

Kent County Dispatch Authority Administrative Policy Board

Meeting Notes

December 13, 2010 – 9AM

Meeting Location: City of Wyoming, City Hall

Members Present:

Art Tanis	Kent County Board of Commissioners
Dick Richards	City of Grandville
Larry Stelma	Kent County Sheriff's Department
James Hinton	City of Lowell
Dennis Hoemke	Algoma Township
Curtis Holt	City of Wyoming;
Dave Peterson	Plainfield Township
Mark Meijer	KCEMS
Kevin Belk	City of Grand Rapids
Chris McIntire	Michigan State Police #61

Members Absent/Excused:

Chuck Deschaine	City of Walker
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Members Absent

Greg Sundstrom	City of Grand Rapids
Michael Young	City of Rockford

Guests:

Tom Valdez, MSP; Michelle Young, KCSD; Karen Chadwick, Grand Rapids Police Department; David Kiddle, GRPD; Kari VanBennekom, GRPD; Matt Groesser, KCSD; Eric Hutchinson, KCSD; Harold Mast, Kent County Board of Commissioners; Gary Rolls, Kent County Board of Commissioners;

Consultant:

Ralph H. Gould, Interim – Executive Director

Staff Present:

Jennifer DeHaan, Kent County Administrator's Office

Media:

None

Call to Order :

9:06AM

Action Items:

12-13-10-01

Approval of the Agenda

To approve the meeting December 13, 2010 agenda

Motion by: Belk

Support by: Peterson

Unanimous

12-13-10-02

Approval of the Minutes

To approve the minutes of October 25, 2010

Motion by: Belk
Support by: Richards
Unanimous

12-13-10-03 Members Excused: Deschaine

Motion by: Stelma
Support by: Meijer
Unanimous

12-13-10-04 Motion to authorize the following expenditures and disbursements

	Amt. Authorized
<i>Varnum- October</i>	\$ 2,993.00
<i>MMRMA</i>	\$ 2,386.00
Grand Rapids Police Department	\$ 14,286
Intrado Inc - Call Routing Map	\$ 160
Grand Rapids Police Department - 911 CAD/QA Administrator - per call-taking agreement	\$ 47,000
Kent County Sheriff's Department - 911 CAD/QA Administrator - per call taking agreement	\$ 47,000
Grand Rapids Police Department - Quarterly payment 911 call- taking agreement	\$ 320,625
Kent County Sheriff's Department - Quarterly payment 911 call taking agreement	\$ 241,875
Ralph Gould - May 2010 Billable Hours	\$ 2,985
Ralph Gould - June 2010 Billable Hours	\$ 2,460
Ralph Gould - July 2010 Billable Hours	\$ 2,235

Moved by: Tanis
Support by: Richards

Unanimous

12-13-10-05 Motion to adopt the 2011 budget and appropriate estimated revenues and fund
balance to the 2011 budget.

Moved by: McIntire
Support by: Peterson
Unanimous

12.13.10.6 Motion to adopt the 2011 meeting schedule as attached

Motion by: Stelma
Support by: McIntire
Unanimous

12-13-10-07 Motion to extend the terms of the 2010 contract with Ralph Gould to function as
the Interim Executive Director for the Authority until April 2, 2011 and authorize
the Chair to sign the documents.

Motion by: Meijer
Support by: Hinton
Unanimous

12-13-10-08 Motion to renew an Agreement with Rehmann Robson to perform a 2010 audit at a cost not to exceed \$5,750 and authorize the Chair to sign the documents.

Moved by: Peterson

Support by: Tanis

Unanimous

12-13-10-09 Motion to renew a one-year Agreement with Varnum, Riddering, Schmidt, and Howlett to provide legal services and authorize the Chair to sign the documents.

Moved by: Peterson

Support by: Tanis

Unanimous

12-13-10-10 Meeting Adjournment

To adjourn the meeting of Administrative Policy Board.

Moved by: Tanis

Support by: Belk

Unanimous

Public Comment: None.

Summary of Discussion Items

Update from TAC:

- a) CAD Project Update: Michelle Young stated that staff from both PSAPs had recently attended training in Nashville and that they were continuing on the provisioning process. One of the updates that they had received was that the 3.1 software version would be received in April 2011 and that implementation of the new CAD system would occur in May/June 2011. Young stated that the 3.0 version is currently installed and being utilized for the provisioning process and that the users in Nashville are very pleased with the product and that the 3.1 version will provide additional benefit in Kent County.
- b) CPE: Karen Chadwick stated that AWT has identified a solution for the redundancy of the phone systems within the two PSAPs and that they were meeting with AWT this coming week to discuss the solution. Chadwick stated that all of the other issues had been resolved. Gould stated that he is requesting that AWT provide a schedule of when the redundancy issue will be resolved and for the PSAPs to identify any other issues that may remain.

Update from Interim Executive Director:

- a) New World: Holt stated that he and Gould had met with a New World representative to try and resolve the outstanding issues with New World that were delaying the development of an interface. Gould stated that the current delivery date that has been proposed in April 15, 2011; which is further back than the ideal timeline that the PSAPs need. A discussion ensued. Holt stated that the Authority needed to review the alternatives to New World developing the interface and to determine if a 3rd party vendor might be able to complete the task. Meijer stated that a two-track process seemed appropriate at this time in order to ensure that New World was not able to delay the work of the Authority. A discussion ensued. Holt stated that he and Gould would continue to resolve the outstanding contract issues and at the same time it would be helpful if we could look into other options.
- b) KCDA Future Decisions Points Update: Gould distributed an updated report and noted no significant changes to the decisions point schedule.

Executive Committee Update: Holt stated that the issues discussed today had been the topic of conversation in the past meetings. He stated that Chief Peterson had volunteered to lead the group to review the issue of hiring a permanent executive director and what that position will look like.

Misc:

Holt stated that today was Commissioner Tanis' last meeting on the Authority and that he was grateful for his years of service and dedication on the Authority.

Michelle Young stated that the Authority had completed a number of important efforts this year including the installation and training of the new phone system, the CAD project, recording equipment, and that they are continuing to consolidate the 911 call-taking function as MSP calls will be transferred by the end of the year. In addition, the efforts of the Authority had resulted in the consolidation of the 911 dispatching function. Holt stated that it would be good to provide the Kent County Board of Commissioners with an update in 2011 of the progress and status of the Authority.

Karen Chadwick noted that the asset inventory for KCDA had been completed at GRPD.

Adjournment 11:10AM