



**Administrative Policy Board
Monday, February 24, 2014 @ 10:00 AM
City of Wyoming 1st Floor Conference Room, Wyoming, MI**

Minutes

1. **Call to Order and Roll Call** with a quorum present the Chair called the meeting to order at 10:03 AM.

Members Present

Curtis Holt	City of Wyoming
Kevin Belk	Grand Rapids PD
Laura Knapp	Grand Rapids FD
Nate Vriesman	Kent County Commission
Mark Meijer	Kent EMS
Chris McIntire	Michigan State Police
David Peterson	Plainfield FD
Mark Herald	City of East Grand Rapids
Dennis Hoemke	Algoma Township

Members Excused

Lee Cook	City of Grandville
Larry Stelma	Kent Count Sheriff
Chuck Deschaine	City of Walker

Members Absent

Michael Young	City of Rockford
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Guests Present

Michelle Young	Kent County Sheriff
David Kiddle	Grand Rapids PD
Karen Chadwick, ENP	Grand Rapids PD
Ken Krombeen	City of Grandville
Rich Uslan	Motorola
David Verberg	Tel-Rad
Tom Hillen	Kentwood PD
James Carmody	Wyoming PD
Kim Koster	Wyoming PD
Ronald Bonneau, ENP	Executive Director

2. Public Comment - None

3. Approval of the Agenda – Motion to approve the Agenda of February 24, 2014, with the deletion of item #19 by Hoemke

Second by McIntire

No discussion

Approved 9 - 0

4. Approval of the Minutes – Motion to approve the minutes of November 25, 2013 by Vriesman

Second by Hoemke

No discussion

Approved 9 - 0

5. Approval of the Special Meeting Minutes – Motion to approve the minutes of the special meeting (Internet meeting) of December 27, 2013 by Vriesman

Second by Hoemke

No discussion

Approved 9 – 0

6. Members Excused- Motion to excuse members Stelma, Deschaine and Cook made by Belk

Second by Knapp

No discussion

Approved 9 - 0

7. Financial Report – Bonneau gave finance report that indicated that a journal entry has been made that adjusted the income from the State 9-1-1 surcharge to its actual state for the 3rd quarter of 2013 which shows that 80% of the expected income from this source has been realized. He also noted that the income from the Kent County 9-1-1 surcharge is only 73% of the expected 75%. Additionally he pointed out that the income from interest was troublesome with the pooled asset fund of the City of Wyoming showing a loss of \$14,970 for the year. When this loss is added to the loss of expected income from this source for the year of \$17,000 the total loss to the operating budget in 2013 is actually in excess of \$31,525. He said that this fact will need to be considered by the Finance Committee to decide how they want to invest Authority funds in the future. He stated that last year in seven months the Authority made in excess of \$15,000 so this turnaround is even more severe. He went on to explain how the Fiduciary is making some journal entries for miscoded items in the expense side and expects them to be completed before the next statement.

8. Voucher of Bills (*Motion to Authorize Expenditures and Disbursements as Attached*) Motion to approve the Finance Report and the disbursements as attached made by Meijer

Second by Peterson

No discussion

Approved 9 - 0

9. Finance Committee Report (Young/Bonneau)

a. FY2013 Budget Discussion – discussed in #7 above.

b. Rehmann Audit – Bonneau advised the audit of FY2013 will begin the last week of March. He went on to explain they are closing out the payables

by the end of February and the income will be accrued back to 2013 through March of 2014.

- c. Reauthorize the Obligated Fund Balance Projects – Bonneau explained that several capital projects remain open and that the Board has to approve using fund balance that has previously been obligated for those projects each year as they are contained within the operating budget.

Resolution #12-022414 to approve the reauthorization of obligated fund balance projects from the list distributed to the Board for FY2014 made by Hoemke.

Second by Peterson

No discussion

Approved 9 - 0

10. KCDA Board Member Replacement (Bonneau)

- a. **Mark Herald – East Grand Rapids Representing the Supporting Entities**

- b. **Lee Cook – Grandville – Representing Participating Entity of Grandville**

- i. ***Resolution #01-022414** to approve the appointment of Mark Herald to the Kent County Dispatch Authority Administrative Policy Board commencing February 24, 2014 and expiring December 31, 2014 made by Meijer.*

Second by Knapp

No discussion

Approved 9 - 0

- ii. ***Resolution #02-022414** to approve the appointment of Lee Cook of Grandville to the Kent County Administrative Policy Board for an indefinite term commencing February 24, 2014 made by Meijer.*

Second by Knapp

No discussion

Approved 9 - 0

11. Election of KCDA Officers for 2014 – Curtis opened the floor to nominations, and hearing none Chief Belk motioned the current Executive Board of KCDA be re-elected for a one year term as stated in Resolutions #1, 2, 3 & 4 - 022414.

Second by Meijer

No discussion

Approved 9 - 0

- a. **Chair – Resolution #03-022414** recognizing the election of Curtis Holt as Chair of the Kent County Administrative Policy Board for 2014.
- b. **Vice Chair - Resolution #04-022414** recognizing the election of David Peterson as Vice Chair of the Kent County Administrative Policy Board for 2014.
- c. **Secretary - Resolution #05-022414** recognizing the election of Larry Stelma as Secretary of the Kent County Administrative Policy Board for 2014.
- d. **Treasurer - Resolution #06-022414** recognizing the election of Michael Young as Treasurer of the Kent County Administrative Policy Board for 2014.

12. KCDA Attorney Selection Process Update (Holt)

- a. **Resolution #07-022414** to enter into a contract with Dickinson & Wright, LLC for legal services to KCDA for 2014 made by Hoemke.

Second by Peterson

Minor discussion about the merit of both proposals but the Board felt the experience Dickinson has in areas of technical contracts was an important issue.

Approved 9- 0

13. Executive Committee Appointments for 2014 – Curtis made the following appointments to the Executive Committee for 2014: Holt, Peterson, Stelma, Young and a Grand Rapids seat (can be filled by Belk or Knapp). The Executive Committee meetings will remain the 2nd Monday of each month at 10 AM in the City of Wyoming. Motion to approve the appointments to the Executive Committee was made by McIntire.

Second by Hoemke

No discussion

Approved 9 - 0

14. Finance Committee Appointments – Curtis made the following appointments to the Finance Committee for 2014: Young, Hoemke, Meijer, McIntire and Cook with Michael Young serving as Chair. The Finance Committee will meet as needed at a location determined by the Finance Committee Chair. Bonneau will also serve but will not have a vote. Motion to approve the appointments to the Finance Committee made by Peterson.

Second Belk

No discussion

Approved 9 - 0

15. Finance Committee Chair Appointment for 2014 – Approved in #14

16. Replacement of HP backroom equipment for CAD system – Bonneau explained that the team has determined that the PremierOne CAD system was developed with HP hardware. For this reason and since Motorola has only tested PremierOne CAD on HP, that the Authority will not be seeking bids for the hardware replacements since using any other hardware vendor could result in unseen or unexpected consequences and that the team did not feel that any additional problems, after the lengthy initial CAD cutover, would be a desirable pathway. This was presented to the Executive Committee and they were comfortable moving in two directions at this point 1) seeking a sole source price quote from Motorola for the new HP hardware, pre staging of the hardware, testing and loading the hardware as well as installation, optimizing hardware and software and performing a cutover plan to the new hardware platform at both PSAPs and 2) seeking a bid from HP through MiDeal to provide only the hardware end of the project. Bonneau explained that Motorola has already told him that due to the complexities of doing this project as a sole source, with the need for quotes, approval, procurement and prestaging of the hardware where it is loaded and tested prior to installation at both PSAPs that they do not believe we can do this prior to the expiration of the current hardware warranty in May of

2014. In this vein Bonneau has asked if HP and/or Motorola could provide the cost for an extension of the existing warranty for a period of 3-6 months or a maintenance plan for the same amount of time. He hopes to have information with costs in early March.

17.EMD Assignment Agreements – (Bonneau)

- a. **Resolution #08-022414** to approve the KCDA Emergency Medical Dispatch Assignment Agreement between AMR Ambulance and KCDA and Priority Dispatch Assignment Quote with a payment of \$29,970.00 due to the Authority by AMR, as agreed to and executed by AMR Ambulance and to authorize the Chair of the KCDA Administrative Policy Board to execute the EMD Assignment Agreement made by McIntire.

Second by Herald

No discussion

Approved 8 – 0 with Meijer abstaining

- b. **Resolution #09-022414** to approve the KCDA Emergency Medical Dispatch Assignment Agreement between Rockford Ambulance and KCDA and Priority Dispatch Assignment Quote with a payment of \$13,490.00 due to the Authority by Rockford Ambulance, as agreed to and executed by Rockford Ambulance and to authorize the Chair of the KCDA Administrative Policy Board to execute the EMD Assignment Agreement made by McIntire.

Second by Herald

No discussion

Approved 8 – 0 with Meijer abstaining

- c. **Resolution #10-022414** to approve the KCDA Emergency Medical Dispatch Assignment Agreement between Life Ambulance and KCDA and the Priority Dispatch Assignment Quote with a payment of \$14,347.00 due to the Authority by Life Ambulance, as agreed to and executed by LIFE ambulance and to authorize the Chair of the KCDA Administrative

Policy Board to execute the EMD Assignment Agreement made by McIntire.

Second by Herald

No discussion

Approved 8 – 0 with Meijer abstaining..

18. Renewal of Executive Director Contract for 2014 – (Holt)

- a. **Resolution #11-022414** to renew the contract with PSAP Concepts and Solutions, LLC to provide Executive Director services to the Authority for 2014 at the same rate as 2013 made by Hoemke.

Second by Peterson

Minor discussion when it was asked if the PSAP Concept contract stipulates that Mr. Bonneau must be the sole individual providing the Executive Director services to the Authority. Curtis replied that it does, for better or worse.

Approved 9 - 0

19. Computer Room Environmental Issue – tabled to Executive Committee

- 20. Kent IT/GIS Report** - Bonneau explained that Matt Groesser has been speaking with Kent IT to determine their availability in correcting the deficiencies found when our GIS was submitted to the State of Michigan NG 9-1-1 GIS project and asked that since Matt is not present that the item be tabled to the next month. Board concurred

21. TAC Reports – (Groesser and Chadwick)

- a. *CAD – Report by Michelle Young who stated that the CAD team is meeting next week to plan Phase II of CAD which includes the CAD-CAD EMS interfaces.*
- b. *Radio Project – Karen Chadwick, ENP reported that the Exelis C4i Factor Acceptance Test was conducted in Maryland last week and that both Matt Groesser and Eric Hutchinson from Kent County Sheriff attended. She also stated that some of the equipment for the installation has been*

*received and the installation team is starting work today in both locations.
The project is on time for the FEMA grant requirements.*

22. Update and Progress Report from Executive Director: Bonneau added to the progress report that MMRMA has invoiced us to our insurance for 2014 and it again below budget coming in at \$8,800. Additionally, he stated that the progress report indicates the Kent IT/GIS report would be supplied to the Board and he forgot to include it in the distribution. He will email it to the Board this week. Finally he thanked the Finance Dept of the City of Wyoming and specifically Cheryl Van Hoft for assisting him and the Authority during the past six weeks while he was being treated for a herniated disk in his back. It was much appreciated.

23. Miscellaneous - None

Meeting adjourned at 11:15 hours

Respectfully submitted

Ronald Bonneau, ENP

Executive Director

Upcoming Meetings (www.kent911.org)

KCDA Executive Committee Meeting

March 10, 2014 at 10 AM

City of Wyoming, Manager's Conference Room

KCDA Administrative Policy Board Meeting

Monday, March 24, 2014 at 10:00 AM

City of Wyoming First Floor West Conference room

Bills for Approval

Name	Purpose	Amount	FY	Approval
Wyoming	Fiduciary Dec	\$1,000.00	2013	Bonneau
Wyoming	Fiduciary Jan	\$1,000.00	2014	Bonneau

Varnum	Assignment Agreements EMD	\$1,343.20	2013	Bonneau
Wyoming	Fiduciary Feb	\$1,000	2014	Bonneau
Wyoming	Fiduciary	\$1,000	2014	Bonneau
Bonneau	Travel Reimb APCO	\$872.27	2013	Curtis
PCS	November 2013	\$5,698.13	2013	Curtis
PCS	December 2013	\$6,185.93	2013	Curtis
PCS	January 2014	\$3,120.00	2014	Curtis
Motorola	HP Server Eval	\$6,000.00	2013	Curtis
Kent IT	Estab Path to GR	\$12.62	2013	Bonneau
Kent IT	Sept 2013	\$2,185.94	2013	Bonneau
Bonneau	Reimb Motorola Trip	\$78.66	2013	Curtis
Motorola	CAD Milestone Payment	\$243,521.60	2014	Bonneau
MMRMA	Insurance	\$8,817.00	2014	Bonneau
Matt Groesser	Reimb APCO Seminar	\$20.72	2013	Bonneau
Kent County	9-1-1 Surcharge Distribution	\$509,455.25	2013	Holt
Grand Rapids	9-1-1 Surcharge Distribution	\$740,544.75	2013	Holt
Varnum	Misc Legal	\$1,460.00	2013	Bonneau
Van Belkum	SpectraCom Annual Maint	\$1,200	2014	Bonneau