

# Kent County Dispatch Authority Administrative Policy Board

## Meeting Notes

September 26, 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
Chris McIntire	Michigan State Police #61
Mark Meijer	KCEMS, Inc.

**Members Absent/Excused:**

Barry Getzen	City of Lowell
Chuck Deschaine	City of Walker
Dick Richards	City of Grandville

**Members Absent**

Greg Sundstrom	City of Grand Rapids
Michael Young	City of Rockford

**Guests:** Deputy Chief Tom Hillen, Kentwood PD; Matt Groesser, KCSD; Karen Chadwick, GRPD; Dave Kiddle, GRPD; Chuck DeWitte, KCSD; Rick Uslan, Motorola;

**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:**

**09-26-11-01**

Approval of the Agenda

To approve the September 26, 2011 meeting agenda as amended

Motion by: Belk

Support by: Meijer

Unanimous

**09-26-11-02**

Approval of the Minutes

To approve the minutes of August 22, 2011

Motion by: Hoemke  
Support by: McIntire  
Unanimous

**09-26-11-03**      Members Excused: Getzen, Deschaine, Richards

Motion by: Hoemke  
Support by: Peterson  
Unanimous

**09-26-11-04**      Motion to authorize the following expenditures and disbursements

Grand Rapids Press	\$52.50	
Kent County Information Technology		\$3,294.15

Moved by: Koorndyk  
Support by: Peterson  
Unanimous

**08-22-11-05**      Meeting Adjournment

To adjourn the meeting of Administrative Policy Board.

Moved by: Belk  
Support by: Meijer  
Unanimous

**Public Comment:**      None.

**Summary of Discussion Items**

1. **CAD Project Update:** Michelle Young stated that the CAD Project continues to move forward with an anticipated cutover date in December 2011 for both KCSD and GRPD. The County has begun its train-the-trainer process and the City is moving forward with mobile training. Young stated that there are still some issues being worked on but that they are continuing to move forward. Following the completion of the cutover, staff will move into Phase II of the project which will include, but not be limited to, the following: 1) CAD to CAD interfaces with third-parties including the ambulance companies and the MSP. This will allow them to automatically receive ANI-ALI information through the CAD system; 2) PRO-QA which is the medical dispatching software will require additional training of call-takers and this is expected to be implemented in fall 2012.
2. **CPE Update:** Karen Chadwick stated that AWT has the software necessary to complete the requirements of the RFP and that they will be completing this work in October. Chadwick stated that the intent of the RFP was to create a single-geo-diverse system that will serve two dispatch centers but that the system installed now has created two separate systems with some back-up capability. However, with the software solution identified by AWT, the call timing back-up will be fully operational. The expected sign-off for system acceptance will be in late October/November, following the completion of the project install, testing, etc. Following this, the interface from the phone system to the CAD system will be constructed within the time frame to allow for the cutover of the CAD system in December 2011.

3. **Executive Director Update:** Gould distributed a written update to the Board which included topics such as the AWT contract and 700 Mhz D Block radio frequencies. A copy of this report is posted online at [www.kent911.org](http://www.kent911.org)
4. **Executive Committee Update:**
  - a. **RFP for Consultant/Management Services to function as KDCA Executive Director:** Holt stated that the Authority had received three responses to the RFP and that these responses were e-mailed to the full Authority along with an invitation to attend a meeting on September 22, 2011 to discuss the qualifications. At the meeting on the 22<sup>nd</sup>, two of three proposals were selected for an interview. Holt stated that the interviews have been scheduled for 10/10/2011 beginning at 10AM and 11AM. Following those interviews, a recommendation will be made from the Executive Committee to the full Authority at the October meeting. Dan Koorndyk asked when the anticipated selection process would be complete and the transition would occur? Holt stated that the intent is to have the services of the County staff and the interim-executive director spun-off by January 2012. And, that it was also his understanding that the County would like to also spin-off those accounting/purchasing services that are currently being provided. Holt stated that there are some options for that which would include contracting for these services with one of the other partnering cities or even hiring a firm to complete the accounting processes for the Authority. Holt stated that this would be something that we would continue to work towards.
  - b. **Call Taking Agreement:** Holt stated that there had been some discussion regarding the distribution of the 911 call-taking funds and that the Executive Committee would be bringing a recommendation to the full Authority in October to amend the Agreement to have the funding distributed based upon the actual call volume.
  - c. **Five Year Budget Forecast:** Holt distributed a draft budget projection that was completed by Ralph Gould. Holt stated that this includes estimated on-going expenses and makes a number of assumptions regarding both revenues and expenditures. Holt stated that it was good to keep this in front of the Authority.

**Misc:** None.

**Adjournment 10:05 AM**