

Kent County Dispatch Authority Administrative Policy Board

Meeting Notes

April 26, 2010 – 9AM

Meeting Location: City of Wyoming, City Hall

Members Present:

Dave Peterson	Plainfield Township
Curtis Holt	City of Wyoming;
Kevin Belk	City of Grand Rapids
Larry Stelma	Kent County Sheriff's Department
Dick Richards	City of Grandville
Peter MacGregor	Cannon Township
Chris McIntire	Michigan State Police #61
James Hinton	City of Lowell
Michael Young	City of Rockford
Chuck Deschaine	City of Walker
Senez Rodriguez	KCEMS, Inc.

Members Absent/Excused:

Art Tanis	Kent County Board of Commissioners
-----------	------------------------------------

Members Absent

Greg Sundstrom	City of Grand Rapids
----------------	----------------------

Guests:

Michelle Young, KCSD; Matt Groesser, KCSD; Karen Chadwick, GRPD; Rick Uslan, Motorola; Tom Valdez, Michigan State Police; Kevin Walk, Life EMS; Eric Hutchinson, KCSD; Pat Merrill GRPD;

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:

04-26-10-01

Approval of the Agenda

To approve the April 26, 2010 meeting agenda

Motion by: Peterson

Support by: Belk

Unanimous

04-26-10-02

Approval of the Minutes

To approve the minutes of March 22, 2010

Motion by: Belk

Support by: Peterson

Unanimous

04-26-10-03 Members Excused: Tanis
Motion by: Rodriguez
Support by: Peterson
Unanimous

04-26-10-04 Motion to authorize the following expenditures and disbursements
Expenditures and Disbursements
(*Motion to approve Expenditures and Disbursements*)

	Amount Authorized
Ralph H. Gould – January 2010 billable hours	\$ 3,330.00
City of Grand Rapids – GIS file coding reimbursement	\$ 1,802.50
Varnum Riddering Schmidt & Howlett	\$ 7,061.50
City of Grand Rapids – Recording Equipment Reimbursement	\$ 3,000.00
VanBelkum – Recording Equipment	\$ 69,211.10

Moved by: Deschaine
Support by: Peterson
Unanimous

04-26-10-05 Motion to approve the purchase of a fiber connection through the Grand Rapids Police Department to be installed between GRPD and 180 Ottawa at a cost not to exceed \$12,670 and authorize the Board Chair to sign any necessary documents.
Moved by: Rodriguez
Support by: Hinton
Unanimous

04-26-10-06 Motion to approve the purchase of a NetClock/GPS master clock at a cost not to exceed \$8,999 and authorize the Board Chair to sign any necessary documents.
Moved by: Belk
Support by: Rodriguez
Unanimous

04-26-10-07 Motion to reimburse the Kent County Sheriff's Department for the cost of necessary cabling for the 911 call-taking consolidation process at a cost not to exceed \$25,925.
Moved by: Belk
Support by: Peterson
Unanimous

04-26-10-08 Motion to reimburse the Kent County Sheriff's Department for the cost of a network system at a cost not to exceed \$42,827.78.
Moved by: Deschaine
Support by: Rodriguez
Unanimous

04-26-10-09 Motion to distribute the State 911 Surcharge revenues received in 2010 based upon the following methodology and to authorize the first disbursement:

2010 Funding Level = 2009 Funding formula of \$743,368.89
2010 Funding total * 66% = Michigan State Police
2010 Funding Total * 34% = City of Grand Rapids

\$743,368.89 *66% = \$487,356.57 to Michigan State Police
\$743,368.89 *34% = \$256,012.32 to City of Grand Rapids

Moved by: Young
Support by: Peterson
Unanimous

04-26-10-10 Motion to submit a FEMA grant application in coordination with the Plainfield Fire Department as the fiduciary for the purpose of achieving greater interoperability.

Moved by: Belk
Support by: McIntire
Unanimous

04-26-10-11 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. Fiber Link Purchase:** Michelle Young stated that an opportunity had piggy-back on an existing project with the City of Grand Rapids that will allow the 911 fiber loop to add redundancy. If approved this project would benefit from existing and available conduit for the fiber and that a project is already underway with the City. The project was not originally budgeted but funds are available in the budget due to a smaller cost of another purchase. A MOTION was made by Rodriguez supported by Hinton to approve the purchase of a fiber connection through the Grand Rapids Police Department to be installed between GRPD and 180 Ottawa at a cost not to exceed \$12,670 and authorize the Board Chair to sign any necessary documents. The MOTION passed.
- 2. NetClock Reimbursement:** Karen Chadwick stated that the netclock reimbursement was requested and that this will enable the time systems to be synchronized. Chadwick stated that the cost is much lower than originally anticipated. McGregor asked why the cost was so much lower. Chadwick stated that originally, there was a plan for two netclocks however the KCSD is able to continue utilizing the existing netclock. A MOTION was made by Belk supported by Rodriguez to approve the purchase of a NetClock/GPS master clock at a cost not to exceed \$8,999 and authorize the Board Chair to sign any necessary documents. The MOTION passed.
- 3. Cabeling Requirement:** Michelle Young stated that this was a request to reimburse the Sheriff's Department for the start-up costs associated cabeling that is necessary to perform the consolidation of the 911 call-taking function. A MOTION was made by Belk supported by Peterson to reimburse the Kent County Sheriff's Department for the cost of necessary cabeling for the 911 call-taking consolidation process at a cost not to exceed \$25,925. The MOTION passed.

4. **Networking System Reimbursement:** Michelle Young stated that this was a request to reimburse the Sheriff's Department for the start-up costs associated with the networking system which the cabling plugs into that is necessary to perform the consolidation of the 911 call-taking function. A MOTION was made by Deschaine supported by Rodriguez to reimburse the Kent County Sheriff's Department for the cost of a network system at a cost not to exceed \$42,827.78. The MOTION passed.
5. **Distribution of State 911 Fee:** DeHaan stated that included in the agenda packet was a recommendation from the Executive Committee to distribute the State 911 surcharge revenues received in 2010 at the same level as in 2009. A MOTION was made by Young supported by Peterson to distribute the State 911 Surcharge revenues received in 2010 based upon the following methodology and to authorize the first disbursement.

2010 Funding Level = 2009 Funding formula of \$743,368.89

2010 Funding total * 66% = Michigan State Police

2010 Funding Total * 34% = City of Grand Rapids

\$743,368.89 *66% = \$487,356.57 to Michigan State Police

\$743,368.89 *34% = \$256,012.32 to City of Grand Rapids

The MOTION passed.

6. **FEMA Grant:** Dave Peterson stated that at the last meeting of the Authority and at the Executive Committee meeting there had been discussion regarding a possible FEMA grant. Peterson stated that this is a FEMA Fire Act Grant and that the guidance had just been released. Peterson stated that this Fire grant is due May 28 and that the main focus is on interoperability and regional partnerships. Peterson stated that there is a 20% grant match requirement that would need to be paid by the Authority, however, the Authority would not have to approve that expense at this time. The grant application for the Authority portion is approximately \$1.7 million for the radio consoles so the 20% match would be approximately \$340,000. Michelle Young stated that this would switch the radios to an IP based system and that if it is approved it will make the future radio projects such as the narrow band requirements less expensive. A MOTION was made by Belk supported by McIntire to submit a FEMA grant application in coordination with the Plainfield Fire Department as the fiduciary for the purpose of achieving greater interoperability. The MOTION passed

Update from TAC: Co-Chairs Karen Chadwick and Michelle Young presented an update to the Board regarding TAC initiatives. A copy of this power point is attached and will be posted online.

Update from Interim Executive Director: Ralph Gould distributed an updated progress report and stated that the AWT contract for the CPE (phone system) had been completed and was signed. Gould stated that the VanBelkum agreement for the recording system also had been completed and was signed. Gould stated that he, Young, and Chadwick were also working on the draft of the 911 plan.

Executive Committee Update:

Holt stated that the Executive Committee had been working on those items that had been acted on by the Board today. He also stated that Ralph will be working in-front of the Authority to keep the Board updated on decision point, project schedules, and the budget.

Misc: None

Adjournment 10:00AM