



Special Meeting

Administrative Policy Board
Tuesday, May 28, 2019

7:30AM

Grand Rapids Township Hall

AGENDA

1. Call to Order & Welcome (DeVries)
2. Public Comment
3. Approval of the Agenda
4. Recommendation of the Finance Committee Regarding Mobile Radio Conversion
5. Other:
6. Miscellaneous – Next Meeting Date: June 24, 2019
7. Adjournment

To: KCDA Administrative Policy Board
From: Mike DeVries, Finance Committee Chairman
RE: Mobile Radio Allocation
Date: May 23, 2019



The Finance Committee has reviewed the request to convert 14 single head radios to dual head radios at a cost of \$20,868.96 to resolve the discrepancy in the allocation of mobile radios. This review was completed at the request of the Administrative Policy.

The Committee discussed several factors related to the allocation discrepancies: 1) potential confusion between dual and single allocation requests; 2) that the survey had been completed in 2016; and, 3) equipment needs may have changed since the original request. The Committee concluded that the reallocation of the mobile radios and the conversion of the radios was reasonable given the potential confusion in identifying single or dual needs and is recommending that the KCDA approve this expense at the Special Meeting on May 28th at 730AM at Grand Rapids Township Hall.

The Finance Committee further discussed the issue of the portable radio allocation and that there may also be discrepancies between the 2016 survey and number of radios that may be needed today. DeHaan stated that consistent with the practice to inventory and survey the agencies, the subcontractor of Motorola was reaching out to notify agencies of their allocation. In this process, agencies will be able to confirm this radio amount; if additional radios are needed, those may be available for purchase. The information gleaned from the survey of the agencies will provide information related any additional needs for radios and the impact to the spare radio inventory. This Finance Committee strongly asserted that with a shortfall in radios requested by an agency, KCDA would not be purchasing radios, therefore, if there was an issue related to a shortage of radios to be purchased, that would be a KCDA Administrative Policy Board issue and not a Finance Committee issue.

The Committee is recommending that the KCDA Administrative Policy Board approve the request to convert 14 single head radios to dual at a cost of \$20,896.96.

Attachments:

- 1) Mobile Radio Allocation Summary
- 2) TeleRad Quote for Converting from Single to Dual
- 3) May 23, 2019 - Finance Committee Meeting Notes

Agency	Original KCDA Allocations		Current Requested Quantities		Change from Requested	
	single	dual control	single	dual control	Single	Dual
Ada Fire	11	0	7	4	(4.00)	4.00
Algoma Fire	8	3	8	3	0.00	0.00
Alpine Fire	0	0	7	4	7.00	4.00
Alto Fire	3	6	7	4	4.00	(2.00)
Byron Twp Fire	<i>Included w/ Cutlerville</i>		6	0	-	-
Caledonia Fire	9	2	9	0	0.00	(2.00)
Cannon Fire	8	5	7	6	(1.00)	1.00
Cascade Fire	7	5	8	5	1.00	0.00
Cedar Springs Fire	5	2	7	0	2.00	(2.00)
Courtland Fire	9	0	7	1	(2.00)	1.00
Cutlerville Fire	11	0	5	0	(6.00)	0.00
Dutton Fire	5	1	6	0	1.00	(1.00)
East Grand Rapids DPS	18	0	15	2	(3.00)	2.00
Grand Rapids Fire	63	6	64	5	1.00	(1.00)
Grand Rapids Police	172	3	189	0	17.00	(3.00)
Grand Rapids Twp Fire	4	2	2	2	(2.00)	0.00
Grandville Fire	18	0	5	3	(13.00)	3.00
Grandville Police	15	0	15	0	0.00	0.00
Grattan Fire	18	0	16	0	(2.00)	0.00
GRCC	5	0	4	0	(1.00)	0.00
GRR Airport Fire	6	0	6	0	0.00	0.00
GRR Airport Police	5	0	3	0	(2.00)	0.00
Kent City Fire	6	2	5	2	(1.00)	0.00
Kent County Sheriff	244	0	254	0	10.00	0.00
Kentwood Fire	18	0	15	2	(3.00)	2.00
Kentwood PD	54	0	55	0	1.00	0.00
Lowell Fire	2	2	6	1	4.00	(1.00)
Lowell PD	8	0	6	0	(2.00)	0.00
Oakfield Fire	5	1	5	1	0.00	0.00
Plainfield Fire	14	0	18	0	4.00	0.00
Rockford DPS	16	0	8	5	(8.00)	5.00
Sand Lake Fire	7	2	8	2	1.00	0.00
Sand Lake PD	4	0	<i>now allocated to KCSO</i>		-	0.00
Solon Fire	8	0	4	1	(4.00)	1.00
Sparta Fire	5	0	8	1	3.00	1.00
Sparta PD	5	0	3	0	(2.00)	0.00
Spencer Fire	9	1	10	2	1.00	1.00
Walker Fire	10	6	8	6	(2.00)	0.00
Walker PD	25	0	24	0	(1.00)	0.00
Wyoming Fire	19	0	16	1	(3.00)	1.00
Wyoming PD	50	0	51	0	1.00	0.00
Animal Control	10	0	7	0	(3.00)	0.00
<i>conversion to dual head</i>			14			
SPARES	37	0	28	0	(9.00)	0.00
TOTALS	956	49	942	63	(14.00)	14.00



**Finance Committee Meeting Notes
May 23, 2019, 11:00AM
Grand Rapids Township Hall**

1. Welcome

Finance Committee Members: Chairman Mike DeVries, Mark Meijer, Mark Herald, Greg Long and Jen DeHaan

- 2. Surcharge Receives Lower than Expected/Next Steps:** DeHaan noted that KCDA continues to work with the County to determine the shortfall in revenues for 2018. The data from the first quarter of 2019 continues to suggest that some providers may not have increased the surcharge rate from \$.45 to \$1.15 in July 2017. Again, due to the delay in payments received from providers, we were unable to determine the potential problem until the KCDA accrued back revenue from Jan, Feb, and March. A letter has been sent by KCDA Chairman Holt to the County Administrator asking for the County's assistance and review of this matter since they are the official entity which levies and receives the surcharge revenue (pursuant to Board action and the voter approved surcharge increase). County staff has been helpful in analyzing the data, now we need some action related to the findings. We are waiting for a response/acknowledgement from the County. The Finance Committee is concerned about the impact of reduced revenues.
- 3. Fund Balance Policy:** The Finance Committee reviewed a draft fund balance policy which included minimum amounts for each of the various funds the Authority maintains. The minimum levels are based upon industry standards or potential unknown and significant costs. The committee is recommending that the Board approve the updated Fund Balance Policy at its regular meeting in June. The policy will be reviewed annually in conjunction with the KCDA Budget process.
- 4. Mobile Radio Allocation Request:** The Committee reviewed the request to approve the conversion of the mobile radios from single to dual head at a cost of approximately \$21,000. The Committee discussed several factors related to the allocation discrepancies: 1) potential confusion between dual and single allocation requests; 2) that the survey had been completed in 2016; and, 3) equipment needs may have changed since the original request. The Committee concluded that the reallocation of the mobile radios and the conversion of the radios was reasonable given the potential confusion in identifying single or dual and is recommending that the KCDA approve this expense at the Special Meeting on May 28th at 730AM at Grand Rapids Township Hall.

The Finance Committee further discussed the issue of the portable radio allocation and that there may also be discrepancies between the 2016 survey and allocation and the requested amount today. DeHaan stated that consistent with the practice to inventory and survey the agencies, the subcontractor of Motorola was reaching out to notify agencies of their allocation. In this process, agencies will be to confirm this radio amount; if additional radios are needed, those may be available for purchase. The information gleaned from the survey of the agencies

will provide information related to any additional needs for radios and the impact to the spare radio inventory. This Finance Committee strongly asserted that with a shortfall in radios, KCDA would not be purchasing radios, therefore, if there was an issue related to a shortage of radios to be purchased, that would be a KCDA Administrative Policy Board issue and not a Finance Committee issue.

5. **FCC Licensing Costs:** DeHaan stated that KCDA had received invoices for FCC licensing costs and that they were being presented to the Finance Committee for recommendation to the full Board for approval. The Committee recommended approval. These will be on the June 24 Board agenda for approval.
6. **Asset Management Plan:** It was noted that the PSAPs had provided initial information related to the Asset Management Plan which is required pursuant to the PSAP Agreement. DeHaan will be meeting with the PSAPS next week to discuss the information and the Finance Committee will review this information during the budget process.
7. **2020 Budget Process:** The Finance Committee reviewed the Budget timeline for the 2020 budget which includes the following:
 - May
 - Prepare Budget Schedule
 - Request Budget Info from KCSO and GR
 - June 2019
 - Review Asset Management Plan
 - Review 2019 Revenue/Expenditures YTD and Projection
 - July 2019
 - Review 2019 Revenue/Expenditures
 - August
 - Review Recommended Budget & Budget Transmittal Letter
 - September
 - Finance Committee Recommend Approval of FY 2020 Budget
 - Present Recommended Budget to Board
 - October
 - Public Hearing for FY 2020 Budget
 - KCDA Administrative Policy Board - Budget Adoption

Also, Finance Chairman DeVries stated that the 2020 budget may benefit from including a contingency line-item to account for unanticipated expenses such as the \$21,000 which will now require a budget adjustment at a later date.

8. **Adjournment:** The meeting adjourned at 11:44AM