



**Administrative Policy Board  
Monday, September 22, 2014 at 10:00 AM**

**City of Wyoming, MI - 1<sup>st</sup> Floor West Conference Room**

**Minutes**

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

**Members Present**

Curtis Holt	City of Wyoming
Larry Stelma	Kent County Sheriff
Lee Cook	City of Grandville
David Peterson	Plainfield FD
Mark Herald	East Grand Rapids DOPS
Laura Knapp	Grand Rapids FD
Chuck Deschaine	City of Walker
Mark Meijer	Kent EMS
Nate Vriesman	Kent County Commissioner
Chris McIntire	Michigan State Police
Dennis Hoemke	Algoma Township
David Rahinsky* <sup>1</sup>	Grand Rapids PD

**Members Absent**

Michael Young	City of Rockford
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<sup>1</sup> David Rahinsky was appointed to the Board by the City of Grand Rapids and his confirmation was on the KCDA Agenda for this meeting. As such he is listed in the minutes as a Board member but did not vote on issues until after his confirmation at Item 8.

## **Guests**

Michelle Young	Kent County Sheriff
Matt Groesser	Kent County Sheriff
David Kiddle	Grand Rapids PD
Brent Looman	Kentwood FD
Karen Chadwick, ENP	Grand Rapids PD
Ronald Bonneau, ENP	Executive Director

### **2. Public Comment - None**

### **3. Members Excused - None**

### **4. Approval of the Agenda** - Holt advised the Board that item 9 b was being removed from the Agenda due since Motorola did not send the MSP Change Order at this time, it will be placed on the October Agenda. Motion to approve the September 22, 2014 agenda minus item 9b made by Vriesman

Second by Peterson

No Discussion

Passed 11 - 0

### **5. Approval of Minutes** of August 25, 2014 was made by Hoemke

Second by Stelma

No Discussion

Passed 11 - 0

### **6. Financial Report** – Bonneau gave financial report that the Authority had received an additional \$567,325 from Kent County 9-1-1 surcharge which brings that income total to date to \$1,464,029 or 49.49% of the total expected. He also told the Board that we expect the 2<sup>nd</sup> Quarter of State 9-1-1 surcharge this month which is tracking lower than expected. He also said that the FEMA grant has been closed out by Grand Rapids FD leaving a match balance of \$167,193 that was Authority funds and that there is a resolution on the agenda to transfer that money. No further report.

### **7. Voucher of Bills** (*Motion to Authorize Expenditures and Disbursements as Attached*) Motion made to accept the Finance Report and Approve the Voucher of Bills attached made by Cook

Second by Stelma

No Discussion

Passed 11 - 0

- 8. Resolution #24-092214** to Confirm the of Appointment of Chief David Rahinsky to the KCDA Administrative Policy Board made by DeSchaine

Second by Herald

No Discussion

Passed 11 - 0

- 9. Finance Committee Report** (Michael Young/Bonneau)

- a. **Resolution #25-092214** to move the balance remaining from the FEMA radio grant project of \$167,193.22 to the Capital Replacement Savings Fund (984.925) made by Peterson

Second by Knapp

Discussion – several members of the Board wanted clarification that the funds being transferred belonged to the Authority and were not funds from the federal government which was confirmed that they are Authority funds.

Passed 12 - 0

- b. Motorola – MSP Interface Change Order **Resolution #26-092214** to approve the Motorola Change Order on the MSP Interface from the Phase II deliverables for the P1 CAD project. **REMOVED FROM AGENDA**

- c. FY2015 Budget Discussion – Prepare for Public Hearing – Bonneau gave brief presentation on the items that have been changed since Draft 7 of the budget which includes the misc line income line item being increased from \$1,200 to \$2,200 to reflect the normal refund received from MMRMA for premium, the removal of the interest income line item since we do not actually receive a check as it a reflection of the value of our investments, the reduction of the Education expense line item from \$35,000 to \$25,000 and the addition of \$35,250 to each PSAP for CAD Admin duties reflecting the resolution passed in August extending that payment. There

was no discussion on Draft 8 of the FY2015 budget and the Board agreed to send this budget to the Public Hearing on October 27<sup>th</sup> in standard.

**10. TAC Reports – (Groesser and Chadwick)**

a. *Motorola CAD Phase II Discussion* Matt Groesser explained that the cumulative update for 3.3.1 is being readied for the testing to be completed from Oct 4 – 20 with the tentative application being loaded on October 20<sup>th</sup>. If there is a delay in that date, the next day Motorola has the resources available is December.

i. *CAD - CAD Interface for Ambulance Companies*

1. *Network Interconnection Discussion – Groesser*

2. *Call Flow – Call Type Issues* was discussed at the TAC meeting and it was determined the type of interactive interface that is required for the EMD companies that Motorola needs to provide. The Board was advised of the specificity of the interface that TAC believes is required to make the decision to leave EMD at the ambulance companies feasible. Bonneau advised that the Board needs to understand that this interface is significantly different than the original conceptual interface that was discussed with Motorola in 2010 and that there is the potential for increased cost to provide this interface both from Motorola as well as from the CAD providers of the ambulance companies moving forward. While the exact costs are not known at this time, he wanted the Board to understand the potential of such Change Order costs moving forward.

3. *SpectraCom Netclock Time Synchronization*

ii. *CAD – MUM Interface is progressing*

iii. *CAD – Zetron Interface is in test phase at Grand Rapids and is moving along well.*

**11. Update and Progress Report from Executive Director:** Bonneau emphasized

that we have requested a specific purchase and installation quote from Airbus

on the proposed Airbus migration path as compared to the budgetary (worst case scenario) quote received last month and that the Strategy Meeting has been confirmed as December 15<sup>th</sup> from 9 – 5 at the Wyoming Library.

**12. Miscellaneous – None**

**Meeting Adjourned at 10:40 AM**

Respectfully submitted

Ronald Bonneau, ENP

Executive Director

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

**KCDA Finance Committee Meeting**

Non Scheduled for October

**KCDA Executive Committee Meeting**

October 13, 2014 at 10 AM

City of Wyoming, Manager’s Conference Room

**KCDA Public Hearing for FY2015 Budget**

October 27, 2014 at 9:30 AM

City of Wyoming – City Council Chambers

**KCDA Administrative Policy Board Meeting**

October 27, 2014 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>Line Item</b>	<b>Approval</b>
Rehmann	FY2013 Audit	\$1,015.00	801.005	Bonneau

Wyoming	Fiduciary Aug	\$1,000.00	801.005	Bonneau
Groesser	APCO Travel Reimb	\$408.80	860.000	Bonneau
Josh Howell	CIF Registration	\$160.00	860.000	Bonneau
Kent IT	GIS support	\$270.79		Bonneau
Motorola	Hutchinson Reg	\$795.00	860.000	Bonneau
Motorola	Yntema Reg	\$795.00	860.000	Bonneau
Motorola	Maintenance Fee	\$9,874.00	930.000	Bonneau
Motorola	Prince Reg	\$795.00	860.000	Bonneau
Motorola	Chadwick Reg	\$795.00	860.000	Bonneau
PCS	Executive Director August	\$6,166.88	810.000	Curtis
Renaissance	Hutchinson Hotel	\$816.24	860.000	Bonneau
Renaissance	Wakeman Hotel	\$204.06	860.000	Bonneau
Renaissance	Prince Hotel	\$816.24	860.000	Bonneau
Renaissance	Chadwick Hotel	\$816.24	860.000	Bonneau
Bonneau	Office Supplies	\$120.89	727.000	Curtis

### **Status of Current and Future Project / Task**

<b>Project/Issue</b>	<b>Assigned</b>	<b>Status</b>	<b>ECD</b>
State GIS NG project	Bonneau	Evaluating Cost to Correct Deficiencies	In Progress
MSP Interface	Bonneau	Awaiting Motorola Change Order	TBD
Smart911	Bonneau /Team	Awaiting Strategy Session	TBD

FY 2015 Budget	Bonneau/ Finance Committee	Draft #8 for Board Review	October 2014
CAD to CAD interface	Young	In Progress	TBD
DECCAN interface	Young	In Progress	TBD
KCDA Strategy Meeting	Bonneau	Scheduled to Dec 15 <sup>th</sup>	Dec 2015
Surcharge Reporting Initiative	Holt Bonneau	Awaiting Mtg with Kent County Counsel	TBD
Public Education Program	Bonneau	Interim 9-1-1 Exhibit in Place for Children at GRCM	In Progress
Facilitator	Bonneau	Melcher Sending Contract	TBD