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

MAY 19, 2016  
Sparta Township Meeting Room

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

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

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

Kristi Dougan called meeting to order @ 7:00 PM

**Approval of Agenda:**

Motion: Made by **Whalen** to approve agenda.

Seconded: **Maier**

**Motion Passed: 7-0**

**Public Comment:** None

**Approval of Minutes:**

Motion: Made by **Paasch** to approve minutes of March 24<sup>th</sup>, 2016.

Seconded: **Taylor**

**Motion Passed: 7-0**

**Chief's Report:**

There were 194 calls for the last 2 months. 144 medical, 1 hazmat, 14 PI accidents and 2 illegal fire burns, 2 brush fires and 7 structure fires.

**Taylor asked:** Were any of the PI accidents submitted for cost recovery. The Chief stated none were, 2 of PI accidents were assists and none were DUI accidents. The Board discussed the options of cost recovery for PI accidents. Some departments within the State are choosing to seek financial cost recovery for accidents while others have chosen to not pursue cost recovery. The 3<sup>rd</sup> party costs for submitting the documents to an insurance carrier, the internal paper work of the department and the public's view of on cost recovery were all considered. The consensus of the Board was to not pursue additional cost recovery at this time.

**Approval of Bills:**

March 24, 2016 through May 19, 2016.

Motion: Made by **Maier** to approve March 24, 2016 through May 19, 2016 bills.

Seconded: **Anderle**

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

The Chief will present the 2016-2017 Fire Department budget to Village on June 13<sup>th</sup>. The 2016-2017 Fire Department budget document needs to be at the village office by June 9<sup>th</sup> to be included in their agenda items. The Fire Department budget was submitted to the Fire Board on February 18<sup>th</sup> and approved by the Fire Board on March 24<sup>th</sup>. The township approved a preliminary Fire Department budget/funding on March 10<sup>th</sup> and increase the Fire Department budget/funding by \$15,000 on April 14<sup>th</sup> to cover additional accounting and dispatch fees.

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

## **New Business:**

### **Purchase Turn Out Gear.**

Dan Olney presented a proposal to purchase 5 new sets of turn out gear. The Department reviewed other brands and types of turn out gear. Honeywell/Moring Pride Viper Brand was the best solution for the department. The new gear will be for new employees (correct size), replace older worn out gear and replace turn out gear that has exceeded the 10 years life expectancy.

Motion: Made by **Taylor** to approve the purchase of 5 sets of Honeywell/Moring Pride Viper Brand turn out gear not to exceed \$9,831.90.

Seconded: **Whalen**

**Motion Passed: 7-0**

### **Purchase Genesis Tools:**

The Chief and Olney presented a proposal to purchase extraction tools. The extraction training classes uses the new Genesis battery powered tools. With the new steel used in vehicles and equipment the department's existing hydraulic tools cannot cut through these steel items. The Fire Department currently has (2) set of extraction tools one set is very old and out service sometimes due to hydraulic fluid leakage. The new system is battery operated, doesn't require hydraulic hoses, hydraulic pumps and portable gas powered pumps. The new systems eliminate all the hydraulic requirements and are completely portable.

Motion: Made by **Paasch** to approve the purchase of Genesis battery operated Cutter and Spreader not exceed \$17,000.00.

Seconded: **Whalen**

**Motion Passed: 7-0**

### **Review of accounting bids.**

The Board reviewed the 4 bids that the Fire Department received for accounting services.

**Marcia Thompson:** Submitted a proposal based on an hourly fee. There was no estimated/firm bid amount for the services. **McDonald & Associated CPA**, having done the Departmental accounting several years ago submitted a comprehensive bid of \$8,100.00 plus out of pocket expenses. **American Financial Accounting Services** submitted a comprehensive of \$6,000.00 per year. The **Village of Sparta** submitted a comprehensive bid of \$7,657.50 per year.

The board discussed the requirement of a need for a CPA which there was none, the experience of knowledge of governmental accounting which **McDonald & Associated CPA**, **Village of Sparta** has and **American Financial Accounting Services** stated they do. Also discussed if 3 bids are equal why not take the lowest bidder.

Motion: Made by **Taylor** to accept the Village of Sparta bid of \$7,657.50 per for the Fire Department accounting services.

Second by **Paasch:**

**Motion Passed: 4-3 (Maier, Anderle & Goodfellow dissenting)**

### **Capital Improvement Plan:**

The Chief presented a Capital improvement plan for equipment, apparatus & building for 2016 -2020.

The board reviewed the improvement plan noting there is also the "Vehicle" Capital improvement plan as well. This is a fluid document and will change as time goes on. The Board will continue review the Capital plans on an as needed basics.

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

The Board requested the Chief to present a list of all equipment & apparatus purchased in 2015 & so far in 2016. If there is an all-inclusive list of equipment & apparatus owned by the Department which has been sorted by purchase date that would work as well.

Motion by **Taylor**: To have the Chief provide a written report of all accidents, medical, fire etc. It's a written summary of the Dan Olney's graph.

Second by **Maier**:

**Motion Passed: 5-2 (Goodfellow & Whalen dissenting)**

Motion by **Taylor**: To have the Chief provide a report of all Departmental administration hours during a month. To include all employees within the department. Administration hours to include all hours that are not actual PI, fire etc. hours.

Second by **Goodfellow**:

**Motion Passed: 7-0**

### **Next Regular Meeting Date**

June 16<sup>th</sup>, 2016 at 7:00 PM at the Sparta Fire Station

**Public Comment**: Shawn Morton stated as a general observation that there seem to a division between Fire Board, the Township and Village. He's asking that the Boards clarify their requests, to see changes made to boards are unified and come together. He's a resident of the village/township and a fire department member and is concerned that everyone needs to do their best for the community. **Taylor** responded that a "Fire Authority" might resolve a lot of the issues. The Chief is looking into options for Fire Department funding with the creation of a Fire Authority that include the planning data, ideas, requirements etc. and other departments operating through Fire Authority and present back to the board at the June meeting. **Dougan** stated this is one of the reason we're requesting information/data in writing along with procedure and process improvements.

Dougan adjourned by Privilege at 8:55 PM

Minutes by W. Goodfellow 5-20-16