



To: Administrative Policy Board
From: Executive Director Ronald Bonneau, ENP
Ref: Progress Report – July 23, 2012

1. I continue to meet with Tim Smith from the City of Wyoming to accomplish the transfer of fiduciary duties to the City of Wyoming. We have processed the transfer of an initial \$120,000 from Kent financial to our account at the City of Wyoming to satisfy bills received on July 1st prior to the reconciliation of Kent County Finance and the transfer of all funds to KCDA control.
2. Tim and I have had meetings and he has reviewed the DRAFTS of both the Finance Policy and the Financial Procedures and has approved the language and believes it accomplishes the needs of the fiduciary. Discussion at the Executive Committee resulted in their request that the KCDA attorney review the signatories for the accounts and checks of KCDA to determine if the Sheriff and/or the Grand Rapids Police Chief, who are the chief administrative officers from the two contracted PSAP's can be signatories. The question was posed in writing and orally to Matt Zimmerman of Varnum.

Attorney Zimmerman issued a written opinion which stated while there is a law in the State of Michigan that relates to Conflict of Interest in regards to funds, the law does not cover Authorities such as KCDA, so there is no legal prohibition from them being signatories. He also said that KCDA has sufficient safeguards such as the review of financial requests, the approval process, the posting and approval by the Administrative Policy Board and the two signatures required on KCDA checks to address any challenge to the perception of impropriety. He went on to state that the Enabling Agreements signed by the participating municipalities when KCDA was formed does require the Board Treasurer to sign all checks as one of the two check signers.

He did say, that even though the law does not prohibit either the Sheriff nor the Police Chief from signing checks issued to their agencies, that it may be a good practice to eliminate the perception by just not letting them sign checks directed

to their two agencies. The financial policy and financial procedures have been modified to capture his comments.

3. Tim and I have established the KCDA bank account at First Third and have obtained four signatories for the accounts and/or KCDA checks which are the Chair Curtis Holt, the Treasurer Michael Young, the Vice Chair David Peterson and one member of the Finance Committee Barry Getzen.
4. Tim and I have established a new chart of accounts for KCDA and will work the current and future budgets into that chart of accounts. Additionally, with information supplied by Kent County Finances we have reviewed the income and expenses from January 1st to June 30th and have incorporated those amounts into our new chart of accounts as we continue the transition.
5. Tim and I have spoken with New World systems about creating the two electronic signatures on KCDA checks and hope to complete that this month.
6. Tim and I have had meetings and he has reviewed and modified the DRAFT Travel Policy to reflect the methods used by the City of Wyoming to lessen impact of the KCDA policy for processing travel requests. I have modified the City of Wyoming's Travel Estimate and Expense Report which is used both for travel authorization and expense reporting for use by KCDA. Additionally, the 1st draft of the policy has been reviewed by the Exec Committee and they have made substantial suggestions to modify the policy. The draft will be issued for additional comments and discussion this week in preparation of the next Executive Committee meeting in August.
7. I had an Internet meeting with the Finance Committee where they reviewed the DRAFT Finance and Financial Procedures policies following my meeting with Tim Smith and made comments and additions to the policies. Of particular interest was the Finance Committee recommendation that the Executive Director be allowed to approve financial requests up to \$2,500 rather than \$1,000. It is their belief that this level of bills will be common when more administrative tasks are being accomplished in house and is at a similar level as afforded to Department Heads within a government entity. This was discussed at the Exec Committee meeting and met with their initial approval.
8. I met with Wyoming IT and they established remote VPN access from my laptop to the financial so that I will have electronic access to records. have met with the new Fiduciary, the City of Wyoming, Mi and the Finance Director twice and we

have reviewed both the KCDA Financial Policy and the Financial Procedure documents. Mr. Smith reviewed both and made some amendatory comments so that the procedures used by KCDA matched the way the City processes payments currently.

9. I had the Rehmann audit posted to the KCDA website.
10. I continue to participate in the weekly conference calls with the PSAP managers and their teams with Motorola as we move forward in addressing the concerns about the CAD implementation plan. While the go live date still is a moving target, it appears that it is becoming clearer as we move to release 3.6. We had a brief meeting after the Cassidian maintenance meeting and discussed the next steps we need to consider as we move to begin testing 3.1.6. We discussed the methods of testing and to determine a method of summarizing outstanding issues that may delay cutover and at what level we may need to move towards to resolve. I remain confident that the PSAP's are moving forward.
11. I continue to monitor Michigan HB5468 on both pre-paid wireless surcharge collection and the elimination of the sunset clause for local surcharge. As reported previously the bill passed the House and the Senate by overwhelming majorities and was signed into law by the Governor on July 2, 2012.
12. I referred a new issue concerning the Aurora reporting software and the Patriot Stats reporting system to Mark Stacey of Cassidian (Temecula) through contact I made at the NENA Conference for advice. The issue was referred to me by Capt. DeWitt and I have had two conference calls with them to discuss ways to correct the discrepancies in call processing statistics. We seem to have located the correct experts at the company headquarters that can solve this issue that has a direct impact on surcharge distribution and hope to set up a conference bridge with their Aurora experts and the PSAP personnel this week.
13. I had two meetings with Kent IT to discuss their fiber network and the billing of items to KCDA as a general understanding and to prepare for their participation as the future of a regional ESInet¹ (WIN) continues. After our initial discussion it was clear that some of the links to public safety exist in the network although some requirement needed in an ESInet environment, such as priority access, backup power and bandwidth will need some work. Following the meeting I

¹ ESInet = Emergency Service Internet Protocol network named to identify a network provisioned at Public Safety Grade as defined in I3 standards as published by the National Emergency Number Association.

reviewed the recently published FirstNet² Interoperability Final Report on the technical requirements for the NPSBN³ and the NENA I-3 standards for ESInet and sent those documents to Kent IT for information. Kent It is going to produce a map of the current fiber runs compared to the locations (addresses) of public safety agencies in Kent County for use by the team at the next WIN meeting in July.

14. The PSAP managers and I had a meeting to discuss the Cassidian Patriot maintenance proposals and determined our preferred vendor whom I will work with, along with the attorney, to develop a contract. The contract items we wish to have incorporated into a contract were discussed and defined at the meeting and we will continue to work on accomplishing this issue so that formal APB approval can take place at the August meeting. Since our PSAP meeting I have had one phone conference call and one in person meeting with the vendor. We discussed the specific requests made by the PSAP team and myself and we are working on getting a contract to our attorney by the first of August.
15. I met with JoAnn Arcand of Web Tech who currently maintains the KCDA web site through Kent County about some design and format changes I would like to see in our web site and we are working to accomplish the initial changes within this month.
16. I had a meeting with both PSAP's to discuss and plan the radio consultant Pre Bid meeting and what we hoped to accomplish and attended the Pre Bid meeting and took notes on the meeting at both sites to capture the questions posed by the potential bidders. The questions were forwarded onto Jose Reyna of GR purchasing for use in compiling answers.
17. In preparation for any future federal grants for which KCDA may wish to apply I obtained a Dunn and Bradstreet number (DUNS) for the Authority.

² FirstNet is the name of the group established by the FCC which will develop, implement and manage a new public safety broadband network. The Board is composed of thirteen members appointed from various disciplines including public safety.

³ NPSBN = National Public Safety Broadband Network which is the network FirstNet will build after the D Block was released to public safety. It is envisioned that the network will interconnect various State or Regional networks and local ESInet to give access to any public safety agency within the USA and will carry voice, data, 9-1-1 and video in a public safety grade network environment.