

Kent County Dispatch Authority Administrative Policy Board

Meeting Notes

December 14, 2009 – 10AM

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
Greg Sundstrom	City of Grand Rapids
Michael Young	City of Rockford
James Hinton	City of Lowell

Members Absent/Excused:

Peter MacGregor	Cannon Township
Chuck Deschaine	City of Walker

Members Absent

Randy Gelderloos	City of Grandville
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; Greg Grier, Motorola; Rick Uslan, Motorola; Mark Herald, EGR Public Safety; Rob Benstein, Kent County Dept of Aeronatics; Catherine Garcia-Lindstrom, Walker PD.

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 :

10:00AM

Action Items:

12-14-09-01

Approval of the Agenda

To approve the December 14, 2009 meeting agenda

Motion by: Tanis

Support by: Belk

Unanimous

12-14-09-02

Approval of the Minutes

To approve the minutes of October 26, 2009 & December 7, 2009.

Motion by: Rodriguez
 Support by: McIntire
 Unanimous

12-14-09-03 Members Excused: McGregor & Deschaine
 Motion by: Tanis
 Support by: Belk
 Unanimous

12-14-09-04 Motion to authorize 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	12-14-09
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	04-27-09/12-14-09
Varnum Riddering Schmidt and Howlett – October	\$2628.00	04-27-09/12-14-09

Moved by: Rodriguez
 Support by: Stelma
 Unanimous.

12-14-09-05 Motion to affirm 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

Moved by: Stelma
 Support by: Belk
 Unanimous

12-14-09-06 Motion to adopt the 2010 recommended budget and appropriate estimated revenues and fund balance to the 2010 budget.

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

Moved by: Stelma
Support by: McIntire
Unanimous

12-14-09-07 Motion to extend term of the contract with Varnum, Riddering, Schmidt, and Howlett for a period of one-year.

Moved by: Tanis
Support by: Belk
Unanimous

12-14-09-08 Motion to adopt the 2010 meeting schedule:

Moved by: Stelma
Support by: Rodriguez
Unanimous

12-14-09-09 Motion to adopt the 2010 meeting schedule as attached:

Moved by: Stelma
Support by: Rodriguez
Unanimous

12-14-09-10 Motion to hold a Special Meeting on Monday, December 21, 2009 at 8AM at Wyoming City Hall to consider the CAD contract or determine the appropriate direction for the Authority to move forward.

Moved by: Tanis
Support by: Rodriguez
Unanimous

12-14-09-11 Motion to adopt the 2010 meeting schedule for the Executive Committee to be on the 2nd Monday of the month at 10AM at Wyoming City Hall.

Moved by: Tanis
Support by: Belk
Unanimous

12-14-09-12 Meeting Adjournment

To adjourn the meeting of Administrative Policy Board.

Moved by: Sundstrom
Support by: Hinton
Unanimous

Public Comment: None.

Summary of Discussion Items

- 2010 Budget:** Holt stated that included in the agenda packet was the proposed 2010 budget. A MOTION was made by Stelma and supported by McIntire to adopt the 2010 recommended budget and appropriate estimated revenues and fund balance to the 2010 budget. It was noted that the 2010 budget had been prepared based upon estimated revenues and expenditures and was in compliance with the requirement for the Authority to adopt a balanced budget. Ralph Gould noted that there were a couple of other issues related to PSAP site-costs and CAD contract administrator that would need to be considered in 2010. Holt requested that these issues be referred to the Executive Committee for further discussion and brought back to the full Authority with additional information. The MOTION passed.
- CAD Contract:** Ralph Gould stated that most of the work that has been completed regarding the CAD contract has surrounded the Professional Services Agreement, Maintenance Agreement, and and the Software License Agreement. Gould stated that Motorola had extended its bid pricing through the end of December and that the last work session was held with the Authority to bring everyone up to speed on some of the outstanding issues. Gould indicated that since the last meeting, legal counsel had been working to review documents and that during a conference call on Friday with Motorola many of the outstanding issues had been verbally agreed upon which included provisions relating to source code escrow, acceptance testing, termination provisions, system agreement language, payment schedule, and the support agreement. These verbal agreements would need to be reduced to writing and reviewed by Counsel. A MOTION was made by Tanis and supported by Rodriguez to hold a Special Meeting on Monday, December 21, 2009 at 8AM at Wyoming City Hall to consider the CAD contract or determine the appropriate direction for the Authority to move forward. Holt requested that Ralph Gould send all members of the Authority a confirmation no later than noon on Friday, December 18, 2009 which would confirm that the issues that were outstanding have been resolved and that there is a contract to be considered at Monday's meeting. The MOTION passed. In order to provide Counsel with time to review the revised documents to be submitted by Motorola, it was requested that Motorola submit those document to legal counsel no later than noon on Wednesday, December 16, 2009. Greg Grier of Motorola stated that the documents would be sent no later than the requested date and time.
- Update from TAC:** Karen Chadwick stated that due to the weather last week, the CPE site visits were being rescheduled and that they would report on the results of those visits at the January meeting.
- Interim Executive Director Update:** Ralph Gould distributed an update to the Authority and indicated that they were continuing to move forward with the CAD contract as previously discussed. He noted that a meeting with Kent County IT will need to be arranged to develop written technical and performance requirements for the networking between the PSAPs and all CAD locations.
- Misc:** Holt stated that there were potential conversations about the dispatch function and inquired as to the impact on the cost of the CAD equipment if agreements were made. It was noted that there would not be savings on the CAD contract but there could be savings now or costs incurred later for networking. Holt stated that this issue should also be reviewed by the KCDA Executive Committee at its next meeting. A MOTION was made by Tanis and supported by Belk to establish the 2010 meeting schedule for the Executive Committee to be on the 2nd Monday of the month at 10AM at Wyoming City Hall. The MOTION passed.

Adjournment 10:55 AM