

Kent County Dispatch Authority Administrative Policy Board

Meeting Notes

June 28, 2010 – 9AM

Meeting Location: City of Wyoming, City Hall

Members Present:

Kevin Belk	City of Grand Rapids
Peter MacGregor	Cannon Township
Chuck Deschaine	City of Walker
Art Tanis	Kent County Board of Commissioners
Michael Young	City of Rockford
Curtis Holt	City of Wyoming;
Dick Richards	City of Grandville
Mark Meijer	KCEMS
Dave Peterson	Plainfield Township

Members Absent/Excused:

Greg Sundstrom	City of Grand Rapids
Larry Stelma	Kent County Sheriff's Department
Chris McIntire	Michigan State Police #61
James Hinton	City of Lowell

Members Absent

Guests: Michelle Young, KCSD; Brad Schutter, Wyoming PD; Karen Chadwick, GRPD; David Kiddle, GRPD; Matt Groesser, KCSD; Stephen Blann, Rehmann Robson

Consultant: Ralph H. Gould, Interim – Executive Director

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

Media: None

Call to Order : 9:06AM

Action Items:

06-28-10-01

Approval of the Agenda

To approve the June 28, 2010 meeting agenda

Motion by: Tanis

Support by: Peterson

Unanimous

06-28-10-02

Approval of the Minutes

To approve the minutes of May 24, 2010

Motion by: Tanis

Support by: Belk

Unanimous

06-28-10-03 Members Excused: McIntire, Hinton, Sundstrom, Stelma

Motion by: Belk

Support by: MacGregor

Unanimous

06-28-10-04 Motion to authorize the following expenditures and disbursements

VanBelkum	\$ 55,368.88
AWT - Payment due upon design review/approval	\$ 220,178.85
GeoTech	\$ 1,175.00
AWT - due on delivery	\$ 176,143.08

Moved by: Tanis

Support by: Peterson

Unanimous

06-28-10-05 Motion to affirm the appointment of Mark Meijer to represent Kent County
Emergency Medical Services, Inc. on the Administrative Policy Board of the Kent
County Dispatch Authority.

Moved by: Hinton

Support by: MacGregor

Unanimous

06-28-10-06 Motion to receive and file the 2009 Annual Audit as completed and presented by
Rehmann Robson.

Moved by: Tanis

Support by: Young

Unanimous

06-28-10-07 Motion to authorize the purchase of emergency medical dispatch software from
Priority Dispatch Corporation at a cost not to exceed \$151,303 and authorize the
Board Chair to sign the Agreement.

Moved by: Deschaine

Support by: Peterson

Unanimous

06-28-10-08 Motion to approve reimbursement of \$2,290 to the Kent County Sheriff's
Department for the cost of moving 911 phone positions.

Moved by: Tanis

Support by: Peterson

Unanimous

06-28-10-09 Meeting Adjournment

To adjourn the meeting of Administrative Policy Board.

Moved by: McIntire

Support by: Hinton

Unanimous

Public Comment: None.

Summary of Discussion Items

Update from TAC:

- a) CAD Project Update: Michelle Young stated that they had received the hardware, workstations, monitors, and that the servers are due to be delivered in the latter part of July or beginning of August. Young stated that they held a conversion workshop in the middle part of June and that they were moving forward. Young stated that they are still waiting for the specifications for Motorola for the interfaces and that Motorola is behind.
- b) Phone System Update: Karen Chadwick stated that the hardware has been installed and the switches have been delivered and are due to be installed at the end of the week. The 911 trunks will be delivered soon and training will begin and run through the end of July.
- c) Recording Equipment Update: On schedule.

Update from Interim Executive Director:

- a) KCDA Future Decisions Points Update: Gould distributed the updated listing of future decision points.
- b) Budget Projections: Gould distributed the budget projection document for review.
- c) KCDA Surcharge Participants: Gould stated that he is drafting a letter to send to the telephone service providers as a reminder to pay the surcharge.
- d) Cell 911 Call Rerouting schedule: Gould stated that 1st Lt. Chris McIntire of the MSP has requested a letter with the tentative date of the 911 call routing. Gould stated that this has been drafted for consideration by the Chair.

Executive Committee Update: Holt stated that the Executive Committee has been discussing the 911 Plan. He stated that a draft had been prepared and routed to Kent County Corporate Counsel for review and that a draft is expected to be received prior to the next Executive Committee meeting. The draft will then be reviewed and distributed for consideration at the next meeting of the Authority in July.

Misc: None.

Adjournment 10:00AM