

# Kent County Dispatch Authority Administrative Policy Board

## Meeting Notes

May 24, 2010 – 9AM

**Meeting Location:** City of Wyoming, City Hall

**Members Present:**

Dave Peterson	Plainfield Township
Kevin Belk	City of Grand Rapids
Larry Stelma	Kent County Sheriff's Department
Peter MacGregor	Cannon Township
Chris McIntire	Michigan State Police #61
James Hinton	City of Lowell
Chuck Deschaine	City of Walker
Art Tanis	Kent County Board of Commissioners

**Members Absent/Excused:**

Curtis Holt	City of Wyoming;
Dick Richards	City of Grandville

**Members Absent**

Greg Sundstrom	City of Grand Rapids
Michael Young	City of Rockford
Senez Rodriguez	KCEMS

**Guests:** Michelle Young, KCSD; Mark Meijer, Life EMS; Kevin Walk, Life EMS;

**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:**

**05-24-10-01**

Approval of the Agenda

To approve the May 24, 2010 meeting agenda

Motion by: Belk

Support by: Stelma

Unanimous

**05-24-10-02**

Approval of the Minutes

To approve the minutes of April 26, 2010

Motion by: Belk

Support by: MacGregor

Unanimous

**05-24-10-03**      Members Excused: Holt & Richards  
Motion by: Deschaine  
Support by: Peterson  
Unanimous

**05-24-10-04**      Motion to authorize the following expenditures and disbursements

Varnum Riddering Schmidt & Howlett - Services through March 2010	\$	4,745.00
Kent Count Sheriff's Department - Cabeling Reimbursement	\$	26,925.00
City of Grand Rapids - Fiber link Reimbursement	\$	12,670.00
Michigan State Police - State 911 Fee Distribution	\$	121,839.14
City of Grand Rapids - State 911 Fee Distribution	\$	64,003.08
Kent County Sheriff's Department Reimbursement - Network System	\$	42,827.78
Kent County Sheriff's Department Reimbursement - Recording Equipment	\$	21,977.80
VanBelkum - Net Clock	\$	8,645.00

Moved by: Deschaine  
Support by: Peterson  
Unanimous

**05-24-10-05**      Motion to approve the first payment of \$47,000 to the Grand Rapids Police Department and \$47,000 to the Kent County Sheriff's Department for the CAD administrator/quality assurance function in accordance with the PSAP Agreement.  
Moved by: Hinton  
Support by: MacGregor  
Unanimous

**05-24-10-06**      Motion to approve the reimbursement of \$26,925 to the Grand Rapids Police Department for the cost of necessary cabeling and electrical work for the 911 call-taking consolidation process.  
Moved by: Peterson  
Support by: Stelma  
Unanimous

**05-24-10-07**      Meeting Adjournment  
To adjourn the meeting of Administrative Policy Board.  
Moved by: McInitire  
Support by: Hinton  
Unanimous

**Public Comment:**      None.

### **Summary of Discussion Items**

- 1. CAD Administrator/Quality Assurance Payment to GR & KCSD:** DeHaan stated that pursuant to the KCDA PSAP Agreement with Grand Rapids and Kent County the first payment for the 2010 CAD Administrator/Quality Assurance function was due on August 15, 2010. Grand Rapids had requested payment be made before the close of the city's fiscal year. A MOTION was made by Hinton supported by MacGregor to approve the first payment of \$47,000 to the Grand Rapids Police Department and \$47,000 to the Kent County Sheriff's Department for the CAD administrator/quality assurance function in accordance with the PSAP Agreement.

2. **GRPD Reimbursement for Cabeling and Electrical:** DeHaan stated that the City of Grand Rapids had submitted a request for reimbursement for the costs of necessary cabeling and electrical work to conduct the 911 call-taking consolidation. It was noted that the Kent County Sheriff's Department had previously submitted a similar request for reimbursement as a part of the PSAP start-up costs. Gould noted that this was well-within the \$300,000 PSAP start-up costs. A MOTION was made by Peterson supported by Stelma to approve the reimbursement of \$26,925 to the Grand Rapids Police Department for the cost of necessary cabeling and electrical work for the 911 call-taking consolidation process. The MOTION passed.

**Update from TAC:** Co-Chair Captain Michelle Young presented an update to the Board regarding TAC initiatives. A copy of this power point is attached and will be posted online. It was noted that a delay by Motorola in providing the software may delay the go-live date for the 911 call-taking consolidation. Young noted that they are still working with Motorola to determine the impact of the possible delay.

**Update from Interim Executive Director:** Ralph Gould distributed an updated progress report which included an updated timeline that could reflect the delay by Motorola. Gould noted that he had received and reviewed the Priority Dispatch Contract and that it had also been reviewed by the Authority's Attorney and sent back to Priority Dispatch for acceptance. Gould stated he had just received Priority Dispatch comments and that upon final Agreement a request for payment will be made in July 2010 or later.

**Executive Committee Update:** Commissioner Art Tanis stated that the Executive Committee had received an initial draft of the 911 Plan and that it had been forwarded onto the full Authority for discussion at today's meeting. Tanis noted that this draft plan had not yet been reviewed by Kent County Corporate Counsel and that were likely substantial changes that would be made to this document based upon that review. Tanis stated that he has requested that County legal staff review this document in comparison with the State statutes to make sure that there are not inconsistencies. Sheriff Stelma stated that review by the County's Counsel is very important to getting this 911 Plan approved by the Kent County Board of Commissioners. Chief Peterson stated that he had reviewed the document and had three questions: 1) On page 3, is the 911 Plan attempting to establish service standards? 2) The document indicates "appropriate training", should we better define this?; and, 3) Is the process for exclusion appropriate? A discussion ensued. Commissioner Tanis noted that these comments will be taken into consideration. DeHaan stated that at the request of the Commissioner, the review by Kent County Corporate Counsel will be completed in time for discussion at the next Executive Committee meeting. Commissioner Tanis requested that any additional comments be forwarded on to DeHaan for inclusion in the review.

Ralph Gould discussed the Purchasing Process and the revised format that would provide the necessary information for the Board to make decisions. This process will be incorporated into future purchase.

**Misc:** Mark Meijer of Life EMS will be the new appointment to the Authority representing KCEMS.

**Adjournment 10:00AM**