

Kent County Dispatch Authority – Draft Agenda

Monday, August 31, 2009
9:00 am
City of Wyoming, City Hall

- 1. Call to Order**
- 2. Public Comment**
- 3. Approval of the Agenda – August 31, 2009**
- 4. Approval of the Minutes – June 22, 2009**
- 5. Members Excused –**
- 6. Financial Report:** *(Motion to authorize expenditures and disbursements as attached)*
- 7. 2008 Audit Presentation - Rehman Robson – receive and file**
- 8. TAC Appointment of GRPD Representative – TAC Co-Chair**
- 9. CAD Evaluation Presentation – TAC**
- 10. Update from Interim-Executive Director**
 - (a) PSAP Selection Process
- 11. Executive Committee Update**
- 12. Miscellaneous**

Upcoming Meetings are posted online via: www.Kent911.org

KCDA TAC Meeting: To be scheduled.

KCDA Executive Committee: Monday, September 14, 2009 at 10AM, Wyoming City Manager's Office

KCDA Administrative Policy Board: Monday, September 28, 2009 at 9AM, Wyoming City Hall

**Kent County Dispatch Authority
Administrative Policy Board**

Meeting Minutes

June 22, 2009 – 9AM

Meeting Location: City of Wyoming, City Hall

Members Present:

Curtis Holt	City of Wyoming;
Art Tanis	Kent County Board of Commissioners
Chris McIntire	Michigan State Police #61
Kevin Belk	City of Grand Rapids
Senez Rodriguez	KCEMS
James Hinton	City of Lowell
Dave Peterson	Plainfield Township
Michael Young	City of Rockford
Greg Sundstrom	City of Grand Rapids

Members Absent/Excused:

Larry Stelma	Kent County Sheriff's Department
Chuck Deschaine	City of Walker

Members Absent

Peter MacGregor	Cannon Township
Randy Gelderloos	City of Grandville

Guests: Matt Groesser, KCSD; Dave VanHouten, GRPD; Rick Uslan, Motorola; Kevin Walk, LIFE EMS; Michelle Young, KCSD;

Consultant: Ralph H. Gould, Interim – Executive Director

Staff Present: Jennifer DeHaan, Kent County Administrator's Office

Media: None

Call to Order : 9:00

Action Items:

06-22-09-01

Approval of the Agenda

To approve the June 22, 2009 meeting agenda

Motion by: Senez

Support by: Belk

Unanimous

06-22-09-02

Approval of the Minutes

To approve the minutes of April 27, 2009 with amendment.

Motion by: Tanis

Support by: Belk

Unanimous

06-22-09-03

Motion to authorize the following expenditures and disbursements:

May/June Expenditures

Payee	Amount
Rehman Robson – Payment 1/3	\$2,250.00
Rehman Robson – Payment 2/3	\$2,250.00
Varnum, Riddering, Schmidt, Howlett, LLC	\$219.00
Kent County Treasurer – Dunn & Bradstreet Reports (CAD RFP)	\$179.97
Ralph H. Gould - -Invoice #3 April 2009	\$3,330.00
Ralph H. Gould – Invoice #4 May 2009	\$6,580.00
State 911 Surcharge Disbursement - 1 st Quarterly Payment – Michigan State Police	\$ 121,839.14
State 911 Surcharge Disbursement -1 st Quarterly Payment – Grand Rapids	\$ 64,003.08

2009 DISBURSEMENTS to date

Payee	Amount Disbursed	Total Amount Pd	Total Amount Authorized	Date of Board Approval
Michigan Municipal Risk Management Authority Payment	\$4,772.00	\$4,772.00	\$9,544.00	04-27-09
Ibex Insurance Agency – Interim Executive Director Liability Insurance	\$3,917.50	\$3,917.50	\$3917.50	04-27-09
Interim-Director Invoice #2 – Ralph H. Gould	\$4,045.00	\$7,550.00	\$100,000.00	04-27-09
Varnum Riddering Schmidt Howlett	\$1,995.25	\$1995.25	\$1,995.25	04-27-09
APCO – CAD RFP advertisement	\$225.00	\$225.00	\$225.00	03-23-09
State 911 Surcharge Disbursement - 1 st Quarterly Payment – Michigan State Police	\$121,839.14	\$121,839.14	\$487,356.57	03-23-09
State 911 Surcharge Disbursement -1 st Quarterly Payment – Grand Rapids	\$ 64,003.08	\$64,003.08	\$256,012.32	03-23-09
Interim-Director Invoice #1	\$3,505.00	-	\$100,000.00	03-23-09
911 Insight – January Invoice	\$11,089.82	\$11089.82	\$100,000.00	02-23-09
Kent County Admin. Support.	\$ 926.81	\$926.81	\$926.81	01-26-09
Printing Costs - KC Central Services	\$ 56.73	\$56.73	\$56.73	01-26-09

Moved by: Tanis

Support by: Belk

Unanimous.

06-22-09-04

Motion to send Matt Groesser, KCSD; Dave VanHouten, GRPD, and Ralph Gould to represent the Kent County Dispatch Authority at the APCO Conference in August and to authorize reimbursement of costs to attend up to \$2,100 per attendee.

Moved: Sundstrom

Support: Tanis

Unanimous

- 06-22-09-05 Motion to approve the reimbursement of costs of up to a total of \$8,000 for selected TAC members and the Interim-Executive Director to perform CAD Site Inspections to Nashville, Louisville, and Hamilton Co. from June 28th through July 2nd.
Moved by: Tanis
Support by: Hinton
Unanimous
- 06-22-09-06 Motion to begin discussions with the Kent County Sheriff's Department and the City of Grand Rapids regarding the contracts and contract costs.
Moved by: Rodriguez
Support by: Sundstrom
- 06-22-09-07 Meeting Adjournment
To adjourn the meeting of Administrative Policy Board.
Moved by: Deschaine
Support by: Belk
Unanimous

Public Comment: None

Summary of Discussion Items

1) Update from Interim-Executive Director:

- a) **CAD RFP Evaluation Process:** Interim-Executive Director Ralph Gould provided a brief summary of some of the differences in CAD Proposal prices. Gould and Young commented on CAD contractors' transitions to less expensive hardware, and some proposers having a more acute interest in the KCDA CAD project. Gould reported that KCDA Strategic Plan projected expenses will be updated after tentative selection of CAD contractor.

- b) **PSAP RFQ:** Gould recapped that after review of PSAP Proposals by the PSAP Advisory Subcommittee, which was comprised of Police Chief Mattice, Fire Chief Austin, KCEMS Director Rodriguez, Police Chief Hinton, and Fire Chief Peterson, that the Subcommittee recommended that both PSAPs which submitted a response to the RFP were qualified based upon the requirements of the RFP. Chairman Holt reported that the Executive Committee reviewed and concurred that the responses to the RFP provided by the City of Grand Rapids and the Kent County Sheriff's Department met the established criteria of the RFP. A **MOTION** was made by Senez Rodriguez to begin discussions with the Kent County Sheriff's Department and the City of Grand Rapids regarding the contracts and contract costs. The **MOTION** was supported by Sundstrom. The **MOTION** passed.

Chairman Holt appointed a three party negotiation team of Michael Young, Chief James Hinton, and Senez Rodriguez. Michael Young will serve as chair of this committee.

2) Update from TAC:

- a) **911 Phone System RFP:** Cpt. Young advised that the 9-1-1 Equipment RFP is ready to release. Chair Holt noted that if there were no objections the Phone RFP would be released.

3) Misc:

- a) Chairman Holt advised that expiring terms will need to be addressed and that the Authority had received an invoice and communication from 911 Insight which would need to be reviewed by the Executive Committee.

Adjournment 9:50 AM

July/August Expenditures & Disbursements:

Motion to approve the following Expenditures and Disbursements:

Payee	Amount	Date of Board approval
State 911 Surcharge Disbursement – 3 rd Quarter payment - MSP	\$121,839.14	03-23-09
State 911 Surcharge Disbursement – 3 rd Quarter payment – GR	\$64,003.08	03-23-09
Rehmann Robson	\$500	04-27-09
Ralph H. Gould Invoice #5 - June 2009	\$2992.50	03-23-09
Ralph H. Gould Invoice #6 - July 2009	\$3235.00	03-23-09
CAD Site Visit Hotel Cost – Kent County Sheriff's Department	\$2221.90	06-22-09
CAD Site Visit Vehicle & Meal Reimbursement – DVanHouten	\$861.99	06-22-09
CAD Site Visit Vehicle& Meal Reimbursement – MGroesser	\$813.44	06-22-09
CAD Site Visit Reimbursement – Rgould	\$107.36	06-22-09
CAD Site Viisit Reimbursement – Srodriguez – KCEMS	\$91.82	06-22-09
CAD Site Visit Reimbursement – Kwalk – Life EMS	\$120.59	06-22-09
CAD Site Visit Reimbursement – DVanHouten – GRPD		06-22-09
CAD Site Visit Reimbursement – Myoung – KCSD	\$80.04	06-22-09
CAD Site Visit Reimbursement – Lknapp – GRFD	\$76.26	06-22-09
APCO Conference – MGroesser	\$428.00	06-22-09
APCO Conference – KCSD – Mgroesser	\$415.00	06-22-09
APCO Conference Airfare & Registration– DVanHouten GRPD	\$746.38	06-22-09
APCO Conference Lodging – DVanHouten	\$594.00	06-22-09

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Rehman Robson – Payment 2/3	\$2,250.00	4,500.00	5,000	04-27-09
Rehman Robson – Payment 1/3	\$2,250.00	2,250.00	5,000	04-27-09
Varnum, Riddering, Schmidt, Howlett, LLC	\$219.00	219.00	219.00	04-27-09
Kent County Treasurer – Dunn & Bradstreet Reports (CAD RFP)	\$179.97	179.97	179.97	06-22-09
Ralph H. Gould – Invoice #4 May 2009	\$6,580.00	17460.00	\$100,000	03-23-09
Ralph H. Gould - -Invoice #3 April 2009	\$3,330.00	10,880.00	\$100,000	03-23-09
State 911 Surcharge Disbursement – 2 nd Quarterly Payment – Michigan State Police	\$ 121,839.14	\$243,678.28	\$487,356.57	03-23-09
State 911 Surcharge Disbursement -2 nd Quarterly Payment – Grand Rapids	\$ 64,003.08	\$128,006.16	\$256,012.32	03-23-09
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