



**Administrative Policy Board
9:30 am Monday, June 25, 2012
Wyoming City Hall, Lower Level Conference Room**

Meeting Minutes

- 1. Call to Order by Vice Chair Dave Peterson at 9:30 AM – A quorum was present.**

Members Present

David Peterson	Plainfield Fire Department
Larry Stelma	Kent County Sheriff
Dan Koorndyke	Kent County Commissioner
Dick Richards	City of Grandville
Dennis Hoemke	Algoma Township
Michael Young	City of Rockford
Chris McIntire	Michigan State Police
Mark Meijer (arrived 9:45)	Kent EMS

Members Absent

None

Members Excused

Kevin Belk	Grand Rapids PD
Laura Knapp	Grand Rapids FD
Charles DeSchaine	City of Walker
Barry Getzen	Lowell PD
Curtis Holt	City of Wyoming

Guests:

Karen Chadwick	Grand Rapids PD
David Kiddle	Grand Rapids PD
Chuck DeWitt	Kent County Sheriff
Matt Groesser	Kent County Sheriff
Rick Uslan	Motorola
Dennis Demaray	Harris
Keith Johnson	AWT
Kristin Saper	Rehmann
Ronald Bonneau	Executive Director

2. Public Comment - None

3. Presentation on Future Voice Radio – Dennis Demaray have a presentation on the future of radio communications from Harris radio’s point of view. The presentation focused on the next generation of communications devices that will operate in an IP environment notably using LTE network. A special emphasis was placed on hand held communication devices and the ability to blend voice and data. He also provided a brief overview of the FirstNet initiative and the penetration of data and voice broadband in the next 5 to 10 years. Following was a Q&A session.

4. Approval of the Agenda – June 25, 2012

Motion to approve the agenda - Meijer,

Second by Richards

Discussion – Koorndyke moved the AWT item be moved to the end of the agenda as it was anticipated that this would require an Executive Session for discussion.

Meijer amended his motion to include the edit of agenda and Richards amended his second of the motion to include the edit.

Motion passed 8-0

5. Approval of the Minutes – May 21, 2012

Motion to approve the May 21, 2012 minutes as presented – Koorndyke

Second – Richards

No discussion

Passed 8 -0

6. Members Excused

Motion to excuse Holt, Belk, Knapp, Getzen and DeSchaine – Meijer

Second – Richards

No Discussion

Passed 8 – 0

7. Financial Report (*Motion to Authorize Expenditures and Disbursements as Attached*) Bonneau directed the Board's attention to two items in the report; one being the income projected from last year as it relates to that income actually collected. There was \$100K less in income realized in 2011 than budgeted due to lack of actual surcharge funds and less investment income; that the current budget talks will recognize that trend. Second, the surcharge income should improve in the next few months based on historical patterns.

Motion to Approve the Financial Report and to Pay Bills – Hoemke

Second – McIntire

No Discussion

Passed 8 – 0

8. Presentation of FY2011 Audit – Kristin Sapar of Rehmann gave the Chair bound copies of the 2011 Audit and gave a brief report on the findings of the audit team. She indicated that the reports on financial information contained no inaccuracies and the audit firm attested that the financial management of KCDA

is within legal requirements. She noted one error in reporting some 2010 assets that had been listed in both 2010 as well as 2011 but it has been corrected.

Motion to accept audit and place it on file - Meijer

Second – Young

No Discussion

Passed 8 - 0

9. Cassidian Maintenance Issue – (Bonneau) – Tabled

10. Kent County Treasurer Pooled Asset Agreement: Bonneau explained the reason for this agreement which is to allow KCDA to continue to invest in the pooled asset investment fund through Kent County and is required by the Kent County Board of Commissioners going forward as KCDA changes its fiduciary agent.

Motion to approve the agreement with Kent County Treasurer to invest KCDA funds in the Pooled Assets Investment Fund and to authorize the Vice Chair to sign the Agreement. – Koorndyke

Second – Meijer

Discussion – Meijer asked if this agreement allows KCDA flexibility to invest in other funds as well? Answer is Yes. No further discussion.

Passed 8 – 0.

11. Kent County Treasurer Sweep Fund Resolution – Bonneau explained the need to have some funds available for KCDA use prior to July 1st and the resolution allows for a transfer of \$120,000 and the remainder after the funds held by Kent County are reconciled. This motion is supported by the motion approved on 05-21-2012 in which KCDA approved changing financial service providers.

Motion to authorize Kent County, which currently manages the Authority's financial services, to complete a one-time transfer of \$120,000 to the Authority's new account being held at the City of Wyoming and to authorize Kent County to transfer all remaining funds to KCDA - City of Wyoming in July after all accounts are reconciled. – Hoemke

Second – Koorndyke

Discussion – Meijer asked that when the funds are transferred that the Board be provided with a report on what is held where and in what amounts so that they know the total finances in control of KCDA. He also asked about the process where the pooled investment funds are transferred between KCDA and Kent County. Bonneau explained that the surcharge funds as well as fund held by Kent County will be transferred to KCDA new fiduciary and then any investments for pooled assets will be transferred back to Kent County so that a paper trail exists on what has been invested and in what amount. Meijer felt that is a good process. No further discussion.

Passed 8 – 0.

12. Strategy Retreat – *Vice Chair Peterson advised that Curtis Holt wanted to hold a retreat on future strategy for KCDA and suggested having the meeting on August 13th immediately following the Executive Committee meeting. After discussion it was felt that August is problematic due to various vacations and commitments and the Board would like it to be scheduled for the Administrative Policy Board meeting of September 24th. They requested the APB meeting begin at 8:30 AM that day with the strategy meeting beginning after the conclusion of the meeting with Wyoming furnishing the lunch meal.*

13..Update from TAC (Michelle Young and Karen Chadwick)

- a. *CAD* – Matt Groesser have update for Michelle Young and reported that they are optimistic that the releases of the software will permit a go live date in the first week of December for the County to be followed by the City of GR. This will permit end user training to occur in October. They are seeing good progress on the Query functions and are also following the Saginaw implementation to learn from them as they work in Premier 1 CAD.
- b. *CPE* – Karen Chadwick reported that maintenance issues have continued but that thanks to a meeting Bonneau had with a senior Cassidian official during the NENA conference that the class of service query issue with the Aurora reporting software has been corrected and that both PSAP's have used the query.

- c. *Radio Consultant RFP* – Karen Chadwick reported that the RFP for radio consulting has been issued by the City of Grand Rapids and they are hoping to be able to review proposals and make a hiring determination by the end of August. Bonneau reported the RFP has been posted to both the NENA and APCO websites and has been distributed to seventeen consultants in the field.

14. AWT Issue and Lockhart Review of AWT Maintenance Contract

Motion to move to Executive Session since the item contains a decision on a current KCDA contract - Koorndyke

Second – Meijer

No Discussion

Passed 8 – 0

Executive Session began at 10:33 AM

Regular Meeting reconvened at 10:50 AM

Koorndyke made a motion to terminate the maintenance portion of the AWT contract and give notice as required.

Second – Young

No Discussion

Passed 7 – 0

(Meijer left the meeting at 10:42 AM, prior to this motion)

15. Update and Progress Report from Executive Director: Bonneau asked if there were any questions of his report and there were none.

16. Executive Committee Update – there were no questions about the executive committee.

17. Miscellaneous

Motion to adjourn – Young

Second Stelma

No Discussion

Passed 7 – 0

Respectfully submitted;

Ronald Bonneau, ENP

Upcoming Meetings (www.kent911.org)

KCDA Executive Committee Meeting:

Monday, July 9, 2012 at 10:00 AM, Wyoming City Hall

KCDA Administrative Policy Board Meeting:

Monday, July 23, 2012 at 9:30 AM, Wyoming City Hall

Bills for Approval

Name	Purpose	Amount	Approval
Kent Co	IT Services Mar, Apr, May	364.76	Curtis
Kent Co	IT Services Feb	\$1,056.69	Curtis
Kent Co	GIS Services Feb	\$6,092.19	Curtis
PCS	Consulting May 12	\$6,363.75	Curtis
Proforma	Gould Award	\$223.18	Curtis
Van Belkum	NICE Logging Maint	\$13,800.00	Contract
Van Belkum	Monthly Auditing	\$3,250.00	Contract
Van Belkum	GR SpectraCom	\$1,200.00	Curtis