

Kent County Dispatch Authority Administrative Policy Board

Meeting Notes

January 25, 2010 – 9AM

Meeting Location: City of Wyoming, City Hall

Members Present:

Curtis Holt	City of Wyoming;
Kevin Belk	City of Grand Rapids
Larry Stelma	Kent County Sheriff's Department
Senez Rodriguez	KCEMS
Art Tanis	Kent County Board of Commissioners
James Hinton	City of Lowell
Dick Richards	City of Grandville
Chuck Deschaine	City of Walker
Peter MacGregor	Cannon Township

Members Absent/Excused:

Chris McIntire	Michigan State Police #61
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Members Absent

Greg Sundstrom	City of Grand Rapids
Michael Young	City of Rockford
Dave Peterson	Plainfield Township

Guests:

Michelle Young, KCSD; Matt Groesser, KCSD; Eric Hutchinson, KCSD; Karen Chadwick, GRPD; Kevin Walk, LIFE EMS; Brad Schutter, Wyoming PD; Rick Uslan, Motorola; Tom Valdez, Michigan State Police; Dave Kiddle, GRPD; Rob Benstein, Kent County Department of Aeronautics; Lisa Clockman, Grandville PD;

Consultant:

Ralph H. Gould, Interim – Executive Director

Staff Present:

Jennifer DeHaan, Kent County Administrator's Office

Media:

None

Call to Order :

9:04AM

Action Items:

01-25-10-01

Annual Authority Nominations and Elections

- a) Election of Chair – Curtis Holt
- b) Election of Vice Chair – Art Tanis
- c) Election of Treasurer – Greg Sundstrom
- d) Election of Secretary – Larry Stelma

Motion by: Deschaine

Support by: Belk

01-25-10-02 Approval of the Agenda
To approve the January 25, 2010 meeting agenda
Motion by: Tanis
Support by: Stelma
Unanimous

01-25-10-03 Approval of the Minutes
To approve the minutes of December 21,2009
Motion by: Belk
Support by: Hinton
Unanimous

01-25-10-04 Members Excused: McIntire
Motion by: Tanis
Support by: MacGregor
Unanimous

01-25-10-05 Motion to authorize the following expenditures and disbursements

Payee	Amount	Date of Board approval
Varnum Riddering Schmidt and Howlett – November	\$4,380.00	-
Ralph H. Gould – December (not to exceed \$5,100.00)	\$5,100.00	03-23-09
Ralph H. Gould – November	4055.08	03-23-09

Moved by: Deschaine
Support by: Stelma
Unanimous

01-25-10-06 Motion to extend the terms of the 2009 contract with Ralph Gould to function as the Interim Executive Director for the Authority until 12/31/2010 and authorize the Chair to sign the Agreement.
Moved by: Tanis
Support by: Belk
Unanimous

01-25-10-07 Motion to enter into an Agreement with Rehmann Robson to perform a 2009 audit and authorize the Chair to sign the Agreement.
Moved by: Belk
Support by: MacGregor
Unanimous

01-25-10-08 Motion to authorize the TAC to enter into negotiations with Advance Wireless Telecom pending resolution of questions related to making an adequate number of reference checks.
Moved by: Tanis
Support by: Deschaine
Unanimous

- 01-25-10-09** Motion to approve reimbursement of \$188,000 to be split between the City of Grand Rapids and the Kent County Sheriff's Department for the purposes of CAD Administration and medical quality assurance.
Moved by: Stelma
Support by: Tanis
Unanimous
- 01-25-10-10** MOTION to make the reimbursement for the CAD Administrator retroactive to 1/1/10.
Moved by: Tanis
Support by: Deschaine
Motion Pased
Unanimous
- 01-25-10-11** Meeting Adjournment
To adjourn the meeting of Administrative Policy Board.
Moved by: Belk
Support by: Hinton
Unanimous

Public Comment: None.

Summary of Discussion Items

1. Update from TAC:

- a. **911 CPE Site Visits:** Karen Chadwick distributed an update to the Board. Chadwick stated that three (3) vendors demonstrated their product to the TAC evaluation team on November 9th and 10th. Following evaluations, TAC members made site visits on January 14th and 15th to view Advanced Wireless Telecom and microDATA systems. Based upon the demonstrations, site visits, and follow-up information, the TAC committee is recommending that the Authority enter into contract negotiations with Advanced Wireless Telecom. Chadwick stated that the bid was approximately \$800,000 and fell within the mid-point of the bids that were received. A discussion ensued. Commissioner Tanis made a **MOTION** to authorize the TAC to enter into negotiations with Advance Wireless Telecom pending resolution of questions related to making an adequate number of reference checks. The **MOTION** was supported by Deschaine. The **MOTION** passed.

2. Update from Interim Executive Director:

- a. **CAD Project Update:** Gould stated that he is working to complete an electronic review of the CAD contract documents that were provided by Motorola to ensure that the correct versions of all agreed upon documents serve as the documents backing-up this contract. Gould stated that the CAD Project Kick-off meeting has been scheduled for February 9 and 10 at the Kent County Sheriff's Department. A request for the first CAD milestone payment to Motorola will be expected. Gould stated that he had checked on the status of the Tennessee CAD project with Motorola and that they were equally complex and their CAD project is also on schedule. Gould also noted that Motorola had just announced they would be the CAD contract for LOGIS, a consortium of 44 Minnesota local governments.
- b. **2009 Call Volume:** Gould indicated that the 2009 call volume data had been received from AT&T and that they had tracked landline, wireless, and VOIP calls. Gould noted that call volume was down in comparison with previous years but that the ration of cellular calls to other calls continues to increase.
- c. **Future Purchase Requests:** Gould distributed a listing of future decision points and estimated expenses.

- d. **CAD Administrator:** Gould stated that one of the issues pressing on the two selected PSAPs is the need to financially enable the PSAPs to assign the equivalent of one FTE to work on the CAD administration process. Gould stated that this position will be responsible for local PSAP management and will require supervisory staff to make critical decisions to accomplish accurate and thorough configuration of the CAD system. Following the configuration, the CAD Administrator will also be required to undertake the medical call quality assurance process. Gould stated that the requested rate of reimbursement is for a Dispatch Supervisor. Holt inquired why the dispatch supervisor equivalent? Michelle Young stated that the CAD Administrator will be required to have access to user profiles, access to files, responsible for coordinating data and converting information, as well inputting site specific rules for mutual aid. Young stated that the position will require understanding of PSAP policies and procedures and eventually completing the quality assurance reviews which must be completed by staff of a supervisory level. Holt stated that the Authority would not be hiring any staff but would be reimbursing the PSAPs for the cost of allocating the equivalent of 1FTE for the purposes of performing the CAD Admin process. This would enable the PSAPs to fill the positions that they are currently back-filling with overtime. A discussion ensued. Gould noted that the range in pay for a Supervisor is \$87,000 for Kent County to \$94,000 for the City of Grand Rapids. A lengthy discussion ensued. Stelma made a MOTION to approve reimbursement of \$188,000 to be split between the City of Grand Rapids and the Kent County Sheriff's Department for the purposes of CAD Administration and quality assurance. The MOTION was supported by TANIS. The MOTION Passed.

3. Executive Committee Update:

- a. **PSAP Reimbursement:** Holt stated that he was working on setting up a meeting with City and County staff and Varnum to work through the details of an Agreement. Additional details will be forthcoming.

4. Misc:

- a. Chief Belk inquired if the CAD Admin Reimbursement included an effective date. Tanis stated that since the PSAPS had been performing this function for well over 18 months free of charge, Tanis made a MOTION to make the reimbursement for the CAD Administrator retroactive to January 1, 2010. The MOTION was supported by Deschaine. The MOTION Passed.

Adjournment 10:15 AM