



**Administrative Policy Board  
Monday, June 24, 2013 @ 10:00 AM  
City of Wyoming, Council Chambers**

**Agenda**

- 1. Call to Order** (Holt)
- 2. Public Comment**
- 3. Approval of the Agenda** – June 24, 2013
- 4. Approval of the Minutes** – April 29, 2013
- 5. Members Excused**
- 6. Financial Report** (Bonneau)
- 7. Voucher of Bills** (*Motion to Authorize Expenditures and Disbursements as Attached*)
- 8. Finance Committee Report** (Getzen)
  - a. Rehmann Audit Recommendations & Approval  
**Resolution 17-062413** to accept and place on file the Rehmann Audit of FY 2012 and post to the Kent911 website.
  - b. Budget Recommendations
- 9. Emergency Medical Dispatch Presentation & Discussion** (Groesser)
- 10. State Next Generation 9-1-1 GIS Project** (Bonneau)
  - a. Letters of Interest/Participation

**Resolution 18-062413** to participate in the State of Michigan NG911 GIS project and authorize the Executive Director to execute all agreements required in the project.

*b.* CGAP Grant Application

**Resolution 19-062413** to authorize the Executive Director to submit an application for CGAP funds to address the comprehensive maintenance of GIS data layers in support of both the Michigan NG911 GIS project and the two PSAP's GIS needs.

**11. TAC Reports –** (Young and Chadwick)

*a.* CAD

*b.* Radio Project

**12. Update and Progress Report from Executive Director:** (Bonneau)

**13. Executive Committee Update** (Chair)

**14. Miscellaneous**

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

**KCDA Executive Committee Meeting**

July 8, 2013 at 10 AM

City of Wyoming, Managers Conference Room

**KCDA Administrative Policy Board Meeting**

Monday July 22, 2013 at 10:00 AM

City of Wyoming First Floor West Conference room

**Bills for Approval**

<b>Name</b>	<b>Purpose</b>	<b>Amount</b>	<b>FY</b>	<b>Approval</b>
Wyoming	Fiduciary May 13	\$1,000.00	2013	Bonneau
Wyoming	Fiduciary June 13	\$1,000.00	2013	Bonneau
PCS	April 13	\$5,551.50	2013	Curtis
Ron Bonneau	NAED Reimburs	\$824.85	2013	Curtis
PCS	May 13	\$6,429.38	2013	Curtis
Josh Howell	NAED Reimburs	\$622.00	2013	Bonneau
GR	NAED Reimburs	\$809.60	2013	Bonneau
Kent IT	April IT	\$195.00	2013	Bonneau
Rehmann	Audit Payment	\$500.00	2013	Bonneau
Grand Rapids	CAD OT	\$20,819.70	*2013*	Curtis
Wyoming Floral	Funeral Arrangmt	\$105.90	2013	Bonneau
Kent GIS	April GIS	\$3,977.27	2013	Curtis
Clark Hill	Legal – Surcharge Reporting	\$2,223.00	2013	Bonneau
Drew Wireless	GIS Installations	\$7,004.00	2013	Curtis
APCO	Regist Chadwick	\$470.00	2013	Bonneau
Matt Groesser	NAED Reimb	\$114.78	2013	Bonneau
Kent GIS	April 2013	\$420.74	2013	Bonneau
Bonneau	Reimb MCDA	\$204.24	2013	Curtis
MCDA	Regist Bonneau	\$100.00	2013	Curtis
Motorola	Conf Reg Wakeman	\$695.00	2013	Bonneau
APCO	Conf Reg Chadwick	\$470.00	2013	Bonneau
Van Belkum	Recorder Maint Contract	\$13,800	2013	Curtis

Van Belkum	Recorder Enhanced Services	\$3,250	2013	Curtis
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### Status of Current and Future Project / Task

Project/Issue	Assigned	Status	ECD
Asset Inventory and Disposal Policy	Bonneau	Approved and Posted	Completed
Draft Fund Balance	Bonneau	Draft	TBD
Records Retention and Disposal Policy	Bonneau	Preparing Draft for 1 <sup>st</sup> Review by EC	TBD
GIS Coordination Project	Holt	On Going	TBD
Media Awareness Project	Bonneau	Pending Presentation	TBD
5 / 10 year Capital Budget	Finance Committee	Scheduled for July Finance Meeting	TBD
Ethics Policy	Bonneau	Development	TBD
RFP / Radio Consoles	Team	Awaiting Bid Award	Pending
Rehmann Audit	Bonneau	Awaiting Board Acceptance	June 24, 2013
Web Site Redesign	Bonneau	On Going	TBD
CAD to CAD interface	Young	In Progress	TBD
SNC Annual Report for 2012	Young	Sent to State May 15	Completed
CAD Phase I	Chadwick and Young	Working to clear up items on CU1	On Going
Zetron Paging	Chadwick	Pending Phase II	TBD
KCDA Strategy Meeting	Bonneau	On Going	TBD
MMRMA Insurance	Bonneau	Policy Renewed	Completed

Surcharge Reporting Initiative	Holt Bonneau	Pending review with Kent County Chairman	TBD
Pro Q A Interface	Young	Pending	TBD
EMD Project	Young	Awaiting Presentation to APB and Decision	June 24, 2013
Finance Committee Recommendations	Getzen	Awaiting Board Approval	TBD
Fiscal Year 2014 Budget	Bonneau/ Finance Comm	Pre Planning for July Finance meeting	Oct 2013