



To: Administrative Policy Board
From: Executive Director Ronald Bonneau, ENP
Ref: Progress Report – April 22, 2013

1. I continue to work on the Draft of the Procurement Policy and Document Retention and Destruction Policy for KCDA.
2. I had a meeting with Media Place Partners of Grand Rapids after taking a tour of the Kent County Sheriff's PSAP. They are formulating a contract and proposal concerning the public education/awareness program for KCDA. As you know the current budget has established a line item cost of \$35K for this project.

Part of the current plan is to develop a program that raises citizen awareness of what KCDA has done in the past using 9-1-1 surcharge funds to enhance the level of 9-1-1 related services in Kent County. The firm has been successful with other non profits in Kent County and is willing to utilize graphic art students at GVSU to offset some of the production costs associated with our program. The aim is to tell the story of KCDA to the citizens of Kent County, as we examine funding needed to purchase and install a county wide public safety radio project.

During the discussion, Media Partners suggested that KCDA may consider a new logo that identifies what KCDA's purpose is as an Authority. As you are all aware product branding is an important aspect of establishing market recognition and the current logo does little to tell our story when first observed. It was interesting that during the meeting held in a Bigsby's coffee house, that I asked a lady sitting alongside us, what she thought the KCDA logo indicated? She stated she thought that it had something to do with radio towers.

In the interest of due diligence, I have been asked to get another proposal encompassing the scope of work and price from another marketing firm in the Grand Rapids area and have a meeting scheduled for the week of April 22nd.

3. I continue to work 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.
4. I attended a meeting with the Finance Committee Chairman and also a meeting with the Finance Committee reviewing KCDA funding obligations and other topics.
5. I participated in the pre bid meeting and review of the FEMA radio project and met with the new Procurement Manager for GR.
6. I worked with the Finance Committee for refine the draft of the Asset Policy and clarify some language for the Finance Policy and Procedure document tabled to that committee by the APB.
7. I reviewed a court opinion from Genesso County in reference to EMS issues that are similar in scope to issues of dispatch of ambulances being discussed here in Kent County. The summary of the judge's finding is that the county has the authority, by Michigan statute, to implement the response of ambulances within the County and not the medical director nor the ambulance companies. I will present the opinion to the TAC committee at the next TAC meeting on EMS in May for consideration as they discuss EMD and the assignment of EMS resources as it may have bearing on our discussions of this issue.
8. I met with Keith Potter from IBEX concerning the renewal of KCDA insurance for 2013 with MMRMA. I signed the agreement letter from MMRMA and learned that our premium has been reduced by 3.4% over last year, so we will be paying \$11,921 per year. Additionally, our premium refund is expected to be around \$1,500 for the year.
9. I reviewed and completed the customer questionnaire for Rehmann audit and met with accountant Karen Bazan concerning some depreciation issues. I have been advised that the FY2012 audit is in its final stages and expect a draft copy in the next few weeks. I also reviewed the draft of the Rehmann audit and had a meeting with Kristin Saper of Rehmann about several notations identified in the audit and methods the Authority can make to identify surcharge expenditures for State 911 surcharge for the new Auditor General requirements during the next fiscal year audit. As an aside to that discussion I will be meeting with the finance

team at Wyoming to discuss procedural issues in regards to budget format and then take their suggestions to the Finance Committee for concurrence.

10. I am working with the Finance Committee to establish the new capital fund for KCDA where we intend to place the fund reserves, the obligated funds for capital projects and the budget surplus from FY2012. We will be reconciling the funds following the review of the Rehmann audit.
11. I continue to attend the Motorola conference calls on CAD and monitor the progress in addressing the punch list of items to be fixed including the Query time delay in responses to mobiles which seem to have been solved. Report on the method used to solve this problem will be given in the CAD report.
12. We finished the asset inventory tagging in both PSAP's this week and the asset list was provided to Gail Shepard at Wyoming for processing. We have a follow meeting to discuss the next steps in the process.
13. We received the Fifth Third Bank Credit Card issued to KCDA and it is the control of the Fiduciary. We will be processing the registration costs for GR to attend the NENA conference in June in Charlotte.
14. I attended the IAED Navigator conference in Salt Lake City as we continue to address EMD and triage of EMS calls in Kent County. Since the conference continued after the issuance of this report, further information will be in next month's ED Progress Report.
15. Thanks to the generosity of the City of Wyoming, KCDA now has an office for use by the ED and a location for the permanent files of the Authority. I am in the process of creating a filing system for the documents. The office is on the second floor of City Hall alongside the Manager's Conference Room.

Respectfully submitted,
Ronald Bonneau, ENP