

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

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

Absent: Van Patten (village)

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

Additions to Agenda: none

Approval of the Agenda:

Motion: Anderson to approve the agenda.

Second: Cumings

Motion Passed: 5-0

Public Comment: None

Approval of the Meeting Minutes February 20, 2025:

Motion: Goodfellow to approve February 20, 2025, minutes.

Second: Peoples

Motion Passed: 5-0

Finance Board Update:

Anderson stated that the finance board has met twice since the last board meeting. They reviewed and approved all department invoices of \$8,126.29. The finance board reviewed budget items that need to be revised at the board meeting. There is current fund balance of \$996,458.99 with additional millage funds yet to be paid by the month end. The operational budget is currently at 93.5% for 11 1/2 months. The department has accumulated over \$47,516 in interest for the budget year.

Approval of the bills:

Motion: Made Cumings approve bills through March 18, 2025

Second: Anderson

Motion Passed: 5-0

Old Business:

The USDA grant update: The title search was completed and a copy of the 1873 deed was sent to the USDA. The "Historical Study" has been completed by the UDSA. All information has been sent to the State USDA office for their review, which should be completed within the next 30-45 days.

Station funding update from the Village and Township: The Chief stated he has met with both boards. The village has issued a letter stating that the village will add an additional \$100,000 for the 2025 and 2026 budget years to be used for the station remodel project. The Township board approved an additional \$200,000 for the 2025 -2026 budget year to be used for the station remodel project. Additional funding for fire station remodel project will be addressed in the 2026 – 2027 budget year. The Chief stated he might require a letter of support from the township if required.

Medic 10 Update: The vehicle has been delivered to the Fire Department. The department is in the process of adding the final materials and equipment to the vehicle. The State still must do an inspection as a final step, but the vehicle is now in service.

Michigan PAR Grant: The Chief stated he presented the grant proposal to the township board who approve a resolution for the \$5000 equipment grant. The grant would be used to purchase new departmental paging devices.

Engagement Letter for Audit: The Chief stated he has submitted our letter of authorization for our annual audit.

Chief's Report: Chief Olney presented the Chief's report. (attached) There were 231 YTD. There were 2 mutual aid fire calls. There were 2 accidents, with no injuries this past month with one a cost recovery call.

Budget Amendment: The Chief requested budget changes for the cost allocations on the new medic truck. Insurance settlement and the sale of the old vehicle funds were deposited in the Capital Outlay fund. The Chief is asking for funds to be moved from the Capital Outlay fund to Capital Cash Surplus.

Motion: Anderson to make budget adjustments.

Second: Peoples

Motion Passed: 5-0

Lawn Care Agreement: The Chief presented the annual lawn care contract. He stated that the department has been very satisfied with Water Works.

Motion: Goodfellow accepting Water Works lawn care contract.

Second: Cumings

Motion Passed: 5-0

Fire Authority Discussion: The Chief stated that in dealing the USDA on current funding issues for the station remodel project and the grant requirements, it would have been a lot simpler if the Fire Department was a Fire Authority in lieu of a joint owned/operated department. The Chief stated that funding the department throughout the past years hasn't been an issue. The Village and Township been able to fund all the department requests and requirements. With the current 6-year millages up for renewal in August 2026 it might be the time to start thinking about becoming a Fire Authority. The Chief stated that to maintain the same departmental funding, a fire authority would require a total millage of 1.6 -1.8 mills. The existing (2) millage of .25 mill each would be replaced by a single millage of 1.6 -1.8 mills. It was the consensus of the board that a Fire Authority would make funding issues a lot easier, that increase of millage by 1.1 – 1.3 mill for all township residents wasn't warranted at this time. With the current funding of the department by the village and township and with the renewal of existing millage there is no reason to ask the township residents for an increase in millage to pay for the department that is currently being funded properly. The board decided to take no action at the current time.

Next Meeting Date: April 17th, 2025, at 7:00 PM at the fire station.

Next Finance Meeting Dates: April 1st and April 15th at 4:00 PM at the fire station.

Public Comment: none

Adjournment:

Motion: Cumings to adjourn at 7:48 PM.

Second: Goodfellow

Motion Passed: 5-0

Minutes by Goodfellow 3-21-25.



Sparta Fire Department

36 Elmwood Street
Sparta, MI 49345
Telephone: 616-887-0900

Chiefs Report March 20, 2025

Previous meeting information and updates:

1. Station deed was located and submitted to the USDA
2. The grant for the station has moved from the local USDA office to the State Office (occurred on March 6th)
3. Station funding from the Village and Township
4. Michigan Township PAR grant submitted for pagers and batteries
- 5.
- 6.

New Business:

1. Monthly report
 - a. Fire calls (NFIRS 100 classifications)
 1. 2724 Rusco – assist to Kent City of a large brush pile burning
 2. 18170 28th Ave – assist to Marne Fire with a tanker and manpower on a house fire
 - b. Explosions calls (NFIRS 200 classifications)
 - c. Rescue calls including accidents (NFIRS 3- classifications)
 1. M37 and 10-mile rd: (no injuries)
 2. Alpine Ave north of 12-mile – motorcycle accident (no injuries – cost recovery)
 - d. Hazardous Conditions (NFIRS 400 classifications)
 1. 9879 Morning View odor investigation
 2. 399 Clay St – power line down
 3. 3841 14-mile rd nw – power line down
 - e. Service calls (NFIRS 500 classifications)
 - f. Good intent calls (NFIRS 600 classifications)
 1. We had 2 calls - canceled enroute to the incident or before going into service
 2. We had 3 calls – that we were added to the dispatch call in error
 3. We had 2 calls for controlled burns
 - g. False alarms (NFIRS 700 classifications)
 1. We had 1 – false fire alarm activations
 - h. Severe Weather incident (NFIRS 800 classifications)
 - i. Special incidents (NFIRS 900 classifications)

Fire Stations:

Filters Alarm Date Range 2/17/25 to 3/16/25 Is Locked true Is Active true

Sparta Fire Department

Monthly report: February 17, 2025 thru March 16, 2025
(total calls for the year: 231)

Count of Total Incidents & Exposures

Aid Given/Received

Count of Incidents

80

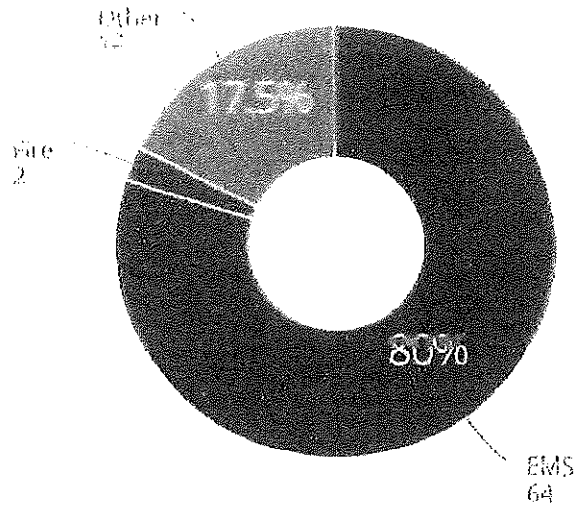
Additional Exposures 0

Aid Given

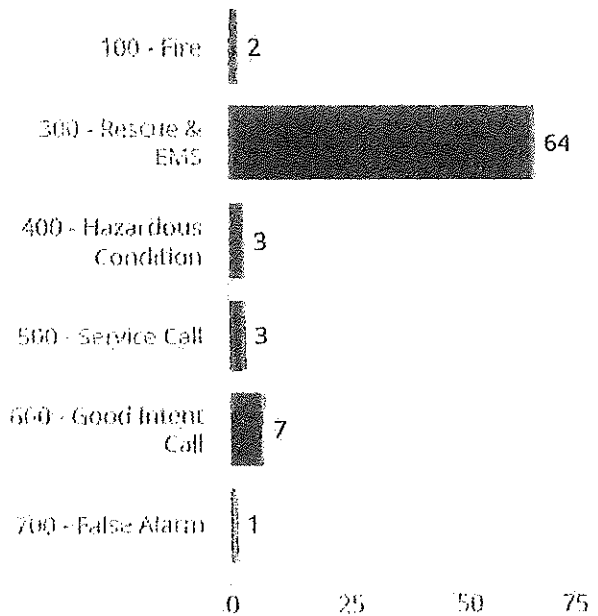
2

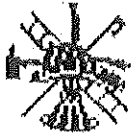
Aid Received 1

EMS/Fire Incident Breakdown



Count of Incidents by Incident Type





Sparta Fire Department

36 Elmwood Street
Sparta, MI 49345
Telephone: 616-887-0900

March 18, 2025

Item(s): Budget amendments

Request:

The following request for a budget amendment is due to the unexpected cost of replacing and installing lights and equipment for the new medical response vehicle.

1. Transfer of funds from Assigned Capital Outlay (396.000) to Capital Cash Surplus (970.003) in the amount of \$21,000. This is to cover the cost of the replacement truck cap and installation of emergency equipment.
2. Transfer of funds from Assigned Capital Outlay (396.00) to Capital Outlay (970.00) in the amount of \$56,231.20. This covers the cost of the purchase of the new medical truck.

The department received a total of \$56,027.00 from the insurance company and the resale of the truck. These funds are currently in the revenue side of the departments budget. These funds will move into the Assigned Capital Outlay line item at the end of the year as part of the Joint Agreement for excess funds.

Thanks,

Daniel Olney

Daniel Olney

Fire Chief



March 18, 2025

To Whom it May Concern,

At a public meeting on March 17th, 2025 the Village Council of the Village of Sparta authorized the drafting and distribution of this letter. The Sparta Fire Department, which is a separate public entity jointly owned, operated, and maintained by the Village of Sparta and Sparta Township, is in the process of undergoing a capital improvement project. The village manager, working with Congressman Moolenaar, was instrumental in securing \$1,000,000 in federal funding to support this project. The Fire Department also has \$500,000 cash on hand to put towards this project. However, it is not known if this will be enough to cover all the costs of construction.

Therefore, the village council is willing to increase its budget contribution to the Sparta Fire Department by an additional \$100,000 in FY25 and additional \$100,000 in FY26 to help cover an additional cost over and above the \$1,500,000 in funding the Fire Department has designated for this project. Taken together, these increases would total \$200,000 in additional budget contributions from the village that can be only used for the purposes of the proposed capital improvement project. These funds will only be transferred to the Fire Department for this purpose if needed.

This letter is for the purposes of finalizing the grant agreement with the USDA. The village's willingness to participate as set forth above is contingent on all necessary parties executing appropriate documentation as determined by legal counsel.

Respectfully,

A handwritten signature in black ink, appearing to read "James Lower", is written over a white background.

James Lower
Village Manager
Village of Sparta