



**Administrative Policy Board  
Monday, September 23, 2013 @ 10:00 AM  
City of Wyoming, 1<sup>st</sup> Floor Conference Room**

**Minutes**

**1. Call to Order by Chair Holt with a Quorum Present at 10:01 AM**

**Members Present**

Curtis Holt	City of Wyoming
David Peterson	Plainfield FD
Michael Young	City of Rockford
Kevin Belk	Grand Rapids PD
Dick Richards	City of Grandville
Dennis Hoemke	Algoma Township
Chris McIntire	Michigan State Police
Mark Meijer	Kent EMS
Chuck Deschaine	City of Walker
Laura Knapp	Grand Rapids FD

**Members Absent**

None

**Members Excused**

Larry Stelma	Kent County Sheriff
Barry Getzen	City of Lowell
Nate Vriesman	Kent County Commissioners

## **Guests**

Rich Uslan	Motorola
Matt Grosser	Kent County Sheriff
Karen Chadwick, ENP	Grand Rapids PD
David Kiddle	Grand Rapids PD
Eric Hutchinson	Kent County Sheriff
Kari Meulenberg	Grand Rapids PD
Ronald Bonneau, ENP	Executive Director

- 2. Public Comment - None**
- 3. Approval of the Agenda** – Motion to Approve the Agenda of September 23, 2013, made by Belk  
Second by McIntire  
No Discussion  
Approved 10 - 0
- 4. Approval of the Minutes** – Motion to Approve the Minutes of August 26, 2013, made by Hoemke  
Second by Peterson  
No Discussion  
Passed 10 - 0
- 5. Members Excused** – Motion to excuse Larry Stelma and Barry Getzen from the meeting made by Deschaine  
Second by Knapp  
No Discussion  
Passed 10 – 0
- 6. Financial Report** – Bonneau gave report and related that the Kent County Finance Department had notified him that they had received an additional \$562,328 in Kent County 911 surcharge funds this month and would be crediting them to KCDA at the end of September. This brings the total for six months of income for Kent County 911 surcharge funds to \$1,468,472 or 48% of the amount expected for that income line item in the current budget. No other items

included in the report are out of the ordinary. Motion to Approve the Financial Report made by Meijer

- a. **Second by Hoemke**
- b. **No Discussion**
- c. **Passed 10 - 0**

**7. Voucher of Bills** (*Motion to Authorize Expenditures and Disbursements as Attached*) Bonneau explained three bills on the voucher list (items noted later on in the agenda) which the Chair felt it more appropriate to discuss them during the voucher of bills section of the agenda for clarification to the Board.

- a. Motorola Reimbursement for Testing of Hot Fixes – Bonneau reported an agreement with between the Authority and Motorola where Motorola offered to pay PSAP personnel from Grand Rapids and Kent County Sheriff for testing the Hot Fixes 17.3, 17.4 and 17.5. The costs of the PSAP personnel to test those Hot Fixes would be paid to the PSAPs by KCDA and Motorola would issue credits for those payments against the next milestone payments due from KCDA. Bonneau advised he had notified the Chair about the arrangement and had spoken to Fiduciary to make sure the Authority could process these payments in this way and was advised they could. Bonneau stated both PSAPs had submitted invoices and documentation supporting the costs which have reviewed by the Executive Director and the amounts were placed on the voucher list for approval at this meeting. The Board had no questions about the process.
- b. EMD – Priority Dispatch – Bonneau reported he has been in discussion with Priority Dispatch on two fronts; 1. To address the current contract the Authority has with Priority Dispatch for which we are obligated to pay \$151,303 and try to gain a reduction in the contract amount with Priority Dispatch through a financial accommodation; and 2. To procure value statements for the implementation of ProQA and AQUA software system by AMR and Rockford ambulance and to secure new licenses for LIFE

ambulance using credits from the contract the Authority has with Priority Dispatch.

- c. Bonneau went on to say that he has negotiated with Priority Dispatch on the reduction of contract costs to the Authority and is pleased to inform the Board that Priority Dispatch has communicated to him that they are willing to forgive \$30,360 in payments due them IF the Authority will pay the \$37,825 invoice we have been holding since February of 2013. Bonneau said he had discussed this with both Barry Getzen (the Finance Committee Chair) and Michael Young (the Board Treasurer) and they thought the Authority should move forward in closing out the financial terms to the contract and that this was a good financial accommodation to the Authority by Priority Dispatch.
  - i. There was a discussion about the terms of this deal and if closing the contract would eliminate the possibility of assigning value of the Authority's contract to the needs of the three ambulance companies who have agreed to purchase the ProQA and AQUA software system from the Authority at a discounted rate. Bonneau stated that this will not affect our ability to use credits from our contract to the contracts of the ambulance companies. It is only to close out the contract for Priority Dispatch's accounting department.
  - ii. There was further discussion about whether the credit the Authority has with Priority Dispatch will be enough to pay for what the three ambulance companies need to implement the system or will there be additional dollars that the Authority will need to pay about the new contract price of \$121,000. Bonneau stated the value contracts that Priority Dispatch has issued cover the total implementation for each ambulance company and are at the same level as the price the Authority has paid. Belk stated that the Authority is doing this to give all the citizens of Kent County an added measure of EMS services and that the Authority is working

on behalf of the citizens to ensure an enhanced level of service is available when they need EMS services. Bonneau went on to say that the next step is to work with the ambulance companies on a fair and equitable formula to make this happen and that his attention will be to that end, with the assistance of the Finance Committee in vetting the financial arrangements with the three ambulance providers.

#### **8. Finance Committee Report (Young)**

- a. FY 2014 Recommended Budget Discussion – Michael Young, on behalf of the Finance Committee presented the recommended FY2014 budget to the Board and went through the budget by line items relating information to the Board about significant reductions recommended by the Finance Committee with the result of reducing or eliminating the use of fund balance in the Authority budget. He referred to information contained within the budget narrative sent out with the electronic board packets. Mr. Young's final comment was that the Finance Committee had worked hard at reducing the use of fund balance that in the current budget was over \$428,000 to this recommended budget for FY2014 which has a surplus of \$85,000.

After his presentation a few questions were posed concerning line item #930.000 and why it had increased so dramatically. Bonneau explained the major reason for the increase is that the Motorola CAD system will be entering maintenance mode this year and that annual amount is \$233,838 per year. He went on to explain that the Motorola CAD software is in warranty and we will be receiving an invoice for maintenance services in FY2014. The Finance Committee wanted to capture the entire cost of the CAD maintenance even though it is not known how much will be invoiced, due to the delay in the CAD project and felt that it was better to budget the funds, rather than be caught short if the entire amount was invoiced by Motorola.

A further discussion ensued that concerned “beneficial use” of the software, a term used in the Motorola contract that determines the time lines for the beginning and end of the warranty period, which Motorola notified us began on December 4, 2012 when Kent County began using the software in dispatch mode. The discussion continued that we have not signed off on Phase I yet so we should still be in warranty after December 4, 2013, but Bonneau stated that he is not sure that is an accurate statement. The Board suggested entering into discussion with Motorola now to determine if their former determination of “beneficial use” is true given the further delays in the project. Bonneau to open dialogue with Motorola on the issue.

Another question was asked about the maintenance of the Cassidian phone system that was being continued but referenced being discussed as to its future for payment in the Authority budget. Young stated that the Finance Committee had backed off on their recommendation that this line item be split in equal thirds in the proposed budget but believes that it is a policy question that must be considered during next year’s future strategy sessions to determine if this is a cost of the Authority or the contracted PSAPs.

Curtis informed the Board that the process for formal budget approval involves having the board pass a motion to recommend this budget to a Public Hearing to be held on October 28, 2013 after which the Board will approve the budget at the Administrative Policy Board meeting following directly after the Public Hearing and that any objections or changes to the recommended budget before the Board today must be made now, or the budget will be recommended in its current form to the Public Hearing.

**Dennis Hoemke made a motion to recommend to the Public Hearing on October 28, 2013 the recommended budget before the Board in standard and without change.**

Second by McIntire

No Further Discussion

Passed 10 – 0

Curtis thanked the Finance Committee for their hard work.

- b. EMD Software Update (Bonneau) – discussed in the voucher payment section
- c. Motorola Reimbursement for Testing (Bonneau) – discussed in the voucher payment section

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

- a. *CAD* – report given by Matt Groesser who stated that they have been testing Hot Fix 1.5 and found it stable. They have not experienced any outages or slow performance as they have in the past but are still working through some mobile issues that Motorola reported as being fixed which were not fixed when used in the field. He went on to say that the two PSAPs have provided Motorola with a list of 19 items they expect to be fixed in Hot Fix 17.6 that they expect in late October. Matt said this is the last hot fix before the release of version 3.3 which they think they may be able to start testing in January of 2014. Karen Chadwick concurred with the report and further stated that the outage that they had experience a month and a half ago has been linked to a SQL memory / pressure issue and that Microsoft has been on site for a month working on an analysis of the problem and a solution.
- b. *Radio Project* – Karen Chadwick reported that the City of Grand Rapids has sent a contract to Exelis for the radio interoperability project but has not heard back but Exelis has told GR that they are beginning work on the detailed design document in anticipation of the contract being approved.

Karen also reported that FEMA granted an extension to the grant until December 1, 2013, and that expect that another extension will be approved if required.

**10. Update and Progress Report from Executive Director:** (Bonneau) - None

**11. Miscellaneous –** Curtis reported that unless pressing business presents itself, that the October Executive Committee meeting will be cancelled. He also advised the Board, as did Bonneau, that next month we will be having a future technology presentation by John Melcher a nationally recognized expert in the field as part of our continuing series on future technology and that all members of the Board, as well as interested staff members, are urged and invited to attend.

Meeting adjourned at 11:00 AM.

Respectfully submitted

Ronald Bonneau, ENP

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

**KCDA Finance Committee Meeting**

October 9, 2013 – 10 AM

City of Rockford, Manager's Conference Room

**KCDA Executive Committee Meeting**

October 14, 2013 at 10 AM - **CANCELLED**

City of Wyoming, Manager's Conference Room

**FY 2014 Budget - Public Hearing**

October 28, 2013, 9:00 AM

City of Wyoming, Council Chambers

## KCDA Administrative Policy Board Meeting

Monday, October 28, 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 Sept	\$1,000.00	2013	Bonneau
Kent GIS	Sept IT	\$325.34	2013	Bonneau
PCS	August 2013	\$5,685.00	2013	Curtis
City of Grand Rapids	Reimbursement for FEMA Grant	\$130,137.91	2013	Bonneau
AT&T	KC Annual Cassidian Maintenance	\$55,845	2013	Bonneau
AT&T	GR annual Cassidian Maintenance	\$50,956	2013	Bonneau
City of Grand Rapids PD	Reimbursement for Hot Fix Testing	\$13,944.36	2013	Curtis
Kent County Sheriff	Reimbursement for Hot Fix Testing	\$8,370.05	2013	Curtis
Priority Dispatch	Final Payment on Contract	\$37,825.90	2013	Curtis