

Kent County Dispatch Authority Administrative Policy Board

Meeting Minutes March 24, 2008

Meeting Location: City of Wyoming– City Hall

Members Present:

Curtis Holt	City of Wyoming;
Steve Harper	Michigan State Police #61
Kevin Belk	City of Grand Rapids
Greg Sundstrom	City of Grand Rapids
Michael Young	City of Rockford
Jim Valentine	City of Lowell
Senez Rodriguez	KCEMS
Art Tanis	Kent County Board of Commissioners
Peter MacGregor	Cannon Township

Members Absent/Excused:

Larry Stelma	Kent County Sheriff's Department
Dave Peterson	Plainfield Township
Randy Gelderloos	City of Grandville
Chuck Deschaine	City of Walker

Guests:

Ralph Gould, City of Grand Rapids; Kevin Walk, Life EMS; Michelle Young, KCSD; David Kiddle, GRPD; Harvey Becker, MSP; Rob Benstein, Gerald R. Ford International Airport; Kevin Kelly, KCSD; Catherine Garcia-Lindstrom, Walker PD; Richard Mattice, Kentwood PD; Dave Elschen, Motorola; Mark Herald, EGR DPS; Jim Carr, Kentwood Fire; Bill Doolittle, 911 Insight.

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

Media: None

Call to Order : 9:05

Action Items:

3-24-2008 -01

Approval of the Agenda
To approve the March 24, 2008 meeting agenda

Motion by: MacGregor
Support by: Sundstrom
Unanimous

3-24-2008 -02

Approval of the Minutes
To approve the minutes of March 3, 2008

Motion by: Sundstrom
Support by: Harper
Unanimous

03-24-2008 -03 MOTION to extend the KCDA insurance policy from 3/2008 to 3/2009 for an annual premium of \$9,522 to be paid in full in October 2008.
Moved by: Tanis
Support by: Sundstrom
Unanimous

03-24-2008-04 MOTION to authorize the Chair to negotiate with Bill Doolittle of 911 Insight an agreement for services to assist the Authority in implementation of the Strategic Plan and to report back to the Board at the April Meeting.
Moved by: Sundstrom
Support by: Young
Unanimous

03-24-2008 -04 Meeting Adjournment
To adjourn the meeting of Administrative Policy Board.

Moved by: Young
Support by: Belk
Unanimous

Public Comment: None

Summary of Discussion Items: Holt welcomed the members of the Authority and also welcomed the members of the TAC that were invited to attend the meeting. Attendees introduced themselves and Holt introduced Bill Doolittle of 911 Insight to facilitate a work session of the Board to help further identify the next steps to begin implementation of the Strategic Plan.

1. **KCDA Work Session Summary:** Bill Doolittle of 911 Insight provided a presentation to the Board about next steps.

Doolittle reviewed the simultaneous dispatch features of the proposed system whereby the information would be received once and transferred to the appropriate agencies / first responders simultaneously enabling a quicker response. A discussion ensued. It was noted that the call taking centers had not been identified or agreed upon and that there could be other players interested in the call taking function.

Doolittle stated that the Authority will need to establish agreements for the call taking function and that this would be a part of the organizational alignment. A discussion ensued as to whether the Authority would contract with the existing PSAP's or if the Authority would contract with the individual cities, villages, and townships.

Members also discussed the ability to purchase a CAD system as well as the technical ability of the CAD system and other technology to define the distribution of wireless and landline calls to the 911 call centers.

Doolittle provided a copy of the potential 24 month timeline for the implementation of the Strategic. It was noted that this was an aggressive plan that would require continued momentum and attention to keep this process moving forward. Doolittle also provided a handout related to the tasks that would need to be further identified and developed as the Authority moves forward. This document would identify the deliverables and the status of the activities that are underway to achieve the objectives of the Strategic Plan. A copy of the materials distributed by Doolittle on file w/ the minutes of this meeting.

It was noted that the Authority has a lapse in cash-flow until the surcharge revenue is received in October but the implementation of the Strategic Plan requires funding. A discussion ensued. The Authority also discussed the need to establish the organizational basis for the Authority such as a procurement system, retaining an attorney, establishing an accounting system, and for operating the business and day-to-day operations.

A MOTION was made by Sundstrom and supported by Young to authorize the Chair to negotiate with Bill Doolittle of 911 Insight an agreement for services to assist the Authority in implementation of the Strategic Plan and to report back to the Board at the April Meeting on the status of these discussions. A discussion ensued and the MOTION was approved.

Miscellaneous: Greg Sundstrom provided information related to the legislation that has been introduced to extend the sunset of the surcharge. Sundstrom also distributed some ideas to establish a logo for the Authority and requested feedback and he would bring back some additional ideas at the next meeting for further discussion.

Adjournment – The meeting adjourned at 11:50am.