



**Administrative Policy Board
Monday, November 25, 2013 @ 10:00 AM
City of Wyoming, 1st Floor Conference Room**

Minutes

1. Called to Order with a quorum being present at 10:00 AM by Chair Holt.

Members Present

Curtis Holt	City of Wyoming
David Peterson	Plainfield FD
Laura Knapp	Grand Rapids FD
Chuck Deschaine	City of Walker
Barry Getzen	City of Lowell
Mark Meijer	Kent EMS
Chris McIntire	Michigan State Police
Kevin Belk	Grand Rapids PD
Nate Vriesman	Kent County Commissioner
Dennis Hoemke	Algoma Township

Members Absent

Michael Young	City of Rockford
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Members Excused

Larry Stelma	Kent County Sheriff
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Guests Present

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

2. Public Comment - None

3. Approval of the Agenda – Motion to approved the agenda of November 25, 2013, by Hoemke

Second by Peterson

No Discussion

Passed 10 - 0

4. Approval of the Minutes – Motion to approve the minutes of October 28, 2013, by Hoemke

Second by Peterson

No Discussion

Passed 10 – 0

5. Members Excused – Motion to excuse Larry Stelma by Belk

Second by Getzen

No Discussion

Passed 10 - 0

6. Financial Report – Bonneau reported that they had been advised by the Kent County Financial Department that they will be transferring an additional \$406,456 in Kent County 911 Surcharge Funds this month bringing the total to date for that income line item to \$1,877,914 or 62% of the expected income from that source.

7. Voucher of Bills - *Motion to Authorize Expenditures and Disbursements as Attached and to approve the Financial Report by Vriesman.*

Second by Peterson

No Discussion

Passed 10 - 0

8. Finance Committee Report – Barry Getzen gave introduction on the development of the each of the assignment agreements contained in the Board packets and had Bonneau explain the various sections of the agreements. Bonneau gave the Board the information from Matt Zimmerman the Board Attorney in assigning these software licenses to the individual ambulance companies and the defined reasons why this assignment is in the best interest of the citizens of Kent County and KCDA. Bonneau explained that upon the Board reaching consensus on the assignment agreement he will proceed to speak with each ambulance provider about executing the assignment agreements and then will return with the agreement for final and formal resolution of the Board. There were two questions on clarification and the process to be followed in making the presentations of the agreements. Additionally, there was one suggestion that met with the approval of the entire Board to strengthen the language in the #3 item in the agreement to add the phrase “for all medical calls handled” to the existing language. Bonneau to edit that paragraph. The chair asked if anyone had any problems with the assignment agreement that would prohibit the Executive Director from meeting with the individual ambulance companies and there were none. Bonneau authorized to speak with each ambulance companies as indicated below:

a. EMD Assignment Agreements Informational Items

i. Life

ii. AMR and the Assignment Quote for AMR (as an example)

iii. Rockford

9. KCDA Attorney Selection Process Update – Holt explained the process he is using to determine interest in securing new legal services for KCDA and his intention is to have a recommendation to the Board at the January 2014 meeting.

10. KCDA Board Member Replacement - Holt informed the Board that Mark Herald the Director of Public Safety at East Grand Rapids has agreed to serve as one of the representatives for the Supporting Entities on the KCDA Admin Policy Board fulfilling the term of Barry Getzen who resigned due to retirement.

Holt said he is confirming the appointment with the City Managers from those supporting entities. He also advised that Grandville has told him that they will be naming a replacement for Dick Richards who also resigned from the Board due to his election loss. The hope is to have both seated at the January 2014 Board meeting.

11. State NG GIS Project Report – Bonneau gave an update on the information and evaluation of the NG GIS data submitted as part of the State of Michigan project and how they are working with Kent IT/GIS to correct deficiencies and to raise the compliance score of the data against the NENA NG GIS standard.

12. Kent IT/GIS Report – Bonneau advised he is still compiling the data from the invoices of Kent IT for the report to the Board.

13. Approval of 2014 Meeting Dates – Curtis advised that he is proposing a change to the meeting dates attached to the Board packet moving the Admin Policy Board meeting in January from January 28th to January 13th and have it as a luncheon meeting beginning at 11:00 AM with lunch to follow. Board concurred with the change.

Resolution #27-112513 to approve the meeting dates in 2014 for KCDA Administrative Policy Board as amended above by Vriesman.

Second by Meijer

No Discussion

Passed 10 - 0.

14. TAC Reports – (Young and Chadwick)

- a. *CAD – Continuing to work with HF 17.7 and have had some minor issues but moving forward. Expecting at least two more HF before the next version release of 3.3 in 2nd Q of 2014. During the last few weeks they had a problem with CAD copy over that has been fixed and they do not expect to see this occur again. The Fail Over test has been completed where the main server is disabled at KCSO and the GR servers take over and the fail over scenario went well with some problems they identified one being the time it takes to complete the fail over process as being too long. They have met with Motorola at their Schaumburg facility to view*

some items in the Motorola portfolio that we are considering as a trade off to 13 of the 17 items that are not planned on being delivered by Motorola even though they were part of the original deliverables in the response to the original RFP. The team is evaluating them this month with team meetings and hopefully will have information for the Board at the January meeting of the Policy Board since this is a change to the contract and will require Board approval. Motorola is requesting a system acceptance of Phase I of the CAD project, minus items that have yet to be delivered by December 18th so that milestone payments can be processed. Michelle and Karen think this is reasonable and are progressing with that in mind, however the team will discuss the final decision before that date.

Bonneau reported that Motorola has issued a maintenance and support document that is being reviewed for software support for the first year of a five year agreement with the initial first year amount set at \$264,000 and 5% increases each year thereafter, as well as a hardware maintenance quote (that includes third party software loaded on the system servers) at an annual first year cost (prorated for 7 months (May – Dec of 2014) of \$103,000. Bonneau stated he will be discussing with the PSAP's a proposal to consider replacing the system servers in lieu of paying maintenance and then building in a 5 year warranty with the new server purchases. This is only a discussion point and the team will work on fleshing out the feasibility of this approach by February of 2014, to allow for ample time to locate a new hardware provider before the current warranties expire in May of 2014.

- b. Radio Project – Chadwick reported that the initial system design has been reviewed by our consultant and some changes were suggested to the vendor which are being considered and we are awaiting the edited version by the next week. Some of the backroom equipment has been received by the vendor and is being staged in their Herndon, Virginia facility. The project is moving along but will require an additional grant*

extension that Chadwick reported has been conveyed to the Grand Rapids FD grant administrator.

15. Update and Progress Report from Executive Director: Bonneau thanked Barry Getzen for his service to the Board and invited him to attend the Holiday Luncheon in January. Bonneau also advised that each PSAP will be allowed four (4) guests in addition to their Board representative at the luncheon.

16. Miscellaneous – None

Meeting Adjourned at 11:06 PM

Respectfully submitted
Ronald Bonneau, ENP
Executive Director

Upcoming Meetings (www.kent911.org)

KCDA Executive Committee Meeting

December 9, 2013 at 10 AM - **CANCELLED**
City of Wyoming, Manager's Conference Room

KCDA Administrative Policy Board Meeting

Monday, December 23, 2013 at 10:00 AM - **CANCELLED**
City of Wyoming First Floor West Conference room

KCDA Administrative Policy Board meeting

Monday, January 13, 2014 at 11:00 AM
Bran's Restaurant, Wyoming, MI
Followed by Annual Holiday Luncheon

Bills for Approval

Name	Purpose	Amount	FY	Approval
Wyoming	Fiduciary October	\$1,000.00	2013	Bonneau
Wyoming	Fiduciary Nov	\$1,000.00	2013	Bonneau
Live Media Group	Legal Notice Public Hearing	\$341.80	2013	Bonneau
Kent County Sheriff	Airfare Boston Groesser	\$498.60	2013	Bonneau
Hyatt Boston	Hotel Pre Pay Boston Groesser	\$363.00	2013	Bonneau
PCS	October 2013	\$5,756.25	2013	Curtis
Reed Wakeman	Travel Reimb Motorola Conference	\$803.01	2013	Bonneau
John Melcher	Travel Reimbursement for Educational Presentation	\$151.40	2013	Bonneau

Status of Current and Future Project / Task

Project/Issue	Assigned	Status	ECD
FY 2014 Budget	Bonneau	Adopted and Published on Web Site	Completed

Records Retention and Disposal Policy	Bonneau	Preparing Draft for 1 st Review by EC	TBD
State GIS NG project	Bonneau	Evaluating Cost to Correct Deficiencies Identified by Kimball by Kent GIS	In Progress
Media Awareness Project	Bonneau	Developing RFI for Logo Redesign	TBD
5 / 10 year Capital Budget	Finance Committee	Adopted by Board	Completed
Ethics Policy	Bonneau	Development	TBD
RFP / Radio Consoles	Team	Contract Executed, Working on System Design	Project Underway
EMD Assignment to Ambulance Providers	Bonneau	Legal Document Developed Awaiting Board Review	Jan, 2014
Motorola CAD Offset Proposal	Team	Evaluating Proposal after Demo at Motorola Hdqrts	TBD
CAD to CAD interface	Young	In Progress	TBD
CAD Phase I	Chadwick and Young	Working on Moving to Version 3.3	On Going
Zetron Paging	Chadwick	Pending Phase II	TBD
KCDA Strategy Meeting	Bonneau	Reviewing Potential Facilitators	TBD
Surcharge Reporting Initiative	Holt Bonneau	Pending Decision of Kent County Attorney	TBD
MMRMA Insurance Renewal	Bonneau	Submitted	TBD

		Questionnaire, Budget and Audit	
Kent GIS Report to Board	Bonneau	Compiling Work Logs	Dec, 2013