

**Kent County Dispatch Authority
Administrative Policy Board**

**Meeting Minutes
February 23, 2009 –**

Meeting Location: Grand Rapids Police Department, 4th Floor

Members Present:

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

Members Absent/Excused:

Chris McIntire	Michigan State Police #61
Michael Young	City of Rockford

Members Absent

Randy Gelderloos	City of Grandville
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Guests: Tom Valdez, MSP; Matt Groesser, KCSD; Dave VanHouten, GRPD; Dave Kiddle, GRPD; Ralph Gould, GRPD; Laura Knapp, GRFD; Rob Benstein; Kent County Department of Aeronautics; Rick Uslan, Motorola.

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

Media: None

Call to Order : 9:06

Action Items:

02-23-09-01

Approval of the Agenda

To approve the February 23, 2009 meeting agenda

Motion by: Peterson

Support by: MacGregor

Unanimous

02-23-09-02

Approval of the Minutes

To approve the minutes of February 9, 2009

Motion by: Tanis

Support by: Rodriguez

Unanimous

02-23-09-03

Motion to Excuse Chris McIntire & Michael Young

Moved by: Peterson

Support by: Tanis

Unanimous

02-23-09-04

Motion to authorize the following expenditures and disbursements:

911 Insight – January invoice \$ 11,089.82

Moved by: Peterson

Support by: Rodriguez

Unanimous.

02-23-09-05

Motion to approve the release of the RFP for the Computer Aided Dispatch System no later than March 2, 2009

Moved: Deschaine

Support: Stelma

Unanimous

02-23-09-06

Motion to authorize the Board Chair to negotiate the terms of an Agreement with Ralph H. Gould to function as the interim Executive Director during 2009 and to authorize the Board Chair to sign the Agreement.

Moved: MacGregor

Support: Tanis

Unanimous

02-23-09 – 07

Meeting Adjournment

To adjourn the meeting of Administrative Policy Board.

Moved by: Deschaine

Support by: Belk

Unanimous

Public Comment: None

Summary of Discussion Items

1) 911 Surcharge Update:

Curtis stated that members of the Authority had received a memo in their packet with a report on the 911 surcharge. The total amount received from the local 911 surcharge that was levied between July 1, 2008 – December 31, 2008 amounted to \$1,596,754 or approximately \$800,000 per quarter. The Authority also had received its first payment from the State 911 surcharge which was distributed by

the State to the County, and the County, per Board Resolution distributed it to the Authority. The amount received was \$221,436 for the revenue assessed between July 1, 2008 – September 30, 2008. A discussion ensued as to the best method to distribute the funds received from the State. The matter was referred back to the Executive Committee for further discussion and to develop a recommendation for distribution of the State 911 surcharge at the regular monthly meeting of the Authority in March.

- 2) **Executive Committee Update:** No update as the executive committee did not meet on February 6, 2009 as a result of the Special meeting.
- 3) **TAC Update – CAD RFP:** Michelle Young (KCSO) stated that the TAC had completed the RFP and that there were some formatting changes that were to be made in order to ready the document for publication. The TAC was requesting that the Board approve the release of the RFP for no later than March 2, 2009. Sundstrom requested a brief update regarding the development of the RFP and also congratulated the members of the Technical Advisory Committee for developing the RFP. Young stated that the RFP was developed with involvement from the TAC as well as numerous ad-hoc members that represent different disciplines. The RFP was reviewed by front-line dispatchers and supervisors and all questions received were vetted and resolved. Young stated that they had worked diligently to make this a transparent process. Sundstrom inquired if the TAC believed that they would get a strong number of bids. Young stated, yes, that the TAC had heard from vendors regarding the draft documents that had been posted on the web and that they were expecting bids from vendors. Chief Belk noted that following the meeting, GRPD will walk through their dispatch center and review some of the features of the current system and some of the features of the CAD RFP. A discussion ensued. A **MOTION** was made by Deschaine to approve the release of the CAD RFP. The **MOTION** was supported by Stelma. The **MOTION** passed unanimously. Young stated that the next steps of the TAC were to begin 1) reviewing the draft PSAP criteria; 2) Developing an RFP for the phone system; and 3) developing the CAD RFP evaluation process with the likely recommendation that one or two members of the Administrative Policy Board sit on the CAD RFP Evaluation.
- 4) **Misc:** Curtis stated that since the last meeting on 2/6/2009 there had been some discussions regarding the contract with the interim-executive director and some language changes that had since been requested as well as consideration regarding the insurance premiums that were not included in Mr. Gould's original hourly rate. A **MOTION** was to made to authorize the Board Chair to negotiate the terms of an Agreement with Ralph H. Gould to function as the interim Executive Director during 2009 and authorize the Board Chair to sign the Agreement. The **MOTION** passed.

Adjournment 9:50 AM