

**Minutes of the Sparta Fire Board Meeting
February 20, 2025**

Present: Bergman (twp-chair), Cumings (village), Goodfellow (twp), Cumings (village), Van Patten (village), Peoples (village) & Chief Olney.

Also Present: Deputy Chief Wood

Absent: Anderson (twp)

Bergman called the meeting to order @7:00 pm.

Additions to Agenda: State of Michigan Sick Time requirements

Approval of the Agenda:

Motion: VanPatten to approve agenda with additions.

Second: Peoples

Motion Passed: 5-0

Public Comment: None

Approval of the Meeting Minutes January 23, 2025:

Motion: Goodfellow to approve January 23, 2025, minutes.

Second: Cumings

Motion Passed: 5-0

Finance Board Update:

Cumings stated that the finance board has met twice since the last board meeting. They reviewed and approved all department invoices of \$9,231.65 with over 60% on auto pay. The department has a current fund balance of \$1,016,058.64. The month-end financial statement for expenditures and revenues is well within the current budget. The operational budget is currently at 88% for 11 months. The department has accumulated over \$44,654 in interest for the budget year. Chief Olney stated that at the March meeting he'll review with the board any budget items that need to be revised.

Approval of the bills:

Motion: Made VanPatten approve bills through February 18, 2025

Second: Cumings

Motion Passed: 5-0

Old Business:

The USDA grant update: The title search did not find any title associated with the fire station property. A letter of summary for the property in question from Bell Title Company has been delivered to the USDA for the title information that the USDA required. The Chief stated that he hopes this will resolve any questions the USDA has pertaining to the actual ownership of the fire station property. The "Historical Study" has been sent by the UDSA to all the tribal groups in Michigan for their assessment. The tribes have 60 days to issue any questions or concerns pertaining to the property. Once the title questions and historical data has been accepted, the grant should be able to move forward.

Medic 10 Update: The vehicle has been delivered to the company doing the installations of all electronics, lights, detailing etc. The vehicle should be completed by March 1. The State still must do an inspection as a final step.

Fire Station Website: Some of the updates have been completed on the website. New fleet information, pictures and department employees still need to be added.

Annual Report: The Chief presented the board with 2024 annual report. Highlights, 3% increase in calls, 1M dollar grant for station addition, submitted a 1.6M\$ grant with 5 other department for SCBA units, currently at 18 fire fighters, under ran 2024-2025 operational budget, fire prevention visits for 750 students, had 765 hours of departmental training, 75% of the calls were medical and accidents, 46% of all calls were in the township and there were 7 special events sponsored by the fire department. (Annual Report will be posted to the Department website).

Chief's Report: Chief Olney presented the Chief's report. (attached) There were 150 YTD. There were 2 fire calls with 1 mutual aid fire call in Grant. There were 4 accidents, with injuries this past month. The department had 3 hazardous calls last period. One required the evacuation of the schools and surrounding buildings for an ammonia leak at Old Orchards. The leak was finally contained and the schools and people in the area were cleared to return.

State Sick Time Requirements: The State of Michigan passed HR 4002 which mandates sick time hours. The Fire Department is not exempt from this requirement. Chief Olney stated at the Kent County Fire Chief's meeting they discussed options for sick time hours. In departments where the employees are part-time/call to service employees and not full-time, there will be some/majority of employees that will accrue some sick time hours at a rate of 1 sick time hour for every 30 hours worked for the year. The Chief stated he'd submit a proposal to the board as his plan to implement the mandated sick time policy which goes into effect October 1, 2025

PAR Grant: The Chief stated he was going to submit for a Michigan Township PAR grant for new pagers. The Township must pass a resolution at the March 13th meeting for the grant application to move forward.

Audit Approval: The Chief presented to the board the annual audit contract from SiegfriedCrandall.

Motion: Goodfellow to have Chief Olney sign the contract and return.

Second: VanPatten

Motion Passed: 5-0

Finance options for Fire Station: The USDA Grant requires that the fire department have that availability for additional funds if required to complete the fire station addition. The fire board had asked for a legal opinion on how best for the fire department to obtain additional funds if required. Per the legal opinion the fire department is not a standalone entity and is jointly owned by the Village and Township and therefore cannot borrow money and cannot issue bonds. The Village and Township could borrow funds from a lender under their entities for the fire department and the Village and Township would be the responsible parties. Another option that our legal representative suggested was that the Village and Township issue a letter of credit for the fire department to submit to the USDA. As of today, the fire department doesn't know if there would be a need for any additional funds but, until the bids are submitted and returned, the costs are unknown. The board, following the suggestions of legal counsel, would propose that both the township and village issue a letter of credit for the additional funds if needed. Being the both the village and township both own the buildings/fire department, it's viewed by the board as both are just maintaining and repairing their own property.

Motion: Peoples: to have the Village issue a letter of Credit for \$200,000 and the Township to issue a letter of credit for \$400,000 to the USDA for additional capital funds if required.

Second: Cumings

Motion Passed: 5-0

Next Meeting Date: March 20th, 2025, at 7:00 PM at the fire station.

Next Finance Meeting Dates: March 4th and March 18th at 4:00 PM at the fire station.

Public Comment: none

Adjournment:

Motion: VanPatten to adjourn at 8:05 PM.

Second: Goodfellow

Motion Passed: 5-0

Minutes by Goodfellow 2-21-25.



Sparta Fire Department

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Sparta, MI 49345
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Chiefs Report February 20, 2025

Previous meeting information and updates:

1. Station grant updates
 - a. Still working on locating the deed for the station (working with Bell Title Company in Grand Rapids)
2. Website update – slowly getting some of the updates completed. I am currently working on an apparatus information page.

New Business:

1. Monthly report
 - a. Fire calls (NFIRS 100 classifications)
 1. 126 Ida Red – electrical fire in the wall
 2. 51 E 120th Ave – mutual aid to Grant Fire for Platform #5 for a commercial fire at Dan's Excavating
 3. 219 Glen View St – auto aid to Rockford Fire on a structure fire (canceled en route)
 4. 8764 Country View Dr – mobile home trailer fire (auto aid from Alpine Fire and additional aid from Algoma and Kent City Fire was requested)
 - b. Explosions calls (NFIRS 200 classifications)
 - c. Rescue calls including accidents (NFIRS 3- classifications)
 1. Long Lake and 13-mile: (no vehicle found)
 2. 10129 Peach Ridge – (snowmobile accident – 1 injured)
 3. M37 south of 13-mile – (2 vehicles; 1-injured/pinned in)
 4. 200 block of S. State Street – (no injuries)
 - d. Hazardous Conditions (NFIRS 400 classifications)
 1. 300 S. State – power line down
 2. 1991 12-mile rd – chemical leak
 3. 172 Pine – wire down
 - e. Service calls (NFIRS 500 classifications)
 1. 1000 block of Red Pine – police matter
 2. 298 Maize Lane – lockout of a vehicle with kids inside
 - f. Good intent calls (NFIRS 600 classifications)
 1. We had 4 calls - canceled enroute to the incident or before going into service
 - g. False alarms (NFIRS 700 classifications)
 1. We had 5 – false fire alarm activations
 2. We had 3 – false detector activations
 3. We had 1 – CO alarm activation
 - h. Severe Weather incident (NFIRS 800 classifications)
 - i. Special incidents (NFIRS 900 classifications)