



**Administrative Policy Board
Monday, March 25, 2013 @ 9:30 AM
City of Wyoming, West Conference Room**

Minutes

1. Call to Order at 9:36 AM there being a quorum present by Chair Holt.

Member Present

Curtis Holt	City of Wyoming
Kevin Belk	City of Grand Rapids
Larry Stelma	Kent County Sheriff
Laura Knapp	City of Grand Rapids
Barry Getzen	City of Lowell
Nate Vriesman	Kent County Board
Mark Meijer	Kent EMS
David Peterson	Plainfield FD
Dennis Hoemke	Algoma Township
Chuck Deshaine	City of Walker

Members Absent

Dick Richards	City of Grandville
Michael Young	City of Rockford

Members Excused

Chris McIntire	Michigan State Police
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Guests

Karen Chadwick	Grand Rapids PD
David Kiddle	Grand Rapids PD
Chuck DeWitt	Kent County Sheriff
Michelle Young	Kent County Sheriff
Matt Groesser	Kent County Sheriff
Ronald Bonneau, ENP	Executive Director

2. Public Comment - None

3. Approval of the Agenda – March 25, 2013

Motion to approve the agenda by Belk

Second by Knapp

No discussion

Passed 10 - 0

4. Approval of the Minutes – January 28, 2013

Motion to approve minutes by Hoemke

Second by Peterson

No discussion

Passed 10 - 0

5. Members Excused

Motion to excuse Chris McIntire by Peterson

Second by Meijer

No discussion

Passed 10 – 0

6. Financial Report Bonneau made report on FY2012 budget and pointed out that the surcharges received by Kent County for collections of Kent County surcharge had been received and accrued back and totaled \$3,043,317 for FY2012 which is \$156,000 less than the income budgeted for the Kent County surcharge. However Kent County has received State of Michigan surcharge and has accrued those sums back and the total received for the FY2012 was \$952,151 which is \$52,151 more than was budgeted for that surcharge.

Additionally KCDA received income from interest in the amount of \$15,941 which was \$34,058 less than what was budgeted in FY2012 for a net loss of income of \$138,590 from what was budgeted for surcharge/interest income for FY2012. Additionally Bonneau explained why line item 994-325-32500-860.000 is over budget as travel bills that Kent County billed to capital were reversed by our new Fiduciary to the training line item for accounting purposes. A discussion ensued that raised several issues including that the budget report shows various expenses line items where a significant savings was realized, which resulted in a budget surplus. The report reflects total expenses budgeted at \$6,730,750 but actual expenses were \$3,448,719 which indicates KCDA has a surplus of \$3,272,031 which is not really accurate as we have a significant amount of funds that are already obligated for projects that were not paid out in 2012 such as CAD, EMD and the FEMA match. This report does not identify them as obligated funds. Bonneau explained that the obligated funds were separated into line items within the working budget and that is why the expenses were so high, that it included those capital obligations that we wanted to account for this year (CAD \$1,100,000, EMD \$65,000 and FEMA grant \$500,000) but that it could be shown in a clearer way for the Board to understand the true financial picture. Another comment arose asking whether we are using a cash or accrued method of budgeting as this report seem like a hybrid of the two. Bonneau explained that the budget report was created by him to help him plan for the FY2013 budget by identifying cost centers within the formally approved fund budget by the Admin Policy Board. This report is basically a working document to show the cost centers for the Board and the two PSAP's. It was the consensus of the Board that the Finance Committee needs to take a look at the current report and make changes that reflect the comments made.

Motion to accept and file the report by Peterson

Second by Meijer

No further discussion

Passed 10 - 0

7. Voucher of Bills (*Motion to Authorize Expenditures and Disbursements as Attached*) *Bonneau explained that the bills reflect the approved travel policy where KCDA advances funds for travel if the traveler prefers that method and three bills this month are for pre paid travel of Matt Groesser.*

Motion to approve bill on voucher by Hoemke

Second by Peterson

No discussion

Passed 10 – 0

8. Finance Committee Report and Recommendations Finance Chair Getzen explained the recommendations of the KCDA Finance Committee for the three resolutions listed below and added that they had been vetted to the Executive Committee whose recommendation was to present them to the Board for approval.

a. **Resolution #4-032513** to establish a standalone Capital Fund for the Authority to set aside funds for equipment upgrades and replacement as determined in the annual budget.

b. **Resolution #5-032513** to increase the Finance Committee by another two (2) members from the Board.

c. **Resolution #6-032513** to implement a new procedure that all new initiatives, which require funding by KCDA be reviewed by the Finance Committee before being presented to the Administrative Policy Board for approval.

Motion to approve Resolutions 4-032513/5-032513/6-032513 by Meijer

Second by Peterson

No discussion

Passed 10 - 0

9. Approval of Asset Inventory, Depreciation and Disposal Policy *Bonneau explained the reason why this policy is needed, notably to address concerns of the insurance carrier and the auditors on KCDA assets. A discussion ensued on*

the asset value of \$250 as being too low an amount of money to require accounting of the asset and it was felt the amount needed to be increased. Additionally there was discussion of the method of disposal in the policy and some felt this would be burdensome on KCDA to collect the assets and dispose of them, some of which would have low or no value.

- a. **Resolution #7-032513** to approve the Asset Inventory, Depreciation and Disposal Policy as recommended by the Executive Committee.

Motion to table resolution #7-031513 and refer to Finance Committee for review and recommendations by Meijer

Second by Peterson

No further discussion

Passed 10 - 0

10. Amendments to the Approved KCDA Financial Policy (Bonneau)

- a. **Resolution #8-032513 to add to the Financial Policy in Section #3.1 the following language:** *Accounts receivable will be accrued back to the previous fiscal year for all surcharge funds received by the Authority from the State of Michigan and/or Kent County in the months of January, February and March of each year.*
- b. **Resolution #9-032513 to add to the Financial Policy in Section #3.1 the following language:** *All accounts payable for invoices for services rendered in the fiscal year will be paid and accrued back to the previous fiscal year by the end of February of each year.*
- c. **Resolution #10-032513 to amend the Financial Policy in Section #3.2 with the following language:** *The Chair of the Administrative Policy Board will appoint a six (6) member Finance Committee for a two year term which will consist of the Board Treasurer, , the Executive Director and four (4) members-at-large selected from the Administrative Policy Board . A representative of the Fiduciary will serve on the Board as an advisor. The Executive Director will serve but will not have a vote.*
- d. **Resolution #11-032513 to amend the Financial Policy in Section #3.3 with the following language:** *The Chairman of the Administrative Policy Board, the Vice Chairman of the Administrative Policy Board, the Board Treasurer and one of the four (4) members at large from the Finance Committee as detailed in 3.2 above will serve as the signatories for the bank and/or investment accounts of KCDA as required.*
- e. **Resolution #12-032513 to add to the Financial Policy in Section #3.5 the following language:** *The Finance Committee will review any*

proposed capital expenditure for both its short and long term influence on the financial condition of the Authority and forward its recommendation on the capital item before the capital expenditure is presented to the Administrative Policy Board for consideration.

Motion to approve Resolutions #10-032513/#11-032513/#12-0325/13 by Meijer

Second by Knapp

No discussion

Passed 10 – 0

A discussion ensued about the language in Resolutions #8 and #9 as well as and to the method of accruing back income and expenses to a prior year as well #13 and #14 below as to the time frames identified. Furthermore, does this support the cash or accrual method of accounting which the Board wanted clarified? Additionally, a question was raised that if income were received in January or February or March of a given year that was clearly from collections received in the current calendar year the language indicates that it must be accrued back to the previous year.

Motion to table Resolution #8-0325-13/#9-032513 as well as 13-032513/#14-032513 and refer them to Finance Committee for further clarification on accruing income and expenses back to a previous fiscal year and for accurate wording to the intent of the resolution by Meijer

Second by Deschaine.

No further discussion

Passed 10 - 0

11. Amendments to the Approved KCDA Financial Procedures (Bonneau)

- a. **Resolution #13-032513 to amend the language in the Financial Procedure Section 2 by adding** Determine if the financial request is within the current Fiscal Year or within sixty (60) days of the end of the past Fiscal Year and if the financial request is from the last fiscal year, accrue same back to that fiscal year.
- b. **Resolution #14-032513 to add section 7 to the Financial Procedures by adding:** Determine if the 9-1-1 surcharge income received is to be accrued to the current fiscal year budget or the previous fiscal year budget (surcharge funds received by the Authority in January, February and March of each year are to accrued back to the previous fiscal year).
 - i. See action item on Item #10 above tabling to Finance Committee

12. Appointments by the Chair –

- a. Finance Committee - Following the recommendations of the Finance Committee Chair Holt appointed Mark Meijer and Chris McIntire to the KCDA Finance Committee

Motion to approve appointments by Vriesman

Second by Stelma

No discussion

Passed 10 - 0

13. TAC Reports – (Young and Chadwick)

- a. *CAD- Michelle reported that they had two meetings with Motorola where Motorola identified new resources to address the outstanding issues that remain from Phase I specifically problems with Query responses and the time it takes for information to be retrieved and displayed. They had a meeting with CORE, Comsys and Motorola to determine where in the process path the delay is occurring and are hoping to have a workable solution by the end of the month. She is confident they will be able to resolve the outstanding issues. Also she reported they are beginning initial work on the CAD to CAD interface and other interfaces for Phase II of the project. Karen reported that the operational data base is larger than the data base in the training server that they use for testing Hot Fixes and this is creating a problem as they cannot test new fixes using recent data. Motorola is determining what they can do to rectify this situation.*
- b. *EMD – Michelle reported that the TAC committee has met twice and has formed some subworking groups to look at call flow for the current status of EMS dispatch. They expect to have another meeting on May 2nd and will make a presentation at the Executive Board meeting in May that will cover the breadth of the issue. Michelle urged attendance at the May EC meeting so that all members will have a good understanding of the EMS/EMD process and what the challenges will be as we move forward.*

- c. *Radio Consultant RFP – Karen reported that the pre bid meeting of potential vendors will be tomorrow, March 26th beginning at 8:30 AM at GR followed by a site visit to both PSAP's . She went on to report that FEMA has issued an extension to the grant to September 2013 and that Elert expects the equipment to be installed prior to that date.*

14. Update and Progress Report from Executive Director: Bonneau gave highlights of the major parts of the two papers for information purposes.

- a. White Paper on Mobile Applications for Health Services
- b. White Paper on SMS Texting to 9-1-1

15. Executive Committee Update – None

16. Miscellaneous – None

Meeting adjourned at 10:48 AM

Respectfully submitted

Ronald Bonneau, ENP

Upcoming Meetings (www.kent911.org)

KCDA Executive Committee Meeting

Monday, April 8, 2013 at 10 AM

City of Wyoming, Managers Conference Room

KCDA Administrative Policy Board Meeting

Monday, April 22, 2013 at 9:30 AM

City of Wyoming West Conference room

Bills for Approval

Name	Purpose	Amount	FY	Approval
Wyoming	Fiduciary Feb 13	\$1,000.00	2013	Bonneau
Wyoming	Fiduciary Mar13	\$1,000.00	2013	Bonneau
PCS	February 13	\$5,426.25	2013	Curtis
PCS	January 13	\$6,080.63	2013	Curtis
Kent IT	IT Support Jan 13	\$573.98	2013	Bonneau
Kent IT	IT Support Feb 13	\$225.72	2013	Bonneau
IAED	Groesser Registr	\$515.00	2013	Bonneau
Grand American hotel	Groesser Hotel	\$537.09	2013	Bonneau
Matt Groesser	Airfare Pre Pay	\$451.60	2013	Bonneau
Ron Bonneau	Seminar Reimb	\$586.52	2013	Curtis
Rehmann	Deposit Payment	\$4,200	2013	Curtis
Rehmann	Payment	\$4,200	2013	Curtis

Status of Current and Future Project / Task

Project/Issue	Assigned	Status	ECD
Asset Inventory and Disposal Policy	Bonneau	Awaiting Board Approval	3-25-13
Travel Policy	Bonneau	Approved and Posted	Completed
Records Retention and Disposal Policy	Bonneau	Preparing Draft for 1 st Review by EC	TBD
GIS Coordination Project	Holt	On Going	TBD
PSAP OT reimbursement Requests	Bonneau	Approved – Checks Issued	Completed
5 / 10 year Capital Budget	Finance Committee	Pending Meeting in April	TBD
PSAP Surcharge Allocation	Bonneau	Approved – Checks Issued	Completed
RFP / Radio Design	Team	RFP issued awaiting Pre Bid Meeting March 26 th	Pending
Rehmann Audit	Bonneau	In Progress	TBD
Web Site Redesign	Bonneau	On Going	TBD
CAD to CAD interface	Young	In Progress	TBD
Annual Report for 2012	Bonneau	Working to Update Web Site	TBD
CAD Phase I	Chadwick and Young	Working to clear up punch list items	On Going
Zetron Paging	Chadwick	Pending Phase II	TBD
KCDA Strategy Meeting	Bonneau	On Going	TBD
MMRMA Insurance Review	Bonneau	Finalized Asset List	2-15-13
Surcharge Reporting Initiative	Holt	Pending review with	TBD

	Bonneau	Kent County Chairman	
Pro Q A Interface	Young	Pending	TBD
EMD Project	Young	Task Force Committee Formed and Meeting	TBD
Finance Committee Recommendations	Getzen	Awaiting Board Approval	March 25