

**Kent County Dispatch Authority  
Administrative Policy Board**

**Meeting Minutes  
March 23, 2009 –**

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

**Members Present:**

Curtis Holt	City of Wyoming;
Art Tanis	Kent County Board of Commissioners
Chuck Deschaine	City of Walker
Larry Stelma	Kent County Sheriff's Department
Greg Sundstrom	City of Grand Rapids
Chris McIntire	Michigan State Police #61
Michael Young	City of Rockford
Kevin Belk	City of Grand Rapids

**Members Absent/Excused:**

Senez Rodriguez	KCEMS
Peter MacGregor	Cannon Township
James Hinton	City of Lowell
Dave Peterson	Plainfield Township

**Members Absent**

Randy Gelderloos	City of Grandville
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**Guests:**

Matt Groesser, KCSD; Dave VanHouten, GRPD; Rick Uslan, Motorola; Carl Wood, Walker PD; Brad Schutter, Wyoming PD; Kevin Walk, LIFE EMS; Michelle Young, KCSD; March Herald, Kent County Chiefs and EGR Public Safety

**Consultant:**

Ralph H. Gould, Interim – Executive Director

**Staff Present:**

Jennifer DeHaan, Kent County Administrator's Office

**Media:**

None

**Call to Order :**

9:06

**Action Items:**

**03-23-09-01**

Approval of the Agenda  
To approve the March 23, 2009 meeting agenda  
Motion by: Tanis  
Support by: McIntire  
Unanimous

**03-23-09-02**      Approval of the Minutes  
To approve the minutes of February 23, 2009  
Motion by: Belk  
Support by: Stelma  
Unanimous

**03-23-09-03**      Motion to Excuse Hinton, Rodriguez, McGregor  
Moved by: Tanis  
Support by: Young  
Unanimous

**03-23-09-04**      Motion to authorize the following expenditures and disbursements:

911 Insight – January invoice	\$	11,089.82
Interim-Director Invoice #1	\$	3,505.00

Moved by: Sundstrom  
Support by: Tanis  
Unanimous.

**03-23-09-05**      Motion to distribute the State 911 Surcharge revenues received in 2009 based upon the following methodology:

2008 State 911 Surcharge Receipts \* (CPI Series Id: CUUR0000SA0) = 2009 Funding Total  
2009 Funding total \* 66% = Michigan State Police  
2009 Funding Total \* 34% = City of Grand Rapids

\$716,155 \* 3.8% = \$743,368.89  
\$743,368.89 \* 66% = \$487,356.57 to Michigan State Police  
\$743,368.89 \* 34% = \$256,012.32 to City of Grand Rapids

The totals reflected here will be distributed in equal quarterly disbursements and will not exceed the amount reflected above. If, in 2010, the call-taking function has not changed, the Authority will review and, if necessary, adjust the revenue distribution no later than March 2010. This MOTION authorizes the first disbursement of the first quarterly payment of \$121,839.14 to MSP and \$64,003.08 to the City of Grand Rapids.

Moved: Sundstrom  
Support: Tanis  
Unanimous

**03-23-09 – 06**      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) **Executive Committee Update:**

- a) **PSAP Criteria:** Curtis Holt stated that Executive Committee has received a draft of the PSAP criteria from the Technical Advisory Committee and that it began discussion at the last executive committee meeting and will be discussing it again at the next meeting of the executive committee and bringing a recommendation to the Board at the April meeting. The next steps will be to issue a request for qualifications. The distribution list for the RFQ will be the current primary and secondary PSAPs.
- b) **Phone System:** Curtis stated that in order to implement the CAD system and to consolidate the call-taking functions, there was a need to issue an RFP to make the necessary improvements to the current phone system to allow for the increase in capacity. It was noted, that once the PSAPs are selected, this will be a critical piece that must be in place prior to the installation of the CAD and the consolidation of the call-taking function. The TAC would continue to work on the RFP for the Phone system and bring a draft to the Executive Committee for review.
- c) **Distribution of the State 911 Surcharge:** Curtis stated that members of the Authority had received a memo in their packet from the Executive Committee with a recommendation for distribution of the State 911 Surcharge. This is the surcharge that is a pass through from the state to the County and onto the Authority. Originally, the fee was 29 cents on all landline devices, but under the current legislation, the fee was reduced to 19 cents and placed on all devices. There has been much uncertainty as to the amount of funds that this fee will generate. Curtis stated, that in the past, this surcharge was distributed based upon population to the City of Grand Rapids (34%) and to the Michigan State Police 66% for answering all 911 wireless calls. It was noted that the City and MSP were continuing to do the same work and that it was the intent of the Authority to keep them whole, it was just a matter of defining the formula for the distribution. The Executive Committee is recommending that the 2009 distribution to MSP and the City of Grand Rapids be held to the 2008 level and adjusted based upon the Consumer Price Index which amounts to an increase of 3.8%. A discussion ensued. Funding that is to be received above this amount will be retained by the Authority. It was noted that there is no real way to determine the number of devices that the State formula is based upon and that this will keep the funding constant for MSP and GR while allowing the Authority to retain any funds over the CPI adjustment. A **MOTION** was made by Sundstrom and supported by Tanis to adopt the following methodology for distribution of the State 911 surcharge for 2009:

2008 State 911 Surcharge Receipts \* (CPI Series Id: CUUR0000SA0) = 2009 Funding Total  
2009 Funding total \* 66% = Michigan State Police  
2009 Funding Total \* 34% = City of Grand Rapids

$\$716,155 * 3.8\% = \$743,368.89$   
 $\$743,368.89 * 66\% = \$487,356.57$  to Michigan State Police  
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The **MOTION** passed unanimously.

- 2) **Update from KCDA Interim-Executive Director, Ralph Gould:** Ralph distributed a timeline for the implementation of the Strategic Plan and indicated that it had been updated since the last edition. It would continue to be updated and distributed to the Board at the monthly meetings. Ralph also noted that he had prepared a report regarding the status of various projects and noted that the CAD pre-bidder conference had been completed on March 17, 2008 and 11-13 CAD vendors attended the meeting. He stated that there were several questions related to use of GIS information and questions regarding the mobile product TALON. The questions that were identified during the pre-bidders conference will be answered and posted along with the RFP online.
- 3) **TAC Update – CAD RFP:** Michelle stated that the TAC had previously reviewed the PSAP criteria and submitted it to the Executive Committee. They were also working on developing the RFP for the Phone system as that will be the next requirement prior to the installation of the CAD.
- 4) **Misc:** The KCDA will be providing an update to the Kent County Board of Commissioners on Thursday, April 23, 2009. Authority members are encouraged to attend.

**Adjournment 9:30 AM**