

**Kent County Dispatch Authority
Administrative Policy Board**

**Meeting Minutes
August 25, 2008**

Meeting Location: City of Wyoming– City Hall

Members Present:

Kevin Belk	City of Grand Rapids
Art Tanis	Kent County Board of Commissioners
Larry Stelma	Kent County Sheriff's Department
Dave Peterson	Plainfield Township
Senez Rodriguez	KCEMS
Curtis Holt	City of Wyoming;
Jim Valentine	City of Lowell
Chuck Deschaine	City of Walker
Randy Gelderloos	City of Grandville
Peter MacGregor	Cannon Township

Members Absent/Excused:

Michael Young	City of Rockford
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Members Absent

Greg Sundstrom	City of Grand Rapids
Steve Harper	Michigan State Police #61

Guests:

Carl Wood, Walker Police; Dave VanHouten, GRPD; ; Matt Groesser, KCSD; Tom Valdez, MSP; Mark Hearld, Kent County Chief's of Police/EGR Public Safety; Brent Looman, Kentwood FD; Jim Carr, Kentwood FD; Michelle Young, KCSD; Rob Benstein, Department of Aeronautics GRFIA; Dave Kiddle, GRPD; Ralph Gould, GRPD; Rick Uslan, Motorola; Brad Schutter, Wyoming PD; Bob Austin, Wyoming FD; Catherine Garcia Lindstrom, Walker PD; Kevin Walk, Life EMS;

911 Insight:

Bill Doolittle

Staff Present:

Jennifer DeHaan, Kent County Administrator's Office

Media:

None

Call to Order :

9:04

Action Items:

08-25-2008 -01

Approval of the Agenda

To approve the August 25, 2008 meeting agenda

Motion by: Tanis
Support by: Valentine
Unanimous

08-25-2008 -02 Approval of the Minutes
To approve the minutes of July 28, 2008
Motion by: Gelderloos
Support by: Deschaine
Unanimous

08-25-2008 -03 Motion to excuse Michael Young from the August 25, 2008 meeting
Moved by: Valentine
Support by: Tanis
Unanimous

08-25-2008 -04 Motion to approve payments:
a) MMRMA – Insurance Annual Premium \$9,522
b) 911 Insight Invoice #1 \$6461.20

Moved by: Deschaine
Support by: Belk
Unanimous

08-25-2008 -05 Motion to refer the policy question regarding agency reimbursement to the executive committee for further review.
Moved by: Valentine
Support by: Peterson
Unanimous

08-25-2008 -06 Meeting Adjournment
To adjourn the meeting of Administrative Policy Board.

Moved by: Rodriguez
Support by:
Unanimous

Public Comment: None

Summary of Discussion Items

1. **Executive Committee Update:** Curtis stated that the Executive Committee has met twice since the last meeting of the Authority to discuss various issues. Copies of the notes from those meetings are included in the meeting packet. One of the items discussed was the need to hold a “town-hall” meeting to update elected and local officials about the efforts of the KCDA, the

current status, and the future efforts of the Authority. The meeting date is tentatively set for September 30, 2008 at 7pm. The location is to be determined. In addition, the Executive Committee is also working to develop a website for the posting and distribution of materials related to the efforts of the KCDA. This is expected to be up and running in a few weeks and will provide yet another vehicle for communication regarding the work of the Authority.

2. **Technical Advisory Committee Recommendation RE: EMD Coding:** Captain Michelle Young of the KCSD reported on behalf of the TAC committee that the TAC had held an open forum to discuss the issues related to the EMD coding process. This issue was suggested to be reviewed by Bill Doolittle to assist in affirming the decision to perform EMD coding in the consolidated call taking which is planned in the Strategic Plan. Captain Young stated that the meeting of the TAC reviewed the pros and cons of EMD coding and looked at issues impacting the fire and EMS community. A communication from the TAC would be presented to the chair affirming the decision by the Board to continue moving forward with the EMD coding as a part of the consolidated call taking function. Ralph Gould stated that there may be an impact on the staffing patterns as a result of performing the EMD coding as the duration of the call may be longer. It was noted that through the CAD process, all calls for service will be able to be entered and sent simultaneously to the appropriate responding agencies.

3. **Update from 911 Insight:** Bill Doolittle stated that the TAC had been reviewing the CAD requirements and held a day long work session the prior week with participants from public safety agencies in Kent County. Bill noted that since then the document had been published again and that the TAC would be reviewing the functional requirements today, immediately following the conclusion of the Administrative Policy Board meeting. Bill stated that the critical path right now is to continue to develop the technical requirements and to continue documenting operational questions and issues as they arise so that they can be reviewed in the future. Bill stated that he had met with the County purchasing department to discuss the procurement process and that the County would be able to support this. Art Tanis inquired as to the procurement process and if there would be a demonstration from the vendors of the produces that they were promising. Bill stated that the CAD review process is developing the requirements based upon local needs and that there would be a three-pronged approach to ensuring that the systems meets actual needs. This would include 1) written response from the vendor for the RFP; 2) dialogue with vendors to determine further suitability of proposed system; 3) all day demonstration of software in which the vendor demonstrates simulated calls and functions.

4. **Agency Reimbursement Policy:** Bill Doolittle had stated that in the course of working with various agencies and in meetings he had receiving inquiries related to the ability of the Authority to reimburse these agencies for the cost/time incurred to support these efforts. Bill stated that in the budget included within the Strategic Plan, there were several line items to reimburse agencies. Curtis stated that the issue had been brought to the Executive committee but he wanted to first bring it to the Authority to determine the best manner to proceed. Holt stated that it may make sense to reimburse agencies for intensive efforts related to the development of the CAD requirements and that there may be other such instances the challenge is to determine a formula for a policy. A discussion ensued. A **MOTION** was made by Jim Valentine to refer the policy question to the executive committee to develop a policy for reimbursement and bring it back to the

Authority. The motion was supported by Dave Peterson. The **MOTION** passed unanimously. It was requested that the Technical Advisory Committee provide input related to the policy and the TAC would take up the issue today at its meeting.

Miscellaneous: Art Tanis stated that last week he had formulated a letter to the editor regarding the 911 sunset and that the Authority needed to continue supporting these efforts. He stated that the telephone companies were staging a big opposition to the surcharge and wanted the State to set the fee and to collect the fee. Art stated that the legislature needs encouragement from the Authority and from local units. Curtis asked that a resolution be drafted for consideration by each city council to communicate to legislators the importance of this legislation to Kent County.

Adjournment 9:50 AM