



**Administrative Policy Board
Monday, August 25, 2014 at 10:00 AM**

City of Wyoming, MI - 1st Floor West Conference Room

Minutes

1. Call to Order and Roll Call at 10:03 AM by Chair Holt

Members Present

Curtis Holt	City of Wyoming
Michael Young	City of Rockford
Lee Cook	City of Grandville
Mark Herald	East Grand Rapids DPS
Chuck Deschaine	City of Walker
Laura Knapp	Grand Rapids FD
Chris McIntire	Michigan State Police
Mark Meijer	Kent EMS
Nate Vriesman	Kent County Commissioners

Members Excused

Larry Stelma	Kent County Sheriff
Dennis Hoemke	Algoma Township

Members Absent

David Peterson	Plainfield FD
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Guests

Karen Chadwick, ENP	Grand Rapids PD
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David Kiddle	Grand Rapids PD
Scott Brown	Kent County Sheriff
Michelle Young	Kent County Sheriff
Matt Groesser	Kent County Sheriff
Brad Looman	Kentwood FD
Don Tuuri	Kentwood PD
Matt McConnon	Rockford ambulance
Ronald Bonneau, ENP	Executive Director

2. Public Comment - None

3. Members Excused – Motion to excuse Stelma and Hoemke made by Deschaine

Second Herald
 No Discussion
 Passed 10-0

4. Approval of the Agenda – Motion to approve the August 25, 2014 agenda made by Vriesman

Second by Knapp
 No Discussion
 Passed 10 - 0

5. Approval of Minutes – Motion to approve the minutes of July 28, 2014 made by McIntire

Second by Cook
 No Discussion
 Passed 10 - 0

6. Financial Report – Bonneau gave financial report and pointed out the correction of line item 32530-956.912 for the FEMA grant resulting from a journal entry made last week. The correct amount remaining in the fund on July 31st is now correct.

7. Voucher of Bills (*Motion to Authorize Expenditures and Disbursements as Attached and the Financial Report made by Young*)

Second by Knapp

No Discussion

Passed 10 - 0

8. Finance Committee Report (Michael Young/Bonneau)

- a. Motorola – Authority Reconciliation of CAD costs – Bonneau explained the Board that Motorola had provided their figures to the remaining costs of the P1 CAD project and the costs match the amounts provided by Rehmann resulting in a final cost for P1 CAD to be \$510,491 if the MSP interface is left in the original contract and \$502,369 if it is removed.
- b. Motorola – MSP Interface Change Order – Bonneau told the Board that the proposal offered by the Authority has not been approved by Motorola at this time.
- c. FY2015 Budget Discussion – Bonneau explained that the budget presented is the recommendation of the Finance Committee and was developed using the historical income and expenses from previous budgets as well as actual costs identified in contracts and resolutions as passed by the Board. Bonneau went on to explain that this budget is the result and the Finance Committee having a legal review of all contracts as well as resolutions to determine the Board's financial obligations going forward. Bonneau then went on to explain the income and expenses and the justification for each line item in FY2015. The Chair asked that the Unrestricted and Restricted Totals be reconciled against the Rehmann audit and revised with line item #994-325-32500-973.056 be credited to the Restricted Fund Balance 994-32590-984.925 and not remain in the Unrestricted Fund Balance total. Bonneau to amend.

Additionally, there was a Board discussion about the omission of funding for line item 994-325-32500-32510/32520-810.010 which was brought forward by Grand Rapids and Kent County Sheriff. The Finance Committee removed this line item funding due to the expiration of this item within the original Call Handling contract dated March 2010. The two

PSAPs felt that since their governmental boards had extended the original call handling contract from June of 2015 to December of 2015 that this provision was extended too.

The Board felt there were two distinct issues:

1. While this particular section of the original call handling contract was not noted within either two of the amendments to the original contract and that the only provision extended was the surcharge distribution if could reasonably be inferred that this assumption about the CAD admin fee being extended for an additional 6 months was feasible.
2. The original intent of the CAD Admin/QA fee was for a person to assist in the implementation of P1 CAD and then to transition to the role of QA for the Priority Dispatch EMD system (which now will not occur) and the expiration of the that fee in the original contract indicates that intent. The Board will need to determine as part of the new contract with the PSAPs if this fee will be continued to be paid by the Authority given the nature of Authority's long range strategy session.

However, the consensus of the Board to address the immediate issue was to fund each of the aforementioned line items with half of the yearly fee of \$70,500 which amounts to \$35,250 for each PSAP with an expiration date of December of 2015. **Resolution #23-082514** to fund a 6 month extension to December of 2015 for the CAD admin fee to each PSAP in the amount of \$35,250 was made by Young

Second by Vriesman

Discussion – None

Passed 10 - 0

- d. Smart911 Discussion – Bonneau gave the Board a report on the TAC meeting where Smart911 was presented and the general consensus was

that the product has some value but there was concern about the Authority being able to fund the project after the first few years given the budgetary constraints being identified. Also there was an issue with the delivery of medical information contained in Smart911 to the contract ambulance companies and the technical method that could be used to deliver this information. Additionally, the group felt the project may not have the priority it needs compared to other project. Several Board members discussed removing the item from the FY2015 budget but after discussion it was felt that it should remain pending further discussion during the long term strategy meeting in December. Then if the product is not purchased it can be amended from the budget. Tabled to the time being.

9. Cassidian Migration Path – Bonneau explained that Cassidian had requested a meeting with ATT present to discuss with the PSAPs and the Authority a migration path to fill some gaps in the current system. The group spent two days outlining features that we do not have currently and that are available if the Authority was to migrate to V3.4. Bonneau asked for a budgetary quote to quantify the features against the cost. Bonneau did not receive the quote from ATT until after the agenda had been posted, but wanted to let the Board know that initial budgetary quote, with all features and replacing that wd have not, would cost the Authority around \$900K. The Board felt that this issue needs to be tabled until the strategy meeting in December and asked the ED to clarify the exact cost of such an ugrade. Both SPAP managers explained to the board their needs to a new phone system. The Board felt that if the project goes forward in FY2015 as a capital expenditure that they will pass a budget amendment at that time. Tabled for the time being. Bonneau to determine real costs to do the project in the interim.

10. TAC Reports – (Groesser and Chadwick)

a. Motorola CAD Phase II Discussion

i. CAD - CAD Interface for Ambulance Companies – there was much discussion about the issues contained within this segment of

the agenda. The ability or willingness of Motorola to provide the type of interface required to meet the Board's expectation of EMS provisioning was a seminal point, the Board feeling that if Motorola cannot or will to provide the necessary interface that the other issues with Zoll / Enforce may be moot. The Board felt the correct forum for these issues is to talk about the operational capacity of the interface in a TAC meeting and decide the preferred method to proceed, obtaining real costs of the interface and then making a recommendation to the Board. The Board did feel comfortable discussing any payment or sharing of costs until the operational considerations are achieved.

- 1. Network Interconnection Discussion – Groesser*
- 2. Call Flow – Call Type Issues*
- 3. SpectraCom Netclock Time Synchronization*

ii. CAD – MUM Interface

iii. CAD – Zetron Interface

b. Excelis C4i Radio Project – Nothing to Report

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

12. Miscellaneous

Meeting Adjourned at 11:40 AM

Respectfully submitted

Ronald Bonneau, ENP

Executive Director

Upcoming Meetings (www.kent911.org)

KCDA Finance Committee Meeting

September 3, 2014 at 10 AM

Rockford City Hall Conference Room, Rockford, MI

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Status of Current and Future Project / Task

Project/Issue	Assigned	Status	ECD
State GIS NG project	Bonneau	Evaluating Cost to Correct Deficiencies	In Progress
P1 CAD Reconciliation	Bonneau	Completed	TBD
MSP Interface	Bonneau	Awaiting Motorola Concurrence	TBD
NICE Recorder Upgrade	Bonneau	At PSAP level	Completed
Excelis C4i project	Team	Final Invoices Submitted	Aug 2014
Smart911	Bonneau /Team	Awaiting TAC Report	TBD
FY 2015 Budget	Bonneau/ Finance Committee	Draft #4 in Board Review	October 2014
CAD to CAD interface	Young	In Progress	TBD
DECCAN interface	Young	In Progress	TBD
KCDA Strategy Meeting	Bonneau	Rescheduled to Dec 15 th	Dec 2015
Surcharge Reporting Initiative	Holt Bonneau	Awaiting Mtg with Kent County Counsel	TBD
Public Education Program	Bonneau	Awaiting Design Detail Meeting with GR Children's Museum	In Progress