

Kent County Dispatch Authority Administrative Policy Board

Meeting Minutes January 28, 2008

Meeting Location: City of Wyoming– City Hall

Members Present:

Curtis Holt	City of Wyoming;
Chuck Deschaine	City of Walker
Steve Harper	Michigan State Police #61
Peter MacGregor	Cannon Township
Senez Rodriguez	KCEMS
Jim Valentine	City of Lowell
Michael Young	City of Rockford
Kevin Belk	City of Grand Rapids

Members Absent/Excused:

Art Tanis	Kent County Board of Commissioners
Dave Peterson	Plainfield Township
Larry Stelma	Kent County Sheriff's Department
Randy Gelderloos	City of Grandville
Greg Sundstrom	City of Grand Rapids

Guests: Ralph Gould, City of Grand Rapids; Kevin Walk, Life EMS; Catherine Garcia-Lindstrom, City of Walker; Vern Snyder, Grandville PD; Brad Schutter, Wyoming PD; Michelle Young, KCSD; Rick Uslan, Motorola

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

Media: None

Call to Order : 9:06

Action Items:

1-28-2008 -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: MacGregor
Support by: Deschaine

1-28-2008 -02 Approval of the Agenda

To approve the January 28, 2008 meeting agenda

Motion by: MacGregor

Support by: Valentine

Unanimous

1-28-2008 -03

Approval of the Minutes

To approve the minutes of December 20, 2007.

Motion by: Harper

Support by: Rodriguez

Unanimous

1-28-2008 -04

MOTION to carry forward the 2007 remaining balance for 2008 to be utilized for KCDA initiatives as approved by the Authority which includes reimbursement for administrative support to the County.

Moved by: Harper

Support by: Deschaine

Unanimous

1-28-2008 -05

MOTION to waive the audit requirement for 2007 and accept the County's audit in the interim until such time as the surcharge is enacted and an audit is again performed.

Moved by: Harper

Support by: Deschaine

Unanimous

1-28-2008 -06

Meeting Adjournment

To adjourn the meeting of Administrative Policy Board.

Moved by: Young

Support by: Belk

Unanimous

Public Comment: None

Summary of Discussion Items:

1. **Annual Authority Nominations and Elections:** Per the KCDA agreement and the bylaws of the Authority, the election of the Chair, Vice-Chair, Treasurer, and Secretary are to be made at the January meeting of the Authority. Peter MacGregor made a **MOTION** that all the officer appointments established in 2007 be the same appointments in 2008. The Motion was supported by Deschaine. A discussion ensued regarding the vacant position of Treasurer and an amendment to the **MOTION** was made to elect Greg Sundstrum as the Treasurer. The **MOTION** was supported by Deschaine. The motion passed unanimously. The 2008 officers are:

- a) **Chair** – Curtis Holt
- b) **Vice Chair** – Art Tanis
- c) **Treasurer** -- Greg Sundstrum
- d) **Secretary** – Larry Stelma

2. **2008 Budget:** A **MOTION** was made by Harper and supported by Deschaine to carry forward the 2007 remaining balance for 2008 to be utilized to for KCDA initiatives as approved by the Authority which includes reimbursement for administrative duties. The **MOTION** passed.
3. **Annual Audit Requirement:** According to the KCDA agreement there is a requirement that the Authority perform an annual audit. It was noted that, in 2007 the expenses incurred were for Doolittle and to the County for reimbursement for administrative duties. A **MOTION** was made to waive the audit requirement for 2007 and accept the County's audit in the interim until such time as the surcharge is enacted and an audit is performed. The **MOTION** was made by Harper and supported by Deschaine. It was noted that the County Audit that is performed is not a specific audit of this fund nor would it be any guarantee other than that it was the fiduciary for the Dispatch Authority. The **MOTION** passed.
4. **Surcharge Request Update:** Curtis Holt stated that in December 2007, the Authority resubmitted a request and recommendation to the Kent County Board of Commissioners to levy a E-911 surcharge on all communication devices per the enabling legislation. The Kent County Board of Commissioners will consider the surcharge request submitted by the Authority at the Finance and Physical Resources meeting on Tuesday, February 19, 2008 and at the full Board meeting on Thursday, February 28, 2008. Both meetings begin at 8:30am. Consideration of the request at these times is within the time frame and guidelines established by the MPSC, ETSC, and as communicated by the State 911 Director. The approved resolutions must be received by the MPSC no later than March 3, 2008.

It was noted that there have been some obvious challenges to the 911 surcharge and that it will likely not be unanimously approved by the Kent County Board of Commissioners. Holt stated that the Authority does need the Board of Commissioners to make a decision regarding the surcharge rather than just delay action on the issue. Several members of the Authority noted that this decision sets the stage for many other decisions that need to be made by the Authority or by the participating communities. A discussion ensued. Curtis encouraged members of the Authority to attend the Board meetings to show support for the work of the surcharge.

5. **Subcommittee Appointments:** Technical Advisory Committee appointments to the subcommittee were delayed by the Chair due to the pending consideration of the 911 surcharge request by the Kent County Board of Commissioners.
6. **Miscellaneous: None**
7. **Adjournment** – The meeting adjourned at 9:42 am.