



To: Administrative Policy Board
From: Executive Director Ronald Bonneau, ENP
Ref: Progress Report – January 28, 2013

1. I completed the Rehmann Fraud Questionnaire in preparation for the annual audit and met with the City of Wyoming accountant to complete other documents. In addition I have had several meeting with the Wyoming team detailing what are the assets of the Authority in accounting terms including those pre paid items and depreciation decisions. Furthermore, there is language the Fiduciary wants added to the Asset Policy and we are in the process of editing the draft to include that provision.
2. I completed the process to have new Board members appointed from KentEMS, the Supporting Entities and the Township Supervisors and Fire Chiefs Assoc.
3. I continue to work on the Draft of the Procurement Policy for KCDA.
4. I am working on the Draft of the Document Retention and Destruction Policy.
5. I have update kent911.org with the press release for PremierOne CAD and posted a new photo banner for KCDA website.
6. I processed the request to have KCDA placed on the Special Agenda for the January 24th meeting of the Kent County Board of Commissioners and furnished the documentation for the meeting as well as a PPT for use by Chair Holt.
7. We are now issuing KCDA checks with the Chair and Treasurer signatures from the City of Wyoming and New World accounting system.
8. I am working on a new Executive Director handbook so that when a new Executive Director comes to KCDA they will have a guidebook to help them understand the job, the deliverables and the expectations of the Board.

9. KCDA has applied for a credit card through Fifth Third Bank with a credit limit of \$5,000. The card was secured primarily to pre pay for authorized KCDA travel as discussed previously with the Board.
10. Curtis, Tim Smith and I are continuing to monitor the surcharge payments as reported by Kent County and have asked for a legal opinion on obtaining specific carrier information from Kent County as part of the regular monthly report on accounts receivable.
11. I received information from the Fiduciary that KCDA has received additional revenue from County 9-1-1 surcharge that is not reflected on the finance statement attached to this report (as they reconcile statements at the end of the month). KCDA has received an additional \$447,181.51 to bring the total County 9-1-1 surcharge revenue to \$2,283,041.78 or \$916,958.22 short of revenue expectations for that income stream. Remembering we still have the months of Jan, Feb and Mar to accrue back County 9-1-1 surcharges received in those months to FY2012. Also we received an additional \$307.75 in interest bringing the YTD interest to \$16,719.20
12. I worked with Curtis to develop the report and PPT for the Kent County Board of Commissioners presentation on January 24th and for use at the government officials briefing and demo on February 5th at 5:30 PM at the Sheriff's office. Both special events have been posted to kent911.org for information.
13. I met with the newest Board member, Nate Vriesman representing the Kent County Board of Commissioners to bring him up-to-date on Board items of interest. I also created a Board member briefing packet to allow him to get up to speed with policies of the Board.
14. I participated in the review of fifty seven pages of Version 1 of the Elert document for the release of the RFP for the FEMA Radio grant project with our team members. Additionally we had two conference calls with Elert to clarify issues in the version.
15. I participated in the review of the radio system conceptual design document and the resulting conference call with Elert.
16. I reviewed the GR and KCSO requests for OT reimbursement for CAD training in 2012. The request from GR was over the budget allocation approved for them by prior Board action. They had \$57,352 remaining and the requests was for

\$89,682.58. The excess request over the budgeted amount will be referred to the Finance Committee for review. The paid reimbursements will be accrued back to FY2012.

17. I obtained the email addresses for local Mayors, City Managers and Township officials and created an Access Database as well as Group Email for each to be used to send out the letter of invitation for the local government officials briefing on February 5th. Created a draft letter of invitation and received approval from Curtis for its distribution and invitations were emailed to all on January 22nd.
18. I reviewed the Federal Communications Commission's Dericho report on the failure of the 9-1-1 system on the east coast and their recommendations to both communication carriers and to PSAP as part of their effort to mitigate future occurrences.
19. I have requested the last six months call volumes from both PSAP's (July 1st – December 31st) for use in determining the surcharge allocation due each which the PSAP's supplied and the percentage of surcharge distribution was calculated resulting in GR receiving 58.87% and KC receiving 41.13% of the total of \$1,250,000 being distributed for this period of time. These amounts will be accrued back to FY2012.
20. I worked with the Fiduciary to enter the individual fund balances for each line item in the New World reporting system for FY2013 and to develop new line item numbers for line items new to this budget.
21. I had a discussion with Karen Chadwick, Michelle Young and Judy White from Motorola concerning the "beneficial use" portion of the contract 9.3 and 9.4 and how it impacts hardware and software warranty periods and subsequent maintenance and support periods. While we have received beneficial use of the hardware and Version 3.6.1 software since December 4th and the warranty period for those items should begin, I voiced my concern that pursuant to the original contract we were also beginning the one year warranty period for interface software (CAD to CAD, EMD, etc.) that we have not even had installed or seen. I felt that this would be a problem for KCDA to effectively waive the warranty period, or vastly reduce it, when those portions of the project are still 6 months off. Subsequent to my discussion with Judy, the two PSAP managers spoke with Judy and worked out an arrangement that will be formalized addressing this issue that I believe is acceptable to KCDA.

22. I attended the presentation to the Kent County Board of Commissioners on January 24th and believe the presentation was well received.

Respectfully submitted,
Ronald Bonneau, ENP