

Kent County Dispatch Authority
Monday, September 26, 2011
9:30AM
City of Wyoming
Draft –Agenda



1. **Call to Order**
2. **Public Comment**
3. **Approval of the Agenda – September 26, 2011**
4. **Approval of the Minutes – August 22, 2011**
5. **Members Excused –**
6. **Financial Report:** *Motion to authorize expenditures and disbursements as attached:*
7. **Update from TAC (Young/Chadwick)**
 - (a) CAD Project Update
 - (b) Phone System Update
8. **Update from Interim Executive Director**
9. **Executive Committee Update (Holt)**
 - (a) RFP Process – Interim Executive Director
 - (b) 911 Call-Taking Agreement
10. **Miscellaneous**

Upcoming Meetings (www.Kent911.org):

KCDA Executive Committee Meeting: Monday, October 10, 2011 at 10AM, Wyoming City Manager's Office

KCDA Administrative Policy Board Meeting: Monday, October 24, 2011 at 9:30AM, Wyoming City Hall

**Kent County Dispatch Authority
Administrative Policy Board**

Meeting Notes

August 22, 2011 – 9:30AM

Meeting Location: Grand Rapids Police Department

Members Present:

Curtis Holt	City of Wyoming;
Kevin Belk	City of Grand Rapids
Larry Stelma	Kent County Sheriff's Department
Dan Koorndyk	Kent County Board of Commissioners
Dennis Hoemke	Algoma Twp - Township Supervisor Association
Dave Peterson	Plainfield Township
Michael Young	City of Rockford
Chris McIntire	Michigan State Police #61
Barry Getzen	City of Lowell
Chuck Deschaine	City of Walker

Members Absent/Excused:

Mark Meijer	KCEMS, Inc.
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Members Absent

Greg Sundstrom	City of Grand Rapids
Dick Richards	City of Grandville

Guests:

Deputy Chief Tom Hillen, Kentwood PD; Eric Hutchinson, KCSD; Matt Groesser, KCSD; Karen Chadwick, GRPD; Dave Kiddle, GRPD; Kim Koster, Wyoming PD; Brad Schutter, Wyoming PD; Chief Carmody, Wyoming, PD.

Consultant:

Ralph H. Gould, Interim – Executive Director; Stephen Blann, Rehmann Robson

Staff Present:

Jennifer DeHaan, Kent County Administrator's Office

Media:

None

Call to Order :

9:45AM

Action Items:

08-22-11-01

Approval of the Agenda

To approve the August 22, 2011 meeting agenda as amended

Motion by: McIntire

Support by: Belk

Unanimous

08-22-11-02

Approval of the Minutes

To approve the minutes of June 27, 2011

Motion by: Koorndyk

Support by: Getzen
Unanimous

08-22-11-03 Members Excused: Peterson, Meijer
Motion by: Deschaine
Support by: Belk
Unanimous

08-22-11-04 Motion to authorize the following expenditures and disbursements

Varnum - May	\$	1,387.00	
Rehmann payment 2/2			\$550
Gould - February	\$	2,105.00	
Gould - March	\$	3,060.00	
Iyetek	\$	8,850.00	
VanBelkum Annual Maintenance	\$	13,800.00	
Grand Rapids - Reimbursement of IT Charges and CAD Testing	\$	2,292.00	
Motorola - Milestone Payment Interface	\$	28,600.00	

Moved by: Deschaine
Support by: Koorndyk
Unanimous

08-22-11-05 Motion to receive and file the 2010 Annual Audit report.
Moved by: Stelma
Support by: Hoemke
Unanimous

08-22-11-06 Motion to approve the purchase of receivers to transmit GPS information from CAD at a cost not-to exceed \$11,862.00
Moved by: Koorndyk
Support by: Stelma

08-22-11-07 Motion to approve a change order with Motorola for additional CAD training at a not-to-exceed amount of \$6537.00 and to authorize the Board Chair to sign any necessary documents.
Moved by: Belk
Support by: Hoemke

08-22-11-08 MOTION was made approve the release of the RFP for Management/Consulting services.
Moved by: Belk
Support by: Hoemke
Unanimous

08-22-11-09 Meeting Adjournment
To adjourn the meeting of Administrative Policy Board.
Moved by: Belk
Support by: McIntire
Unanimous

Public Comment: None.

Summary of Discussion Items

1. **CAD Project Update:** Matt Groesser of the Kent County Sheriff's Department stated that they are continuing to move forward with the CAD testing and provisioning. Motorola and staff at the PSAPs are continuing to review issues lists and to establish the training schedules. Training is expected to begin for the "train-the-trainers" at the end of September with End-User and Mobile Training in October. The estimated cutover date is in December. Groesser stated that the project continues to be on-track and the PSAPS and Motorola are making progress. Karen Chadwick stated that they are continuing to work on issues related to interfaces and are currently working through an issue with the LEIN interface.
2. **CPE Update:** Karen Chadwick stated that KCDA has requested both a face-to-face meeting and conference call with AWT to resolve outstanding issues related to the CPE. At this time, AWT has provided a lengthy contract documents that they have requested KCDA to review and sign. Gould stated that the documents received warrant scrutiny from the Authority's attorneys and that he will be working with them on this process. Chair Holt stated that the Authority needs to identify other options to resolve the outstanding issues and that this will be placed on the Executive Committee agenda. Holt requested a list of options for next steps to be reviewed at the next Executive Committee meeting.
3. **Executive Director Update:** Gould distributed a written update to the Board which included topics such as the AWT contract, projected KCDA expenses, a timeline, and the 911 call routing process. A copy of this report is posted online at www.kent911.org
4. **Executive Committee Update:**
 - a. **RFP for Consultant/Management Services to function as KDCA Executive Director:** Holt stated that a draft copy of an RFP for this service had been e-mailed to the Authority and that the Executive Committee was recommending that the Authority approve the release of this RFP for consulting/management services. A MOTION was made by Belk and supported by Hoemke to approve the release of the RFP for Management/Consulting services. The MOTION passed unanimously.
 - b. **Call Taking Agreement:** Holt stated that the first service year of the call-taking agreement has been completed and that the Executive Committee is reviewing the terms of the contract to make a recommendation regarding the "true-up" included in the contract. This involves the distribution of the remaining \$250,000 based upon call-volume and will also set a recommendation for the distribution of \$2 million for Service Year 2. A recommendation regarding this distribution will be brought back to the full Authority in September.
 - c. **KCDA Update to Kent County Board:** Holt stated that the Authority makes an annual report to the Kent County Board of Commissioners. This year, the Authority will be waiting until after the cut-over occurs and has additional information regarding annual budget costs, revenue stability, and information related to interagency communications. This will provide the most valuable information to the Board. This will be scheduled at a later date.

Misc: Karen Chadwick invited members of the Authority to attend a tour of GR Dispatch Center and to see some of the features of the new CAD system.

Adjournment 10:20 AM