



**Administrative Policy Board  
9:30 am Monday, August 27, 2012  
Wyoming City Hall, Lower Level Conference Room**

**Agenda**

- 1. Call to Order**
- 2. Public Comment**
- 3. Approval of the Agenda** – August 27, 2012
- 4. Approval of the Minutes** – June 25, 2012
- 5. Members Excused**
- 6. Financial Report** (*Motion to Authorize Expenditures and Disbursements as Attached*)
- 7. KCDA Financial Policy** (Bonneau)  
Resolution #13-082712 to adopt the Financial Policy as recommended by the KCDA Executive Committee as presented.
- 8. KCDA Financial Procedures** (Bonneau)  
Resolution #14-082712 to adopt the Financial Procedures as recommended by the KCDA Executive Committee as presented.
- 9. Cassidian Maintenance Contract** – (Bonneau)
- 10. Kent County Pooled Assets** – (Bonneau)  
Resolution #15 - 082712 to Authorize Curtis Holt and Michael Young to transfer KCDA funds to and from the Kent County Pooled Asset accounts.
- 11. KCDA and GIS** (Holt)

- 12. Strategy Retreat** – *Immediately Following the Admin Policy Board meeting on September 24<sup>th</sup> which the Board has asked to begin at 8:30 AM. (Holt)*
- 13. Update from TAC** (Michelle Young and Karen Chadwick)
- a. CAD
  - b. Radio Consultant RFP
- 14. Update and Progress Report from Executive Director:** (Bonneau)
- 15. Executive Committee Update** (Holt)
- 16. Miscellaneous**

**Upcoming Meetings** ([www.kent911.org](http://www.kent911.org))

KCDA Executive Committee Meeting:

Monday, September 10, 2012 at 10:00 AM, Wyoming City Hall

**NOTE TIME CHANGE**

KCDA Administrative Policy Board Meeting:

Monday, September 24, 2012 at 8:30 AM, Wyoming City Hall

**KDCA Strategy Meeting**

**Monday, September 24<sup>th</sup> Immediately at Conclusion of APB**

**Lunch will be provided**

**Bills for Approval**

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>Approval</b>
Kent IT	IT support	807.00	Curtis
Motorola	Mobile Software Licenses	\$56,517.00	Milestone
Motorola	Mobile Software Licenses	\$28,600.00	Milestone
MMRA	Insurance	\$3093.00	Curtis
Kent GIS	Map Maint	323.47	Curtis
Kent IT	IT Support	322.35	Curtis
Kent Co	Smartnet Annual Maintenance	\$5,488.86	Curtis
T&W Electronics	VHF Transmitter	\$6,832.00	Curtis
Motorola	Training	\$6,537.00	Milestone
Varnum	Fiduciary Agreement	\$730.00	Peterson
PCS	Consulting June 12	\$6,125.63	Curtis
PCS	NENA Conf Travel	\$1,330.90	Curtis
PCS	Consulting July 12	\$5,679.38	Curtis
Wyoming	Fiduciary Services July and Aug	\$2,000.00	Curtis
Kent Co Sheriff	Travel Reimbursement NAED	\$1,068.48	Curtis

## Status of Current and Future Project / Task

Project/Issue	Assigned	Status	ECD
Set up new Bank Account	Bonneau	Completed	Closed
Travel Policy	Bonneau	In 2 <sup>nd</sup> Draft Review with Exec Committee	8-18-12
Created Chart of Accounts	Bonneau	Completed	Closed
5 / 10 year Capital Budget	Holt and Finance Committee	To Finance Committee	9-10-12
ATT Cassidian Maintenance Contract	Bonneau and PSAP's	Pending Legal	9-24-12
PSAP Call Handling Agreement half year payment	Bonneau	Pending resolution of Aurora Reporting	9-24-12
Web Site Redesign	Bonneau	First Edition Completed	TBD
CAD to CAD interface	Young	In Progress	TBD
CAD Installation Timeline and Progress Reports	Chadwick and Young	Weekly Conference Calls with Motorola	TBD
Zetron Paging	Chadwick		TBD
Interface of ProQA Paramount to Motorola CAD	CAD KCSO	In Discussion with Motorola	TBD
Live MUM	Pending		TBD
Fire Grant Project	Team	RFP for Consultant Review and Contract	3-1-13
Finance Policy	In Progress	Recommend Adoption	8-27-12
Finance Procedures	In Progress	Recommend Adoption	8-27-12