

Kent County Dispatch Authority Administrative Policy Board

Meeting Notes

March 28, 2011 – 9:30AM

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
Mark Meijer	KCEMS
Dan Koorndyk	Kent County Board of Commissioners
James Hinton	City of Lowell
Dick Richards	City of Grandville
Chris McIntire	Michigan State Police #61
Michael Young	City of Rockford

Members Absent/Excused:

Dennis Hoemke	Algoma Twp - Township Supervisor Association
Chuck Deschaine	City of Walker
Dave Peterson	Plainfield Township

Members Absent

Greg Sundstrom	City of Grand Rapids
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Guests:

Chief Mattice and Deputy Chief Tom Hillen, Kentwood PD; Chief Deputy Michelle Young, KCSD; Matt Groesser, KCSD; Karen Chadwick, GRPD; Dave Kiddle, GRPD; Kari VanBennekorn, GRPD;

Consultant:

Ralph H. Gould, Interim – Executive Director

Staff Present:

Jennifer DeHaan, Kent County Administrator's Office

Media:

None

Call to Order :

9:35AM

Action Items:

03-28-11-01

Approval of the Agenda

To approve the March 28, 2011 meeting agenda

Motion by: Koorndyk

Support by: Richards

Unanimous

03-28-11-02

Approval of the Minutes

To approve the minutes of January 24, 2011

Motion by: Stelma
Support by: Belk
Unanimous

03-28-11-03 Members Excused: Hoemke, Peterson, Deschaine

Motion by: Belk
Support by: Meijer
Unanimous

03-28-11-04 Motion to authorize the following expenditures and disbursements

New World Systems 1 st Payment 40%	\$19,680
City of Grand Rapids	\$320,625
Kent County Sheriff's Department	\$241,875
Geotech	\$1465
Varnum, January 2011	\$2190
VanBelkum	\$8,700.45

Moved by: Deschaine
Support by: Stelma
Unanimous

03-28-11-05 Motion to approval a renewal of the KCDA insurance policy through March 2012 with the Michigan Municipal Risk Management Association for an annual premium of \$12,962.

Moved by: Hinton
Support by: Koorndyk
Unanimous

03-28-11-06 Motion to authorize the reimbursement of \$30,375 to LIFE EMS for the purchase of the Zoll CAD-to-CAD interface.

Moved by: Stelma
Support by: Young
Unanimous

03-28-11-07 Motion to extend the contract for the interim executive director with Ralph H. Gould on a month-to-month basis with an automatic monthly renewal unless either party provides notice to terminate the contract.

Moved by: Stelma
Support by: Meijer
Unanimous

03-28-11-08 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. CAD-Michelle** Young stated that the CAD system is scheduled to go live in late June and that staff is working with Motorola on the testing and training process. Young stated that Motorola is working on-site and that things are continuing to go well. The project is on schedule. Michael Young asked when the training for secondary PSAPs will occur. Michelle Young stated that the training will occur the first week of June and there will be a train-the-trainer session with additional details to be developed.
- b. New World Interface:** Michelle Young stated that New World appears to be ahead of schedule and has complete the first draft of the interface specifications. Holt noted that this was Phase I of a two part process and that this would allow the CAD data to be exported to the RMS system. Young stated that Phase II will enable the CAD data to be utilized in the mobile reporting process so that users can start reports.
- c. 911 CPE:** Karen Chadwick stated that they were continuing to work with AWT and Plant CML to resolve the issue of redundancy. AWT has a target date to complete the project to be July 18. Chadwick stated that they are waiting on a revised scope of work from AWT. Chadwick stated that the PSAPs will begin to work on a disaster recovery plan that will address the scheduled outages that will have be dealt with in order to implement the solution. This will address 911 calls and admin lines.

2. Update from Interim Executive Director: Gould distributed an updated report and timelines. Gould stated that AWT has outline the proposed system modifications and new servers at no cost to KCDA. Gould also noted that tow more cellular telephone companies have accomplished the final rerouting. He also stated that the MPSC would be holding a public hearing on the administrative rule for replacement phone systems and that he would be attending.

3. Executive Committee Update:

- a. Interim Executive Director Update:** Holt stated that a small committee comprised of Chief Hinton, Chief Peterson, and Holt were beginning to review the requirements for the Executive Director position. Holt stated that they currently are reviewing the job description and will br bringing additional details back to the Authority. In the mean time, the contract with Ralph is set to expire on April 2, 2011 and it would be in the interest of the Authority to renew the contract for an indeterminate amount of time, but to allow for a 30-day expiration when the Authority fills the position. Holt noted that they are not looking at a full-time director but someone that can fulfill the legislative needs and administrative needs for the Authority. A MOTION was made by Stelma and supported by Meijer to to extend the contract for the interim executive director with Ralph H. Gould on a month-to-month basis with an automatic monthly renewal unless either party provides notice to terminate the contract.

4. Misc: None

Adjournment 10:35 AM