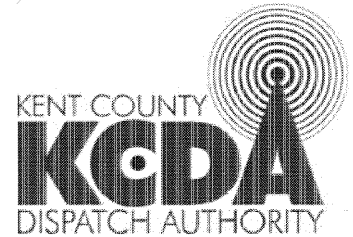


**Kent County Dispatch Authority**  
**Monday, February 22, 2010**  
**9:00 am**  
**Wyoming City Hall**  
**Draft -Agenda**



1. **Call to Order**
2. **Public Comment**
3. **Approval of the Agenda** – February 22, 2010
4. **Approval of the Minutes** – January 25, 2010
5. **Members Excused** –
6. **Financial Report:** *(Motion to authorize expenditures and disbursements as attached)*
7. **MMRMA Annual Insurance Renewal-** *MOTION to approve a renewal of the KCDA insurance policy through March 2011, with the Michigan Municipal Risk Management for an annual premium of \$9,544 to be paid in three installments and to authorize the Chair to sign the Agreement.*
8. **Funding Opportunities Presentation** (30 mins + q/a)
9. **Update from TAC** (Young/Chadwick)
  - (a) Core/Talon Interface
10. **Update from Interim Executive Director** (Gould)
  - (a) 911 CPE Contract Review
  - (b) CAD Project Update
  - (c) KCDA Future Decision Points Update
11. **Executive Committee Update** (Holt)
  - (a) PSAP Reimbursement Agreement
12. **Miscellaneous**

**Upcoming Meetings ([www.Kent911.org](http://www.Kent911.org)):**

KCDA Executive Committee Meeting: Monday, March 8, 2010 at 10AM, Wyoming City Hall

**\*\* (DRAFT PENDING APPROVAL) \*\***

**Kent County Dispatch Authority  
Administrative Policy Board**

**Meeting Notes**

**January 25, 2010 – 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
James Hinton	City of Lowell
Dick Richards	City of Grandville
Chuck Deschaine	City of Walker
Peter MacGregor	Cannon Township

**Members Absent/Excused:**

Chris McIntire	Michigan State Police #61
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**Members Absent**

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; Kevin Walk, LIFE EMS; Brad Schutter, Wyoming PD; Rick Uslan, Motorola; Tom Valdez, Michigan State Police; Dave Kiddle, GRPD; Rob Benstein, Kent County Department of Aeronautics; Lisa Clockman, Grandville PD;

**Consultant:**

Ralph H. Gould, Interim – Executive Director

**Staff Present:**

Jennifer DeHaan, Kent County Administrator's Office

**Media:**

None

**Call to Order :**

9:04AM

**Action Items:**

**01-25-10-01**

Annual Authority Nominations and Elections

- a) Election of Chair – Curtis Holt
- b) Election of Vice Chair – Art Tanis
- c) Election of Treasurer – Greg Sundstrom
- d) Election of Secretary – Larry Stelma

Motion by: Deschaine

Support by: Belk

**\*\* (DRAFT PENDING APPROVAL) \*\***

**01-25-10-02**      Approval of the Agenda  
To approve the January 25, 2010 meeting agenda  
Motion by: Tanis  
Support by: Stelma  
Unanimous

**01-25-10-03**      Approval of the Minutes  
To approve the minutes of December 21, 2009  
Motion by: Belk  
Support by: Hinton  
Unanimous

**01-25-10-04**      Members Excused: McIntire  
Motion by: Tanis  
Support by: MacGregor  
Unanimous

**01-25-10-05**      Motion to authorize the following expenditures and disbursements

	<b>Payee</b>	<b>Amount</b>	<b>Date of Board approval</b>
	Varnum Riddering Schmidt and Howlett – November	\$4,380.00	-
	Ralph H. Gould – December (not to exceed \$5,100.00)	\$5,100.00	03-23-09
	Ralph H. Gould – November	4055.08	03-23-09

Moved by: Deschaine  
Support by: Stelma  
Unanimous

**01-25-10-06**      Motion to extend the terms of the 2009 contract with Ralph Gould to function as the Interim Executive Director for the Authority until 12/31/2010 and authorize the Chair to sign the Agreement.  
Moved by: Tanis  
Support by: Belk  
Unanimous

**01-25-10-07**      Motion to enter into an Agreement with Rehmann Robson to perform a 2009 audit and authorize the Chair to sign the Agreement.  
Moved by: Belk  
Support by: MacGregor  
Unanimous

**01-25-10-08**      Motion to authorize the TAC to enter into negotiations with Advance Wireless Telecom pending resolution of questions related to making an adequate number of reference checks.  
Moved by: Tanis  
Support by: Deschaine  
Unanimous

**\*\* (DRAFT PENDING APPROVAL) \*\***

**01-25-10-09**      Motion to approve reimbursement of \$188,000 to be split between the City of Grand Rapids and the Kent County Sheriff's Department for the purposes of CAD Administration and medical quality assurance.  
Moved by: Stelma  
Support by: Tanis  
Unanimous

**01-25-10-10**      MOTION to make the reimbursement for the CAD Administrator retroactive to 1/1/10.  
Moved by: Tanis  
Support by: Deschaine  
Motion Pased  
Unanimous

**01-25-10-11**      Meeting Adjournment  
To adjourn the meeting of Administrative Policy Board.  
Moved by: Belk  
Support by: Hinton  
Unanimous

**Public Comment:**    None.

**Summary of Discussion Items**

**1. Update from TAC:**

- a. **911 CPE Site Visits:** Karen Chadwick distributed an update to the Board. Chadwick stated that three (3) vendors demonstrated their product to the TAC evaluation team on November 9<sup>th</sup> and 10<sup>th</sup>. Following evaluations, TAC members made site visits on January 14<sup>th</sup> and 15<sup>th</sup> to view Advanced Wireless Telecom and microDATA systems. Based upon the demonstrations, site visits, and follow-up information, the TAC committee is recommending that the Authority enter into contract negotiations with Advanced Wireless Telecom. Chadwick stated that the bid was approximately \$800,000 and fell within the mid-point of the bids that were received. A discussion ensued. Commissioner Tanis made a MOTION to authorize the TAC to enter into negotiations with Advance Wireless Telecom pending resolution of questions related to making an adequate number of reference checks. The MOTION was supported by Deschaine. The MOTION passed.

**2. Update from Interim Executive Director:**

- a. **CAD Project Update:** Gould stated that he is working to complete an electronic review of the CAD contract documents that were provided by Motorola to ensure that the correct versions of all agreed upon documents serve as the documents backing-up this contract. Gould stated that the CAD Project Kick-off meeting has been scheduled for February 9 and 10 at the Kent County Sheriff's Department. A request for the first CAD milestone payment to Motorola will be expected. Gould stated that he had checked on the status of the Tennessee CAD project with Motorola and that they were equally complex and their CAD project is also on schedule. Gould also noted that Motorola had just announced they would be the CAD contract for LOGIS, a consortium of 44 Minnesota local governments.
- b. **2009 Call Volume:** Gould indicated that the 2009 call volume data had been received from AT&T and that they had tracked landline, wireless, and VOIP calls. Gould noted that call volume was down in comparison with previous years but that the ration of cellular calls to other calls continues to increase.
- c. **Future Purchase Requests:** Gould distributed a listing of future decision points and estimated expenses.

**\*\* (DRAFT PENDING APPROVAL) \*\***

- d. **CAD Administrator:** Gould stated that one of the issues pressing on the two selected PSAPs is the need to financially enable the PSAPs to assign the equivalent of one FTE to work on the CAD administration process. Gould stated that this position will be responsible for local PSAP management and will require supervisory staff to make critical decisions to accomplish accurate and thorough configuration of the CAD system. Following the configuration, the CAD Administrator will also be required to undertake the medical call quality assurance process. Gould stated that the requested rate of reimbursement is for a Dispatch Supervisor. Holt inquired why the dispatch supervisor equivalent? Michelle Young stated that the CAD Administrator will be required to have access to user profiles, access to files, responsible for coordinating data and converting information, as well as inputting site specific rules for mutual aid. Young stated that the position will require understanding of PSAP policies and procedures and eventually completing the quality assurance reviews which must be completed by staff of a supervisory level. Holt stated that the Authority would not be hiring any staff but would be reimbursing the PSAPs for the cost of allocating the equivalent of 1FTE for the purposes of performing the CAD Admin process. This would enable the PSAPs to fill the positions that they are currently back-filling with overtime. A discussion ensued. Gould noted that the range in pay for a Supervisor is \$87,000 for Kent County to \$94,000 for the City of Grand Rapids. A lengthy discussion ensued. Stelma made a MOTION to approve reimbursement of \$188,000 to be split between the City of Grand Rapids and the Kent County Sheriff's Department for the purposes of CAD Administration and quality assurance. The MOTION was supported by TANIS. The MOTION Passed.

**3. Executive Committee Update:**

- a. **PSAP Reimbursement:** Holt stated that he was working on setting up a meeting with City and County staff and Varnum to work through the details of an Agreement. Additional details will be forthcoming.

**4. Misc:**

- a. Chief Belk inquired if the CAD Admin Reimbursement included an effective date. Tanis stated that since the PSAPS had been performing this function for well over 18 months free of charge, Tanis made a MOTION to make the reimbursement for the CAD Administrator retroactive to January 1, 2010. The MOTION was supported by Deschaine. The MOTION Passed.

**Adjournment 10:15 AM**

**February Expenditures & Disbursements:**

Motion to approve the following Expenditures and Disbursements:

<b>Payee</b>	<b>Amount</b>	<b>Date of Board approval</b>
Kent County Sheriff's Department – Reimbursement 911CPE Site Visits (2010 – Young)	367.48	
Kent County Sheriff's Department – Reimbursement 911 CPE Site visits (2010 -Hutchinson)	71.51	
Kent County Central Services (2010)	72.83	
Ralph H. Gould – December 2009	5581.63	03-23-09
Varnum, Riddering, Schmidt, and Howlett (December 2009)	10,512.00	
MOTOROLA PAYMENT – 1 <sup>st</sup> 20% Payment	\$531,671.20	12/21/2009



**MOTOROLA**  
intelligence everywhere™

February 9, 2010

Mr. Ralph Gould, Executive Director  
Kent County Dispatch Authority (KCDA)  
Kent County Administration Building  
300 Monroe Avenue NW  
Grand Rapids, MI 49503

**Re: Signing of Final Contract by all Parties – Milestone Acceptance Certificate**  
**Project: 2460 – Kent County PremierOne CAD/Mobile Project**

Dear Mr. Gould:

Please recognize completion of this Project Milestone by signing below. This milestone is for “*Signing of Final Contract by All Parties.*” Kindly return a signed copy to my attention.

**Billing Event:**

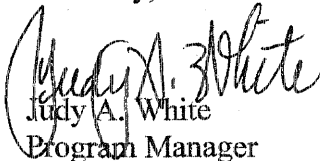
- Signing of this certificate authorizes Motorola to invoice \$531,671.20 (20% of the \$2,658,356 contract value). The invoice will be generated upon receipt of this signed certificate.

**Punch-list Items:**

- There are no Punch List items associated with the Milestone referenced above.

I want to thank you and your team for your continued cooperation in this project. We at Motorola look forward to continuing our relationship with your agency. Please do not hesitate to contact me with any questions or concerns.

Sincerely,



Judy A. White  
Program Manager  
Cell: (313) 506-2243  
Fax: (313) 893-7727

The undersigned acknowledges completion of the *Final Contract Signing* milestone.

Customer Representative:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_



# Price Quote

Dated: 2/11/2010  
 Expiration Date: **3/31/2010**

## Core Technology Corporation

Kenneth Clark  
 7435 Westshire Dr., Lansing, MI 48917  
 Phone: (800) 338-2117  
 Fax: (517) 627-8944  
 kmclark@coretechcorp.com

## Customer

Kent County Dispatch Authority  
 300 Monroe Ave NW  
 Grand Rapids, MI 49503  
 ATTN: Captain Michelle LaJoye Young

QTY	PRODUCT	UNIT PRICE	LINE TOTAL
1	TalonPoint Application Program Interface (API) – License Fee	\$30,000.00	\$30,000.00
1	TalonPoint API – Annual Support, Maintenance, and Usage Fee	\$20,000.00	\$20,000.00
Net Total (USD) \$			\$50,000.00

Description: The TalonPoint Application Program Interface (API) is a licensed software product interface to allow third party application vendors such as Motorola to retrieve data using Core Technology's MultiBridge message switch and TalonPoint information sharing software solution. The API is licensed directly to the KCDA for use with existing licensed software from Core Technology and Motorola. The annual support and maintenance fee provides technical support, software maintenance, and a test environment via the Core Service Bureau. Initially, that is provided to Motorola to support their interface development and test but later to the KCDA for ongoing support once the entire CAD solution is in production.

### Notes

- This price quote does not include tax.
- The license is granted for use by the KCDA and all of its participating municipal agencies in Kent County only for an unlimited number of users and devices.
- The license is granted is limited for use with the Motorola CAD software application only.
- Use of this API for access to state systems may require approval from the Michigan State Police.

### Terms & Conditions

This is a price quote for the product and/or services names above, it is valid through the expiration date. Core Technology Corporation reserves the right to withdraw this price quote if it is not accepted by the expiration date.

### Order Authorization

Completion of this section indicates full acceptance of the items above. All Customer purchase orders for products and services are subject to Core Technology Corporation's End User License Agreement, Terms and Conditions. Please attach a purchase order to this quote and fax it to: (517) 627-8944.

Authorized Signature

Date

Printed Name

Title