIS to accomplish that act this week. Bonneau advised the members of the Executive Committee that the regularly scheduled meeting of September 9<sup>th</sup> has been cancelled.

**13. Miscellaneous – None**

Meeting Adjourned at 11:39 AM

Respectfully submitted  
Ronald Bonneau, ENP  
Executive Director

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

**KCDA Executive Committee Meeting**

September 9, 2013 at 10 AM - Cancelled

City of Wyoming, Manager's Conference Room

**KCDA Administrative Policy Board Meeting**

Monday September 23, 2013 at 10:00 AM

City of Wyoming First Floor West Conference room

**Bills for Approval**

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>FY</b>	<b>Approval</b>
Wyoming	Fiduciary Aug	\$1,000.00	2013	Bonneau
Kent GIS	July 2013	\$325.34	2013	Bonneau
PCS	July 2013	\$5,261.25	2013	Curtis
Eric Hutchinson	Airfare Reimb for MUG Conference	\$250.10	2013	Bonneau
Jerry Yntema	Airfare Reimb for MUG Conference	\$250.10	2013	Bonneau
Matt Groesser	Airfare Reimb for MUG Conference	\$250.10	2013	Bonneau
Motorola	Groesser MUG Conference Registration	\$695.00	2013	Bonneau
Motorola	Hutchinson MUG Conference Registration	\$695.00	2013	Bonneau
Motorola	Yntema MUG Conference Registration	\$695.00	2013	Bonneau
Gaylord Hotel	PrePaid for Groesser for MUG	\$727.44	2013	Bonneau
Gaylord Hotel	Prepaid for Hutchinson for MUG	\$727.44	2013	Bonneau
Gaylord Hotel	Prepaid for Wakeman for MUB	\$727.44	2013	Bonneau
Gaylord Hotel	Prepaid for Young for MUG	\$290.98	2013	Bonneau
Kent County Sheriff	Reimbursement for Young Airfare to MUG	\$207.30	2013	Bonneau

Motorola	Registration Fee for Young for MUG	\$695.00	2013	Bonneau