



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

Minutes

- 1. Call to Order** with a Quorum Present and Roll Call was made by Chair Holt at 10:01 AM

Members Present

Curtis Holt	City of Wyoming
Michael Young	City of Rockford
Larry Stelma	Kent County Sheriff
Kevin Belk	Grand Rapids PD
Mark Meijer	Kent EMS
Nate Vriesman	Kent County Commissioner
David Peterson	Plainfield FD
Mark Herald	East Grand Rapids PD/FD
Chuck Deschaine	City of Walker
Lee Cook	City of Grandville
Dennis Hoemke	Algoma Township

Members Absent

None

Members Excused

Laura Knapp

Grand Rapids FD

Chris McIntire

Michigan State Police

Guests

Michelle Young

Kent County Sheriff

Matt Groesser

Kent County Sheriff

Scott Brown

Kent County Sheriff

David Kiddle

Grand Rapids PD

Heather Walker

Wood TV

Ronald Bonneau, ENP

Executive Director

2. Public Comment - None

3. Members Excused – Motion to excuse Knapp and McIntire made by Peterson

Second by Belk

No Discussion

Approved 11 - 0

4. Approval of the Agenda – Motion to approve the agenda of March 24, 2014 made by Herald

Second by Stelma

No Discussion

Approved 11 - 0

5. Approval of Minutes - Motion to approve the minutes of February 24, 2014 made by Hoemke

Second by Stelma

No Discussion

Approved 11 - 0

6. Financial Report - Bonneau gave a financial report and the focus was on the lack of income from both the State and Kent County 9-1-1 surcharges. He is concerned with significant declines of income from these sources. He explained that he is still working with the Fiduciary to correct some journal entries for both

income and expenses which may clarify the issue as it relates to income. There was minor discussion about income for the authority.

7. Voucher of Bills – *A motion to approve the Finance Report and Authorize Expenditures and Disbursements as Attached was made by Hoemke*

Second by Deschaine

No Discussion

Approved 11 - 0

8. Finance Committee Report (Young/Bonneau)

- a. EMD Assignment Agreements – Bonneau informed the Board that the signed Assignment Agreements had been sent to the individual ambulance companies along with an invoice for the Assignment Quote participation fee. He stated that he spoke with each of the entities and they promised to remit the funds to KCDA by the end of March. To date he has received the funds from Life and Rockford EMS. The plan is to notify Priority Dispatch that they can begin the implementation on April 1, 2014.
- b. Rehmann Audit – Close Out of FY2013 – Bonneau explained the letter from Rehmann on the method of sampling to be completed during their audit of 2013 funds.
- c. Pooled Asset investment discussion – Bonneau stated that the FY2013 budget shows a negative amount for the income from the KCDA funds being invested in the Wyoming pooled asset account. He explained that the amount showing is not actual funds, but rather the amount of value that the KCDA pooled assets have as of the report date. Thus in actuality the Authority would only realize the loss stated if the Authority would withdraw the funds. However, the Finance Committee is still concerned about this situation and they have asked Bonneau to acquire the 5 year performance statistics from the Wyoming and Kent County pooled asset accounts so they can make a recommendation for investments going forward.

d. 9-1-1 Surcharge Report and Recommendations – Holt asked the Board to examine the attached report to work on recommendations on exploring why there are variances in the remittance of 9-1-1 surcharge funds to Kent County. Bonneau further explained that the Board should examine the confidential report to see if the carriers are remitting their surcharge funds by quarter as required by the Statue and to look at their remittances to determine if there are significant deltas between remittances. Bonneau went on to say that some carriers show significant differences in their individual remittances by quarter and it raises the question if the carriers are really losing that number of customers or are they failing to remit the correct amount each quarter. If they are withholding payment, then they are depriving the Authority of the ability to gain income through investments of those funds. A comment was made that all carriers that seem to fit either of these two issues should be sent a letter asking for clarification or an explanation of the surcharge questions. Another Board member pointed out that the Kent County report shows some discrepancies since they list “other income” or “9-1-1 fee” income without detailing where that income originated from. There is a chance that some of the carriers that show up in the alphabetical list as being in violation may actually have remittances buried in these two accounts aforementioned. The Board felt that the discrepancies aforementioned need to be determined before a letter is sent. Bonneau explained that he had spoken to Brian Fontes, a former VP of regularity/legislative affairs with AT&T wireless who suggested that the five big carriers (AT&T, Verizon, Sprint-Nextel, T-Mobile and US Cellular) should be contacted and asked to sit down to discuss these variances. He stated they are most likely the largest contributors of surcharge.

A motion was made to send letters to all carriers in apparent violation of the surcharge statute, after reconciliation is done for the two categories of “other income” and “9-1-1 fees” by the KCDA Executive Director by Meijer.

Second by Young

Discussion – there was a lengthy discussion of the problem and it was vocalized that there currently is not any enforcement provision nor penalty section in the State Statutes for surcharge collection. Additionally, the comments were addressing the steps the Authority can take to mitigate this critical piece of financing for the Authority.

Approved 11 - 0

e. NICE / Windows 7 Upgrade Discussion

Resolution #13-032414 to approve the contract with Van Belkum to upgrade the NICE recording system software and related components for a price not to exceed \$24,174.00 at the Grand Rapids and Kent County PSAP was made by Young.

Second by Peterson

No Discussion

Approved 11 - 0

9. Replacement of HP backroom equipment for CAD system – Bonneau

explained the process being followed to obtain two quotes for the new HP server and backroom replacement hardware for P1 CAD. He stated that the team has asked Motorola to provide a time line for the project, which incorporates the new P1 3.3.1 version of CAD as well as the method they would use to bring the new hardware on line with minimal disruption to each PSAP. Motorola was asked to provide the time line for them being the sole source of the replacement, while the team understood that should the Authority purchase the HP hardware through MiDeal that the timeline would be affected. Bonneau went on to show a slide of the Motorola sole source vendor adding in the new 3.3.1 version of P1 CAD. Due to the time line presented the three month extension to the hardware warranty will not be sufficient. Therefore Bonneau requested that Motorola provide a new maintenance plan with more flexibility given the uncertainty of

the installation of the hardware, the staging of the hardware at Schaumburg, IL and the installations at both GR and KC and the period of testing in production by both PSAP before KCDA would authorize a payment towards the contract. Bonneau explained that the Motorola Maintenance contract attached to the agenda is for the period of time from May 1, 2014 – December 31, 2013 at the cost of \$78,992, however the contract includes a provision so that the Authority can cancel maintenance (and go on new equipment warranty) with 30 days notice. Bonneau stated he thinks this is the best option going forward with this complex replacement project and recommends that the Board approve the contract as attached.

a. Motorola/HP Hardware Maintenance Extension

Resolution #14-032414 to approve the Motorola eight month extended warranty/maintenance quote with month- to-month invoicing/cancellation for PremierOne CAD servers and backroom equipment at Grand Rapids and Kent County PSAPs at a cost not to exceed \$78,992.00 made by Hoemke

Second by Stelma

Discussion: There were several questions by the Board that concerned the fact that if Motorola lags in their implementation or installation of the new hardware, that they potentially could gain additional funds since the maintenance contract would need to be extended. Bonneau assured the Board that he would try to mitigate this from happening, understanding that the notice to stop the maintenance also rests with the PSAPs informing Bonneau of their progress towards the signoff.

Approved 11 - 0

10. TAC Reports – Matt Groesser of Kent County PSAP gave the report.

a. CAD – CAD P1 Phase II the implementation and planning has begun.

There is a great emphasis on our interface partners working alongside the PSAPs in achieving these interfaces. Bonneau went on to say that during the conference call it was evident that the P1 Phase II project may extend

out past the current fiscal year. He went on to state that the Finance Committee was hoping to close out the Motorola P1 project by December 31, 2014 but that might in jeopardy.

- b. *Radio Project* – Reported that 28 consoles have been installed, 14 in each PSAP and an additional 5 consoles are expected to be divided 3 for GR and 2 for KC for support functions. Groesser explained that the Administrator and Maintenance training has been completed in both PSAPs and some TTT has also been done in the centers. He reported that GR is planning to go live the first week of April, 2014 and KC will follow the next week. He expects the project to be substantially complete within the next three months. Bonneau informed the Board that Matt Groesser and Eric Hutchinson of the Kent County Sheriff PSAP had gone to Virginia for the Factory Acceptance Testing, paid for through the KCDA line item for KC travel, and that they have discovered certain problems that were corrected prior to installing on site. Bonneau explained that FAT is an important part of implementing public safety communications technology and he thanked the Sheriff for allowing the two members of his department the time off from work to attend the FAT in VA.

11. Update and Progress Report from Executive Director: - Nothing further.

12. Miscellaneous – None

Meeting Adjourned at 11:05 AM

Respectfully submitted,
Ronald Bonneau, ENP
Executive Director

Upcoming Meetings (www.kent911.org)

KCDA Executive Committee Meeting

April 14, 2014 at 10 AM

City of Wyoming, Manager's Conference Room

KCDA Administrative Policy Board Meeting

Monday, April 28, 2014 at 10:00 AM

City of Wyoming First Floor West Conference room

Bills for Approval

Name	Purpose	Amount	FY	Approval
Wyoming	Fiduciary Mar	\$1,000.00	2014	Bonneau
Van Belkum	NICE Upgrade	\$24,174.00	2014	Bonneau
MCDA	Membership Dues Bonneau	\$100.00	2014	Curtis
PCS	February 2014	\$5,698.13	2014	Curtis
Motorola	CAD Maintenance for 2014	\$214,987.97	2014	Bonneau
Motorola	CAD Milestone Payment per Contract	\$243,521.60	2014	Bonneau