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# **MINUTES OF THE SPARTA FIRE BOARD MEETING**

NOVEMBER 17, 2016  
Sparta Township Meeting Room

**Called to Order: 7:00 PM**

**Members present:** Jayne Paasch (village), Kristi Dougan (village-chair), Bill Goodfellow (twp), Bob Maier (twp), Bob Whalen (village) and Mark Anderle (twp).

**Also present:** Chief Bolen & Deputy Chief Olney

Kristi Dougan called meeting to order @ 7:00 PM

**Absent:** Gale Taylor (village)

**Approval of Agenda:**

Motion: Made by **Whalen** to approve agenda with addition of Regional Grant request.

Seconded: **Maier**

**Motion Passed: 6-0**

**Public Comment:** None

**Approval of Minutes:**

Motion: Made by **Maier** to approve minutes of October 20, 2016.

Seconded: **Whalen**

**Motion Passed: 6-0**

**Chief's Report:** There were 106 calls for the month. (11) accident reports, 1 fire call, and 88 medical calls. Medical 825 YTD, total calls 1066 YTD.

The Department held their annual Halloween Children Party. There were between 800-900 children that attended the event this. The event is pay for by the fire fighters.

The Department held the annual Fire Prevention Program which was presented to all the Ridgeview Students this past month.

**Approval of Bills:**

August 31, 2016 & September 13, 2016

Motion: Made by **Maier** to approve bills September 30, 2016 through November 14, 2016.

Seconded: **Anderle**

**Motion Passed: 6-0**

**New Business:**

**Purchase Security Cameras:** The Deputy Chief Olney present quotes/plans for a Video Security System for the Fire Station. There currently is no security system, other than door locks for the Fire Station. With vandalism, break-ins, along with non-fire department personal being in the building at times, a security system would insure video surveillance of the building and contents at all times. The Fire Board did request the Chief to prepare and present a Management & Access Policy for the surveillance system before a system would become active.

Motion: Made by **Whalen** to purchase the Security system not exceed \$1,000.00 which includes the material for the Department to do their own installation.

Seconded: **Anderle**

**Motion Passed: 6-0**

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## ***MINUTES OF THE SPARTA FIRE BOARD MEETING***

**Purchase Reporting Software:** The Deputy Chief Olney present quotes/plans for new Station software for completing NFRIS and EMS reports. Firetools, ProPhoenix & Emergency Reporting. The current software (Firetools) is a 3 step process all of which require duplicate input into multiply reporting systems. The existing software hasn't been updated in several years but still costs between \$400 - \$600 for annual maintenance fees. The new system would save hours in duplicate reporting, assure the same quality input to both systems and includes a maintenance and inventory/apparatus module for the department.

Motion: Made by **Whalen** to purchase the Emergency Reporting Software @ a cost of \$2667.00 which includes the first year maintenance and future annual maintenance costs @ \$1668.00 per year.

Seconded: **Maier**

**Motion Passed: 6-0**

**Regional Grant Application:** The Chief was requesting board approval to submit a regional grant for Air Packs and RIC Packs. The application included Algoma, Courtland, Rockford and the Sparta Fire Department. The total grant value was for \$534,768 of which \$160,561.44 was dedicated for Sparta Fire Department. The Sparta Grant would be used for 24 air packs and bottles and 2 complete Rapid Intervention Crew Packs.

The current department inventory of 48 tanks will be required to be replaced in 3-4 years at a cost of \$38,000. (tanks only) The Department cost for the grant would be \$16,056.14 if the grant was awarded.

Motion: Made by **Goodfellow** to submit for the Grant with the other departments.

Seconded: **Whalen**

**Motion Passed: 6-0**

**2017-2018 Budget Review:** The Chief presented to the Fire Department Board a very comprehensive 2017-2018 budget that included proposed and future developments and building projects. The Chief proposed the operational budget for 2017-2018 the same as approved by the Fire Board for the 2016-2017 budget at \$364,401. The Chief outlined proposed capital expenditures for Millage #1 & 2.

The Board asked if the Chief could include the existing 2016-2017 existing budget on the proposed 2017-2018 proposed budget and submit for Board approval at the December 15<sup>th</sup> meeting. (Due to the village budget requirements the 2017-2018 Fire Department budget has been submitted to Village.)

**Vehicle Purchase Kent County Program:** The proposed 2017 – 2018 capital expenditure includes a new fire department vehicle. Kent County will be contributing \$195,000 towards any new vehicle in 2017. The Chief had proposed a new ladder truck and replace the existing one. The Board asked the Chief to have a funding proposal for the additional funds required for the new ladder truck, provide an estimate of trade in or sale value of the existing ladder truck along with a secondary option in lieu of a ladder truck for the December 15<sup>th</sup> meeting. The Department will need to provide Kent County with a vehicle of our choice by March 2017 at the latest.

**Fire Chief Contract:** The Chief's employment contract expires 12-31-16 and he is asking for a one-year extension of his existing contract. The Chief presented to the Township, the Village and Fire Board his "Self Evaluation as the Fire Chief. The report was well documented and written with the majority of Fire Board agreeing with his appraisal. Additional discussion between the Board and the Chief on his assessment and contract extension for 1 year.

Motion: Made by **Goodfellow** to renew the Chief's contract from 1-1-2017 to 12-31-2017 with same terms as the existing contract.

Seconded: **Anderle**

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## ***MINUTES OF THE SPARTA FIRE BOARD MEETING***

**Motion Passed: 4-2 (Dougan & Paasch dissenting)**

The New contract is attached with Signatures required from Dougan & Chief Bolen's. The Chief to sign (3) documents and forward to Dougan for her signature. One master each for the village, township and the Chief.

**Public Comment:** Dale Bergman thanked the board for all their work and approving the Chief contract. Nancy Bolen thanked the Board for approving the purchase of the software program and security system. The Board also thanked Mark Anderle and Bob Maier for their years of service and hard work servicing on Sparta Fire Board.

**Next Regular Meeting Date**

December 15, 2016 at 7:00 PM at the Sparta Fire Station

Dougan adjourned by Privilege at 9:04 PM

Minutes by W. Goodfellow 11-21-2016