



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

1. After examining both proposals for the public education campaign with the two vendors, I had a meeting with Media Place Partners of Grand Rapids. I am prepared to ask them for a formal contract for presentation at the KCDA Exec Committee meeting in August.
2. I continue to work on a new Executive Director handbook.
3. I have had two conference calls with Jon Stones of Priority Dispatch in reference to the two invoices presented to KCDA for a total of around \$70,000 considering the decision by the Policy Board to refrain from implementing EMD at the primary PSAPs. This will affect a contract for services signed by KCDA with Priority Dispatch. This topic was discussed at the Finance Committee meeting as KCDA has already paid in excess of \$85,000 for this contract with an additional amount required from invoices we have received. The Finance Committee is interested in pursuing some type of public – private partnership with the ambulance companies concerning the acquisition of the ProQA and AQUA software for use by them in EMS call processing and QA. I have a meeting with the ambulance companies scheduled where we will discuss this option. Additionally, I will speak with Priority Dispatch and our contract with them.
4. I wrote a White Paper on Public – Private Partnerships for consideration in the Priority Dispatch contract issue and presented same to the Finance Committee as it relates to the purchase contract with Priority Dispatch and the software we have committed to purchasing for EMD that will not be needed.
5. I worked with the two PSAP's to refine the application for CGAP funding from the State of Michigan to refine and correct GIS mapping applications for the two centers through KCDA. The application was filed by the deadline with a request for \$85,000. The grant does not require any match from KCDA if approved.

6. The sent the letter of intent to participate to Harriett Miller-Brown of the State 911 GIS NG mapping project. As part of that project, KCDA is required to have a policy for Enhanced Access to Public Records. I checked with Jennifer DeHann to determine if Kent County had such a policy and was told they do not. I researched the policy language used by other Michigan counties and submitted draft language to the Finance Committee for review. The policy allows KCDA to charge not only reproduction fees for GIS data, but also to charge reasonable fees to recover development and maintenance costs from entities requesting GIS mapping information from KCDA. It is my intention to have this policy reviewed at the August Exec Committee meeting and approved at the August 2013 meeting of the Administrative Policy Board.
7. I was appointed as a member of the SNC Certification Committee which conducts audits of PSAPs in Michigan.
8. I attended a meeting with the Finance Committee Chairman and also a meeting with the Finance Committee reviewing KCDA funding obligations and other topics.
9. I developed the first draft of the proposed FY2014 budget for consideration by the Finance Committee.
10. I worked with the Finance Committee to refine the language for upgrades to the KCDA Finance Policy reflecting recommendations from the Rehmann audit.
11. I am working with the Finance Committee to establish the new capital fund policy for KCDA where we intend to place the fund reserves, the obligated funds for capital projects and the budget surplus from FY2012 and for the current fiscal year budget. This policy was suggested by Rehmann during their audit.
12. I continue to work with the assessment team on exploring the radio console proposals submitted in reference to the RFP. We have reduced the list to three proposals of interest and have identified the two we are most interested in finding more information. A demonstration of one vendor, Exelis, was held on Tuesday, July 16th but due to prior commitments I was unable to attend.
13. I continue to attend the Motorola conference calls on CAD and monitor the progress in addressing the punch list of items to be fixed. We have agreed with Motorola to try a new method of testing hot fixes using personnel from the

PSAPs with Motorola picking up the cost of that PSAP testing. Motorola will issue a credit against the next milestone payment, due from KCDA, for the costs of both PSAP personnel doing the testing. The amount of the credit applied to the milestone payment will then be paid to the individual PSAP's by KCDA. I have met with both Curtis and our Fiduciary, before agreeing to this reimbursement arrangement with Motorola, and received approval from them that we can make the reimbursements against the funds obligated for this capital project. The arrangement has also been vetted with the Finance Committee.

14. I processed the request for travel reimbursement from Sylvia Prince from Grand Rapids PD for travel to the NENA conference.

15. I processed the travel request of Karen Chadwick for the APCO Annual Conference in Anaheim, Ca.

16. I processed a request for payment for registration to the annual Motorola user conference in Nashville for Reed Wakeman of Grand Rapids.

17. I obtained the call handling statistics from both centers for the period of time from January 1 – June 30, 2013. The totals were:

Name	Calls Received	% of Total	Distribution \$
Grand Rapids	75,123	58.89	\$736,125.00
Kent County	52,436	41.11	\$513,875.00
Total	127,559	100	\$1,250,000.00

18. I processed the payments for CAD Admin/QA fee of \$94,000 for each PSAP. After checking the contract between KCDA and the PSAPs during our Finance Committee project last year it was determined that the payment is to be made once a year prior to August. In order to conform to the contract provision, KCDA is making the entire payment to the PSAPs this month. This was approved by the Finance Committee.

Respectfully submitted,
 Ronald Bonneau, ENP