



**Administrative Policy Board & Strategy Session
Monday, December 15, 2014 at 9:00 AM**

Wyoming Public Library – All Purpose Meeting Room

Minutes

1. Call to Order with a Quorum present at 9:03 AM by Chair Holt.

Members Present

Curtis Holt	City of Wyoming
Michael Young	City of Rockford
Lee Cook	City of Grandville
Laura Knapp	Grand Rapids FD
David Rahinsky	Grand Rapids PD
Dan Koorndyk	Kent County Commission
David Peterson	Plainfield FD
Mark Herald	East Grand Rapids DOPS
Dennis Hoemke	Algoma Township
Larry Stelma	Kent County Sheriff
Mark Meijer	Kent EMS
Chris McIntire	Michigan State Police

Members Excused

None

Members Absent

Chuck Deschaine City of Walker

Guests

Matt Groesser Kent County Sheriff
Scott Brown Kent County Sheriff
Peg Felix Grand Rapid FD
Brian Bennett Caledonia FD
David Kiddle Grand Rapids PD
Brent Looman Kentwood FD
Karen Chadwick, ENP Grand Rapids PD
Michelle Young Kent County Sheriff
John Melcher, ENP Melcher Group
Ronald Bonneau, ENP Executive Director

2. Public Comment - None

3. Members Excused - None

4. Approval of the Agenda – Motion to approve the Agenda of December 15, 2014, made by Herald.

Second by Peterson

Discussion – Bonneau advised there was a typo with the Executive Committee meeting listed as January 10th when it should have been January 11th and the Administrative Policy Board listed at January 25th when it should have been January 26th. Changes accepted by Herald and Peterson

Approved 11 - 0

5. Approval of Minutes – Motion to approve the minutes of October 27, 2014 made by McIntire

Second by Rahinsky

No Discussion

Passed 11 - 0

- 6. Confirmation of Board Member Dan Koorndyk – Resolution # 28-121514** to confirm the appointment and welcome Dan Koorndyk to the Policy Board made by Stelma

Second by Peterson

No Discussion

Passed 11 - 0(Bonneau)

- a. **Resolution #28-121514** to confirm the appointment of Dan Koorndyk to the Administrative Policy Board.

- 7. Financial Report** – Bonneau gave a report on the new income revenue from the State 9-1-1 surcharge that was received but is lagging around 4% less than expected. He also stated it seems as though the State is not remitting when they should each exact quarter. Bonneau also explained why line item for software maintenance is 150% over budget due to the delay in implementing the new Motorola CAD servers thus requiring a month to month maintenance contract that was not anticipated when the budget was drafted. There were no additional questions.

- 8. Voucher of Bills** - Motion to accept the Finance Report and Authorize Expenditures and Disbursements as Attached was made by Herald.

Second by Peterson

No Discussion

Passed 12 - 0

- 9. Finance Committee Report – None**

- 10. Approval of 2015 Administrative Policy Board Meeting Dates –**

Resolution #29-121514 to approve the KCDA Administrative Policy Board meetings in 2015 and post them to kent911.org and the Kent County Board was made by Stelma

Second by Knapp

No Discussion

Passed 12 - 0.

11. Approval of Kent GIS/IT Agreement

Resolution #30-121514 to continue the contract with Kent IT/GIS for IT and GIS support services for another year term beginning January 1, 2015 at a cost not to exceed \$35,000.00 was made by Young.

Second by Cook

No Discussion

Passed 12 - 0

12. TAC Reports – Groesser and Chadwick reported there was some problems with the 3.3.1 release of the PremierOne CAD product which caused the CAD system to be down for periods of time during both the install and during the Failover testing mechanisms. Motorola is working to identify the issue. The Failover has not been performed and has been rescheduled to Thursday, December 18th. A question was asked what do the PSAPs do when the CAD system is unavailable. The response is that 9-1-1 calls are answered and the PSAPs utilize a manual system for dispatching the calls similar to what was done by PSAPs before CAD systems were available.

13. Update and Progress Report from Executive Director: None

14. Miscellaneous - None

15. Strategic Session 1 & 2 – John Melcher facilitated the discussion of the Board for five hours. A summary of the discussions resulted in the following bullet points.

- a. **The main topic of interest was identified as the issue of Consolidation and is the most important issue facing the future of KCDA.** The remainder of the day focused on the various issues facing a consolidation effort. After much discussion it was the consensus of those attending that:
 - KCDA should expand their mission statement to include not only 9-1-1 call taking but also dispatch actions
 - KCDA is the logical administrative body to address the consolidation issue and possesses the skills sets necessary for a successful consolidation.

- KCDA is committed to consolidating public safety communications (9-1-1 call taking and dispatch) under the auspices of KCDA.
- KCDA is the logical body to address radio interoperability as a additional issue.
- KCDA believes that a new revenue sources from county surcharge increases and/or a new 9-1-1 millage rate.
- The Board decided that to implement this consolidation that various strategic increments will be required. The Board determined there will need to be a transition plan developed to discuss, and resolve these and other issues as the consolidation plan advances which are (not in the order of importance) the following:
 1. Approval of the new Mission of the Authority by the Kent County Board of Commissioners
 2. A legal plan for consolidation through KCDA
 3. Amendment of the 9-1-1 Plan for the County
 4. Consolidation considerations for survivability and functionality:
 - a. One hardened PSAP that does not require backup
 - b. Two PSAPs that are managed under the same administrative umbrella, yet serve as “hot” backups to each other.
 5. Consolidated for management functionality:
 - a. Civilian based PSAP
 - b. Public Safety based PSAP
 6. Location of the Consolidated PSAP
 - a. Remodeling or Expansion of Existing Space
 - b. New Construction
 7. Funding of the center, with a fair and equitable funding formula for all participants.
 8. Standardization of dispatch operations

9. Control of the Center
10. Higher quality to the citizens
11. Cost efficiencies and effectiveness
12. Human considerations which include pensions, collective bargaining agreements, health and other benefits
13. Staffing
14. EMD dispatching and assignment of resources.

16. Working Lunch – Noon – Catered In

17. Adjournment – 2:24 PM

Upcoming Meetings (www.kent911.org)

KCDA Finance Committee Meeting

January 7, 2015 at 10:00 AM

City of Rockford, MI

KCDA Executive Committee Meeting

January 12, 2015 at 10:00 AM

City of Wyoming, Manager's Conference Room

KCDA Administrative Policy Board Meeting

January 26, 2015 at 10:00 AM

City of Wyoming First Floor West Conference room

Bills for Approval

Name	Purpose	Amount	Line Item	Approval
Webtecs	WebSite Redesign	\$2,400.00	801.009	Bonneau
Bonneau	Reimb for Lantronix	\$223.60	987.000	Curtis
Wyoming	Fiduciary Fee Nov	\$1,000.00	801.005	Bonneau
Eric Hutchinson	Motorola User Conf Travel Reimb	\$47.67	860.000	Bonneau
Kent IT	GIS support	\$270.79	807.000	Bonneau
Josh Howell	Reimb Travel CIF	\$392.65	860.000	Bonneau
Motorola	Hardware Maint	\$9,874.00	930.000	Bonneau
Wyoming	Fiduciary Fee Dec	\$1,000.00	801.005	Bonneau
MLive Media	Legal Posting Budget	\$341.80	801.021	Bonneau
PCS	Executive Director October	\$6,745.75	810.000	Curtis
PCS	Executive Director November	\$5,019.00	810.000	Curtis
HP	KCSO Cad monitors	\$8,511.90	984.927	Bonneau
HP	GR Cad monitors	\$5,706.33	984.927	Bonneau
Kent IT	IT GIS support	\$129.90	807.000	Bonneau
VanBelkum	NetClock Maint - Life	\$1,200.00	930.000	Bonneau
John Melcher	2 nd Payment	\$750.00	801.000	Bonneau
Bonneau	Office Supplies	\$55.49	727.000	Curtis
ENZA	Lunch Strategy Meeting	\$455.59	956.000	Bonneau
Bonneau	Reimb Donuts	\$35.00	956.000	Curtis

Status of Current and Future Project / Task

Project/Issue	Assigned	Status	ECD
State GIS NG project	Bonneau	Evaluating Cost to Correct Deficiencies	In Progress
MSP Interface	Bonneau	Version 3.4 of P1 CAD	TBD
Smart911	Bonneau /Team	Awaiting Strategy Session	TBD
Cassidian version Upgrade	Bonneau	Determining Final Cost	TBD
CAD to CAD interface	Young	Version 3.4 of P1 CAD	TBD
DECCAN interface	Young	In Progress	TBD
KCDA Strategy Meeting	Bonneau	Dec 15 th	Dec 2015
Surcharge Reporting Initiative	Holt Bonneau	Pending	TBD
Public Education Program	Bonneau	Awaiting new safety village planning meeting at GRCM	In Progress
CAD Workstation Replacement	Bonneau	All workstations Delivered	Completed
KCDA APB Meetings in 2015	Bonneau	Posted	Dec 15
Motorola P1 CAD Milestone	Bonneau	Negotiating Payment for Version 3.3.1	TBD
Participating Member Reps	Bonneau	Sent letters	Jan 2015
Supporting Township Reps	Bonneau	Sent Letters	Jan 2015
Kent County Board Rep	Bonneau	Koorndyk Appointed – Board Confirmation	Dec 15
Kent County Surcharge	Bonneau	Determine Extension Date	TBD

PSAP Contract	Holt	TBD	TBD
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