

Kent County Dispatch Authority

Monday, December 14, 2009

10:00 am

City of Wyoming, City Hall

Draft Agenda

1. **Call to Order**
2. **Public Comment**
3. **Approval of the Agenda – December 14, 2009**
4. **Approval of the Minutes – October 26, 2009 & December 7, 2009 Work Session**
5. **Members Excused –**
6. **Financial Report:** *(Motion to authorize expenditures and disbursements as attached)*
7. **2010-2012 KCDA Appointments:** *Motion to affirming the appointment of the following individuals to the KCDA -Administrative Policy Board for a three-year term, January 1, 2010 to December 31, 2012:*
 - (a) Kent County Township Supervisors Association: Peter McGregor
 - (b) Kent County Fire Chiefs: Chief Dave Peterson
 - (c) Kent County Medical Control Authority, Kent County EMS, Inc: Senez Rodriguez
 - (d) Lowell Police Department: James Hinton
 - (e) City of Rockford: Michael Young
 - (f) City of Grandville: Dick Richards
8. **2010 Budget Adoption** *Motion to adopt the 2010 recommended budget and appropriate revenues and expenditures.*
9. **Legal Services Contract Renewal:** *Motion to extend term of the contract with Varnum, Riddering, Schmidt, and Howlett for a period of one-year.*
10. **2010 Meeting Schedule** *(Motion to adopt the 2010 meeting schedule as attached)*
11. **CAD Contract**
12. **Update from TAC:**
 - (a) 911 Phone System
13. **Update from Interim-Executive Director**
 - (a) PSAP Negotiation Process
 - (b) KCDA Project Schedule
14. **Executive Committee Update**
15. **Miscellaneous**

Upcoming Meetings are posted online via: www.Kent911.org

- KCDA Executive Committee: Monday, January 11, 2010 at 10AM
- KCDA Administrative Policy Board: Monday, January 25, 2010 at 9AM (pending approval of proposed meeting schedule)

**Kent County Dispatch Authority
Administrative Policy Board**

**Meeting Minutes
October 26, 2009 – 9AM**

Meeting Location: City of Wyoming, City Hall

Members Present:

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

Members Absent/Excused:

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

Members Absent

Randy Gelderloos	City of Grandville
Greg Sundstrom	City of Grand Rapids

Guests: Rick Uslan, Motorola; Michelle Young, KCSD; Greg Grier, Motorola; Matt Groesser, KCSD; Karen Chadwick, GRPD; Kevin Walk, LIFE EMS; Brad Scutter, Wyoming PD.

Consultant: Ralph H. Gould, Interim – Executive Director

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

Media: None

Call to Order : 9:10

Action Items:

10-26-09-01

Approval of the Agenda

To approve the October 26, 2009 meeting agenda

Motion by: Stelma

Support by: Tanis

Unanimous

10-26-09-2

Approval of the Minutes

To approve the minutes of September 28, 2009.

Motion by: Peterson
Support by: Stelma
Unanimous

10-26-09-03 Members Excused: Chris McIntire, Michael Young
Motion by: Deschaine
Support by: Belk
Unanimous

10-26-09-04 Motion to authorize the following expenditures and disbursements:
July/August Expenditures and Disbursements

Payee	Amount	Date of Board approval
CAD Site Visit - City of Walker Reimbursement (CWood)	\$88.50	06-22-09
MMRMA – Payment 2/3 – (Processed 7/24/2009)	2386.00	04-27-2009
MMRMA – Payment 3/3 (Processed 10/13/2009)	2386.00	04-27-2009

Moved by: Tanis
Support by: Rodriguez
Unanimous.

10-26-09-05 Motion to authorize payment to Verizon Wireless for the cell-tower site location map, if Verizon will not provide the map for free as all other companies are doing.
Moved by: Belk
Support by: Deschaine
Unanimous

10-26-09-06 Meeting Adjournment
To adjourn the meeting of Administrative Policy Board.
Moved by: Rodriguez
Support by: Hinton
Unanimous

Public Comment: None.

Summary of Discussion Items

- 1) Update from TAC:** Karen Chadwick from GRPD and Co-Chair of the TAC provided an update regarding the 911 Phone System. Chadwick stated that KCDA received six responses to the 911 Phone System RFP and that the TAC was working to review those bids. The TAC has scheduled on-site demonstrations for four of the vendors. Onsite demonstrations will include things such as how a call is presented, how a TDD call is presented, how reporting processes are enabled, and the specific hardware that will be installed. Chadwick noted that the TAC is also working to establish how the 911 cell calls will be rerouted and is working with providers to obtain cell-tower coverage maps. Chadwick noted that all providers were willing to comply with the exception of Verizon Wireless which stated that the map would cost \$350-400 to obtain. Chadwick requested that the Board approve this expenditure. A MOTION was made by Kevin Belk and supported by Chuck Deschaine to authorize payment to Verizon Wireless for the cell-tower site location map, if Verizon will not provide the map for free as all other companies are doing. The MOTION passed. Chadwick indicated that the PSAPS would be looking at install of the phone systems to occur

prior to the CAD install which would probably be during the 2nd quarter of 2010.

- 2) **Interim Executive Director Update:** Ralph Gould distributed an update to the Board and stated that the discussions regarding the PSAP negotiation process was ongoing and that one method of reimbursement was call volume but there were also other factors that might be involved in determining the level of reimbursement. Gould stated that he is working with Motorola and the Authority's legal counsel to work through issues related to the software license agreement and some function requirement issues that were identified by TAC. Gould also stated that at the last meeting Motorola offered to bring in some of their consultants to discuss possible funding options for radio communications. Motorola will be at the December meeting of the Executive Committee. It was noted that Muskegon County has shown interest in being a part of these discussions and Gould stated he will reach out to Ottawa County. Gould stated that the Kent County Sheriff's Department 911 recording equipment will record NG911 calls but that the Grand Rapids Police Department 911 recording equipment will not.
- 3) **Executive Committee Update:** Holt stated that at the last meeting of the Executive Committee they discussed the process for negotiating the contract with Motorola.
- 4) **Misc:**
 - a) The Annual Community Update meeting is scheduled for November 12, 2009 at 7pm at Wyoming City Hall – City Commission Chambers

Adjournment 9:30 AM

**Kent County Dispatch Authority
CAD CONTRACT WORK SESSION**

Meeting NOTES

December 7, 2009 – 9AM

Meeting Location: City of Wyoming, City Hall

Members Present:

Curtis Holt	City of Wyoming;
Kevin Belk	City of Grand Rapids
Larry Stelma	Kent County Sheriff's Department
Senez Rodriguez	KCEMS
Art Tanis	Kent County Board of Commissioners
Chris McIntire	Michigan State Police #61

Members Absent/Excused:

Peter MacGregor	Cannon Township
James Hinton	City of Lowell
Chuck Deschaine	City of Walker

Members Absent

Randy Gelderloos	City of Grandville
Greg Sundstrom	City of Grand Rapids
Michael Young	City of Rockford
Dave Peterson	Plainfield Township

Guests: Michelle Young, KCSD; Matt Groesser, KCSD; Eric Hutchinson, KCSD; Karen Chadwick, GRPD; David Kiddle, GRPD; Kevin Walk, LIFE EMS; Brad Schutter, Wyoming PD; Tom Valdez, MSP;

Consultant: Tom Lockhart, Varnum, Riddering, Schmidt, and Howlett
Ralph H. Gould, Interim – Executive Director

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

Media: None

Call to Order : 9:00AM

CAD CONTRACT WORK SESSION

Curtis Holt stated that this meeting had been scheduled with the Authority to serve as an opportunity for Authority members to talk about the CAD contract. Tom Lockhart attended the meeting as he has been providing legal review of the CAD contract and was available for any questions.

A discussion ensued regarding three issues that continue to be important to the Authority and must be addressed in the CAD contract. These issues include product acceptance, warranty issues, and source-code issues. It was also noted that in several instances, the Authority is waiting on detailed information from Motorola that must be included in the contract.

A discussion ensued regarding the merging of the existing GeoFiles and how that is to be completed. An update will be provided at the next meeting regarding how this is resolved.

Documents are still in the review process and will be distributed to Authority members as soon as they are available. It is likely that they will not be available until after the close of business on Friday and they will be distributed by Ralph Gould to Policy Board members.

All members of the Authority are strongly encouraged to attend the meeting on December 14, 2009.

Adjournment 10:30 AM

Kent County Dispatch Authority Budget

7-Dec-09

Planned Sources of Funds	2009 Budget	2009 YTD*	2009 Forecast
Prior Year Carry Forward	\$ 875,000	\$ 1,566,646	\$ 1,566,646
Kent County 911 Surcharge	\$ 2,700,000	\$ 2,689,773	\$ 3,200,000
State 911 Surcharge	\$ 700,000	\$ 441,299	\$ 661,000
Other (interest earnings)	\$ -	\$ 28,319.00	\$ 30,000.00
Total Sources	\$ 4,275,000	\$ 4,726,037	\$ 5,457,646
Planned Uses of Funds			
Professional Services	\$ 475,000	\$ 56,320	\$ 80,000
Other Contractual Services	\$ 5,000	\$ 225	\$ 4,000
Strategic Plan Initiatives (CPE, CAD Training Transition, etc)	\$ 1,085,000	\$ -	\$ -
PSAP Reimbursement		\$ -	\$ -
MMRMA Insurance	\$ 10,000	\$ 9,544	\$ 9,544
Capital Investment	\$ 2,000,000	\$ -	
State 911 Surcharge Distribution	\$ 700,000.00	\$ 557,527	\$ 778,527.00
Total Use of Funds	\$ 4,275,000	\$ 623,616	\$ 872,071
Remaining Balance		\$ 4,102,421	\$ 4,585,575

*Does not include expenditures/disbursements included on the December 14, 2009 for approval

December Expenditures & Disbursements:

Motion to approve the following Expenditures and Disbursements:

Payee	Amount	Date of Board approval
State 911 Surcharge Disbursement – 3 rd Quarter payment - MSP	\$121,839.14	03-23-09
State 911 Surcharge Disbursement – 3 rd Quarter payment – GR	\$64,003.08	03-23-09
Kent Count – Administrative Services	\$3,555.76	
Ralph H. Gould -August 2009	\$4,450.00	03-23-09
Ralph H. Gould – September 2009	\$3,030.00	03-23-09
Varnum Riddering Schmidt and Howlett – September	\$ 1,304.00	
Varnum Riddering Schmidt and Howlett – October	\$2628.00	

2009 DISBURSEMENTS to date

Payee	Amount Disbursed	Total Amount Pd	Total Amount Authorized	Date of Board Approval
CAD Site Visit - City of Walker Reimbursement (CWood)	\$88.50	88.50	88.50	06-22-09
MMRMA – Payment 3/3 (Processed 10/13/2009)	2386.00	9544.00	9544.00	04-27-2009
MMRMA – Payment 2/3 – (Processed 7/24/2009)	2386.00	7158.00	9544.00	04-27-2009
GEOTECH – Fiber verification	137.00	137.00	137.00	09-28-09
APCO Conference –Kent County Sheriff's MGroesser	295.45	295.45	295.45	06-22-09
APCO Conference –DVanHouten/MGroesser	781.46	781.46	781.46	06-22-09
APCO Conference – Kent County Sheriff's Dept. MGroesser – hotel	107.91	107.91	107.91	06-22-09
APCO Conference - RGould	1,281.15	1281.15	1281.15	06-22-09
CAD Site Visit Hotel Cost – Kent County Sheriff's Department	\$2221.90	\$2221.90	\$2221.90	06-22-09
CAD Site Visit Vehicle & Meal Reimbursement – DVanHouten	\$861.99	\$861.99	\$861.99	06-22-09
CAD Site Visit Vehicle& Meal Reimbursement – MGroesser	\$813.44	\$813.44	\$813.44	06-22-09
CAD Site Visit Reimbursement – RGould	\$107.36	\$107.36	\$107.36	06-22-09
CAD Site Viisit Reimbursement – SRodriguez – KCEMS	\$91.82	\$91.82	\$91.82	06-22-09
CAD Site Visit Reimbursement – Kwalk – Life EMS	\$120.59	\$120.59	\$120.59	06-22-09
CAD Site Visit Reimbursement – Myoung – KCSD	\$80.04	\$80.04	\$80.04	06-22-09
CAD Site Visit Reimbursement – Lknapp – GRFD	\$76.26	\$76.26	\$76.26	06-22-09
APCO Conference – MGroesser	\$428.00	\$428.00	\$428.00	06-22-09
APCO Conference – KCSD – Mgroesser	\$415.00	\$415.00	\$415.00	06-22-09
APCO Conference Airfare & Registration– DvanHouten GRPD	\$746.38	\$746.38	\$746.38	06-22-09
APCO Conference Lodging – DvanHouten	\$594.00	\$594.00	\$594.00	06-22-09
Ralph H. Gould Invoice #6 - July 2009	\$3235.00	23,687.50	100,000.00	03-23-09
Ralph H. Gould Invoice #5 - June 2009	\$2992.50	20,452.50	100,000.00	03-23-09
State 911 Surcharge Disbursement – 3 rd Quarter payment - MSP	\$121,839.14	365,517.42	487,356.57	03-23-09
State 911 Surcharge Disbursement – 3 rd Quarter payment – GR	\$64,003.08	192,009.24	256,012.32	03-23-09
Rehman Robson – Payment 3/3	500.00	5000	5000	04-27-09
Rehman Robson – Payment 2/3	\$2,250.00	4,500.00	5,000	04-27-09
Rehman Robson – Payment 1/3	\$2,250.00	2,250.00	5,000	04-27-09
Varnum, Riddering, Schmidt, Howlett, LLC	\$219.00	219.00	219.00	04-27-09
Kent County Treasurer – Dunn & Bradstreet Reports (CAD RFP)	\$179.97	179.97	179.97	06-22-09
Ralph H. Gould – Invoice #4 May 2009	\$6,580.00	17,460.00	\$100,000	03-23-09

Ralph H. Gould - -Invoice #3 April 2009	\$3,330.00	10,880.00	\$100,000	03-23-09
State 911 Surcharge Disbursement – 2 nd Quarterly Payment – Michigan State Police	\$ 121,839.14	\$243,678.28	\$487,356.57	03-23-09
	Amount Disbursed	Total Amount Pd	Total Amount Authorized	Date of Board Approval
State 911 Surcharge Disbursement -2 nd Quarterly Payment – Grand Rapids	\$ 64,003.08	\$128,006.16	\$256,012.32	03-23-09
Michigan Municipal Risk Management Authority Payment	\$4,772.00	\$4,772.00	\$9,544.00	04-27-09
Ibex Insurance Agency – Interim Executive Director Liability Insurance	\$3,917.50	\$3,917.50	\$3917.50	04-27-09
Interim-Director Invoice #2 – Ralph H. Gould	\$4,045.00	\$7,550.00	\$100,000.00	04-27-09
Varnum Riddering Schmidt Howlett	\$1,995.25	\$1995.25	\$1,995.25	04-27-09
APCO – CAD RFP advertisement	\$225.00	\$225.00	\$225.00	03-23-09
State 911 Surcharge Disbursement - 1 st Quarterly Payment – Michigan State Police	\$121,839.14	\$121,839.14	\$487,356.57	03-23-09
State 911 Surcharge Disbursement -1 st Quarterly Payment – Grand Rapids	\$ 64,003.08	\$64,003.08	\$256,012.32	03-23-09
Interim-Director Invoice #1	\$3,505.00	-	\$100,000.00	03-23-09
911 Insight – January Invoice	\$11,089.82	\$11089.82	\$100,000.00	02-23-09
Kent County Admin. Support.	\$ 926.81	\$926.81	\$926.81	01-26-09
Printing Costs - KC Central Services	\$ 56.73	\$56.73	\$56.73	01-26-09

KENT COUNTY DISPATCH AUTHORITY

MEMORANDUM

TO: Kent County Dispatch Authority

FROM: Curtis Holt, Chair

DATE: December 8, 2009

SUBJECT: 2010 Proposed Budget

Attached is the 2010 proposed budget. This budget reflects revenues amounting to \$8.6 million and expenditures equaling \$8.6 million. The adoption of a balanced budget meets the requirements of the KCDA Agreement and Administrative Policy Board by-laws. If approved, the attached budget will serve as the 2010 budget for the Dispatch Authority and if necessary may be amended to reflect additional revenues or changes to the expenditures. All expenditures will be approved by the Board pursuant to the KCDA Agreement.

Revenue estimates are based upon 2009 expected/actual revenues. Expenditures are based upon the forecast of work of the Authority.

For example, Professional Fees include those which are paid to any consultant or attorney, also included in this line are reimbursement fees paid to attendees of site-visits to evaluate potential KCDA equipment, as well as staff support costs. Other Contractual Services includes the funding of the two PSAPs. Strategic Plan Initiatives includes funding for organizational alignment, CAD maintenance, and other initiatives related to the Strategic Plan. The Capital outlay and technology funds would include funding for the procurement of the CAD system, CPE, and other items as approved by the Authority.

This budget will be presented for the consideration and approval of the Board at the next regularly scheduled meeting of the Authority on Monday, December 14, 2009, 9AM at Wyoming City Hall.

MOTION to Adopt 2010 Budget: The Kent County Dispatch Authority Board hereby appropriates estimated revenue and fund balance to the 2010 budget as follows:

Kent County Dispatch Authority

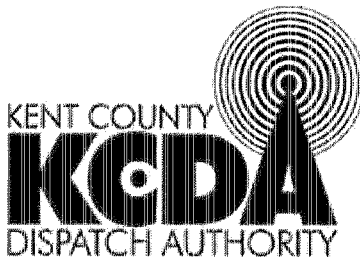
2010 Proposed

	Expenditures	Revenue
Estimated Revenue-Kent County 911 Surcharge		\$ 3,200,000
Estimated Revenue-State 911 Surcharge		\$ 900,000
Fund Balance (2009-carry forward)		\$ 4,500,000
Interest		\$ 30,000
Professional Fees	\$ 205,000	
Other Contractual Services	\$ 1,250,000	
Strategic Plan Initiatives	\$ 2,000,000	
State 911 Surcharge Distribution	\$ 800,000	
Insurance	\$ 10,000	
Capital Outlay/Technology	\$ 4,365,000	
Total	\$ 8,630,000	\$ 8,630,000

Board Approval Date

Certified: _____
Sheriff Larry Stelma, KCDA Secretary

Date



MEMORANDUM

TO: Curtis Holt, Chair

FROM: Jennifer DeHaan, Kent County Management Analyst
KCDA Staff Support

DATE: December 7, 2009

SUBJECT: Distribution of State 911 Surcharge

At the March 23, 2009 meeting of the Administrative Policy Board, the Authority approved the distribution of the State 911 surcharge based upon the formula referenced on the following page. This formula was developed as a result of the change to the State 911 surcharge (from .29 of wireless to .19 on all devices) and to provide for any variance in the amount that would be received and distributed to the PSAPs which receive the wireless 911 calls.

In 2009, the Authority received and distributed the following from the State 911 Surcharge:

Date Received	Date of Levy	\$ Amount Transmitted from State	City of Grand Rapids	MSP	KCDA
1/30/2009	Oct/Nov/Dec. 2008	\$ 221,436.00	\$ 64,003.08	\$ 121,839.14	\$ 35,593.78
4/30/2009	Jan/Feb/March	\$ 222,804.00	\$ 64,003.08	\$ 121,839.14	\$ 36,961.78
7/31/2009	April/May/June	\$ 218,495.00	\$ 64,003.08	\$ 121,839.14	\$ 32,652.78
11/19/2009	July/Aug/Sept.	\$ 222,670.00	\$ 64,003.08	\$ 121,839.14	\$ 36,827.78
TOTAL		\$ 885,405.00	\$ 256,012.32	\$ 487,356.56	\$ 142,036.12

The distribution was well within the projected amount and significantly higher than the funding that was received in prior years.

	GR	MSP	Total
2001	\$174,650	\$297,280	\$471,930
2002	\$194,957	\$371,120	\$566,077
2003	\$173,004	\$330,286	\$503,290
2004	\$184,431	\$351,082	\$535,513
2005	\$199,863	\$380,458	\$580,321
2006	\$233,257	\$444,038	\$677,295
2007	\$247,160	\$470,505	\$717,665
2008	\$246,640	\$469,515	\$716,155

As a reminder, the funds received from the State are funds that must be used for allowable expenses as determined by the State 9-1-1 Committee. In short, these funds may be used for personnel costs directly associated with 911 service, facility costs, on the job-training, hardware, software, customer premise equipment, etc.

It is recommended that the Authority again review this formula to determine if the distribution of the State 911 surcharge should remain unchanged during 2010 until such time as the 911 call-taking function is consolidated to the two PSAPs as defined by the KCDA Strategic Plan.

FORMULA FOR DISTRIBUTION AS APPROVED BY KCDA ON 3/23/2009

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

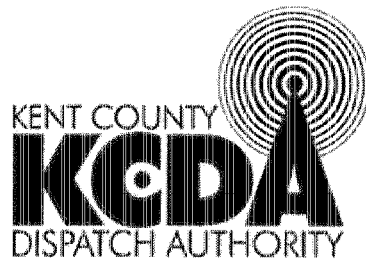
2009 Funding Total * 34% = City of Grand Rapids

\$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.



MEMORANDUM

TO: Curtis Holt, Chair

FROM: Jennifer DeHaan, Kent County Management Analyst
KCDA Staff Support

DATE: December 7, 2009

SUBJECT: Legal Services Contract

In 2008, the KCDA issued an RFP for legal services and the Executive Committee reviewed and subsequently recommended that the Administrative Policy Board enter into a one-year contract with Varnum, Riddering, Schmidt, and Howlett.

The Agreement provides for an initial contract term expiring December 17, 2009 with provisions that the Agreement may be renewed annually for a term of not more than two-years.

Due to the extensive involvement of legal counsel in ratifying the contract with a CAD provider, it is recommended that the Authority extend the contract with Varnum, Riddering, Schmidt, and Howlett for a period of one-year as permissible under the existing contract.

PUBLIC NOTICE

Schedule Pending Adoption by KCDA on 12/14/2009

The 2009 Kent County Dispatch Authority - Administrative Policy Board meetings are scheduled on the following dates:

January 25, 2010 at 9AM

February 22, 2010 at 9AM

March 22, 2010 at 9AM

April 26, 2010 at 9AM

May 24, 2010 at 9AM

June 28, 2010 at 9AM

July 26, 2010 at 9AM

August 23, 2010 at 9AM

September 27, 2010 at 9AM

October 25, 2010 at 9AM

November 22, 2009 at 9AM

December Meeting Date – To Be Determined

All meetings will be held at the City of Wyoming, City Hall.

Questions may be directed to Jennifer DeHaan, Kent County Administrator's Office at 616.632.7568

Meeting dates/updates to the schedule are also posted online at www.AccessKent.com and at www.Kent911.org