

Minutes of the Sparta Fire Board Meeting

May 18, 2017
Sparta Fire Station

Present: Bergman (twp-chair), Bradford (twp), Momber (twp), Taylor (village), Dougan (village) and Goodfellow (twp).

Also present: Chief Bolen and Deputy Chief Olney

Absent: Van Patten (village)

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

Approval of the Agenda:

Motion: Made by **Dougan** to approve the agenda.

Seconded: **Bradford**

Motion Passed: 6-0

Public Comment: Christen Robinson commented on last month meeting that her husband was note as Mr. Robinson. She stated her husband's name is John Levendoski and asked the minutes to be corrected.

Approval of the Minutes:

Motion: Made by **Taylor** to approve April 20, 2017 minutes.

Seconded: **Momber**

Motion Passed: 6-0

Approval of Bills: Bergman stated that the finance review committee has been meeting every 2 weeks and reviewing all invoices prior to the Fire Board Meeting. He is going to recommend that the finance committee be reinstated as a permanent group at the next board meeting.

Motion: Made by **Goodfellow** to approve bills through May 2, 2017

Seconded: **Dougan**

Motion Passed: 5-1 (**Taylor** dissenting)

Chief's Report: There were 71 calls this past period of which 53 were Med calls and 5 fire calls with 457 calls YTD. There was one brush fire, one Tyrone Twp fire assist and 3 other fire calls with 4 PI accident calls.

Grant for SCBA:

The Chief informed the board that SFD was part of a 4-fire department federal grant award. The Chief had asked the board at the November 17, 2016 meeting to submit for the grant. The approved the Chief to submit for a grant which would replace our existing air packs, tanks and masks. The Grant was prepared by our Fire Chief along with Rockford, Algoma and Courtland Fire Departments. The grant award was for \$534,768 in total of which SFD's portion would be \$160,561. The SFD funds will be for the purchase of 30 air masks, 24 air packs, 48 air tanks and 2 RIC packs. The federal grant requires a 10% match by the SFD. The 10% matching funds would come out of millage #1 fund balance. The departments involved are in the process of selecting the vendor and issuing a RFQ for the equipment.

The time frame for delivery for the new equipment would be 2-3 months. This new equipment will save the department from purchasing 48 new air tanks as the SDF air tanks will out of serviceable date. Dougan ask the Chief if the grant being received for SCBA equipment would qualify him for a compensation/commission fee for the grant received. The Chief responded, yes as agreed to within the Employment Agreement for the Sparta Fire Chief.

Dougan asked if the grant restricted any compensation/commission fee from being paid. The Chief stated he didn't know. Dougan requested a copy of the grant submittal so she could review for the board to make sure there wouldn't be any issues or restrictions in fulfilling the Chief contract.

With this grant, Chief Bolen has now been able to obtain over \$750,000 in grant funds during his time as SDF Chief.

Budget Clarification: The board review the current budget proposal which the Chief had submitted and the Fire Board approved on January 19, 2017. Due to funding changes by the Village and Township the approved SFD budget didn't match village and township funding. Additional GL accounts were added to accommodate the following change and correct the funding.

580.050 Sparta Township Dispatch Contribution \$10,000

Motion: Made by **Dougan** to approve revised budget

Seconded: **Goodfellow**

Motion Passed: 6-0

Additional accounting changes included in the budget: Federal grant funds for SCBA, Kent County Fire Commission approved funds for the new Platform truck, and the internal expenditure source for the Platform vehicle as approved by the Fire Board.

Revenues

670.100	Federal Grant income SCBA	\$160,561
670.110	Kent County Fire Commission	\$196,000

Expenditures

970.000	Platform Vehicle Purchase Operational	\$325,000
970.001	Platform Vehicle Purchase Millage #1	\$125,000
970.002	Platform Vehicle Purchase Millage #2	\$75,000

Attached is the revised budget dated 5-18, 2017

Fire Truck Financing: Bergman congratulated the Chief on his success with Kent County. The Chief meet again with Kent County Fire Commission to try and persuade them to allow funds for financing of SFD vehicle be applied to the Platform Vehicle. The Chief had meet with the KC Fire Commission several other times with no success. The Chief stated this time that the SFD was going lose out on being able to fund the proposed platform vehicle as the Village declined the funding resolution. He stated that the existing SFD Platform has been out of service and has been taken off the Kent County dispatch list for fire assist vehicles. This was the northern most fire department that had a Platform Vehicle for joint assist. The Kent County Fire Commission not only vote 6-0 to approve the transfer of \$196,000 toward the purchase of the Platform vehicle but also included all the scheduled maintenance costs for the

vehicle as long as the SFD continues to participate in the Kent County Fire Program for the next 3 years. The Chief stated the SFD does plan on continued participation as it provided all the vehicle insurance coverage.

Motion: Made by **Dougan** to pay B&B a \$75,000 down payment for the Platform vehicle, \$254,000 on delivery and the balance of \$196,000 due in January of 2018 when Kent County Fire Commission make their contribution to the Sparta Fire Department for the purchase of the Platform vehicle.

Seconded: Goodfellow

Motion Passed: 5-1 (Taylor dissenting)

The board discussed funding sources and which fund balance the payments would be make from.

Motion: Made by **Dougan** to fund/pay the Platform vehicle from the following SFD accounts:

Cash Balance \$130,000.00

Millage #1 \$125,000.00

Millage #2 \$75,000.00

Seconded: Goodfellow

Motion Passed: 5-1 (Taylor dissenting)

Taylor stated he was opposed to the purchase of a Platform vehicle for the SFD as it wasn't needed. The Chief stated, the existing Platform has been out of service for months. The existing Platform currently can't be used as a fire vehicle and is not safe to operate from the vehicle overhead platform. The Chief stated that the existing Platform has been taken off the Kent County response list of fire vehicles and was also taken off the MABIS list of regional/state wide fire vehicles. Taylor stated he didn't know the existing platform was out of service.

Public Comment: Christine Robinson (village trustee & resident) stated she thinks that Sparta Township should run the Fire Department. That she is in favor of doing the McGrath, supports the fire department but doesn't like the way the new Platform was brought through the fire board.

Robert Whalen (village trustee & resident) thanked the Fire Chief for his perseverance in working with the county in getting them for apply funds to the SDF Platform. He also thanked the Chief for submitting and getting his latest grant of \$160,000 for SCBA equipment. Bob stated that the Chief has now received grants for the SFD which exceed \$750,000 during his term as Sparta Fire Chief.

Next Regular Meeting Date

June 15, 2017 at 7:00pm at the Sparta Fire Station

Motion: Made by **Dougan** to adjourn at 8:20 pm

Seconded: Bradford

Motion Passed: 6-0

Minutes by **Goodfellow**, May 24, 2017

Fire Department Operating Budget			
		FY 16-17	FY 17-18 Approved
580.000	Sparta Township	\$ 226,000.00	\$ 226,000.00
580.050	Sparta Twp Dispatch Contribution		\$ 10,000.00
580.100	Village of Sparta	\$ 113,000.00	\$ 113,000.00
580.200	Township Millage #1	\$ 61,600.00	\$ 60,400.00
580.300	Township Millage #2	\$ 59,500.00	\$ 62,700.00
670.100	Grant Income SCBA		\$ 160,561.00
670.110	Kent County Fire Commission		\$ 196,000.00
641.000	Fees	\$ 450.00	\$ 450.00
665.001	SFD Interest Income	\$ 500.00	\$ 500.00
672.500	Reimbursement-Miscellaneous	\$ 4,000.00	\$ 4,000.00
Total Operating Revenue		\$ 465,050.00	\$ 833,611.00
Expenditures			
701.000	Vaccines	\$ 300.00	\$ 300.00
701.100	Employee Physicals	\$ 3,000.00	\$ 2,500.00
702.000	Salaries	\$ 45,000.00	\$ 40,000.00
702.100	Chief's Salary	\$ 26,000.00	\$ 26,000.00
702.150	Deputy Chief's Salary	\$ 8,800.00	\$ 8,800.00
702.350	SFD Standby	\$ 18,500.00	\$ 18,500.00
702.450	Extra Hours	\$ 16,000.00	\$ 12,000.00
702.500	Salaries - part-time	\$ 3,500.00	\$ 3,500.00
702.650	SFD Runs	\$ 38,000.00	\$ 40,000.00
702.750	SFD Practice	\$ 14,000.00	\$ 12,000.00
702.900	Mechanic - SFD	\$ 4,500.00	\$ 3,500.00
703.100	Workers' Compensation Insurance	\$ 9,000.00	\$ 9,000.00
715.000	SS Taxes & Medicare	\$ 14,000.00	\$ 13,000.00
727.000	Office Supplies	\$ 2,000.00	\$ 2,000.00
756.000	Operating Supplies	\$ 18,500.00	\$ 17,000.00
760.000	Medical Supplies	\$ 2,000.00	\$ 1,500.00
768.000	Uniforms	\$ 2,500.00	\$ 3,000.00
807.000	Audit Fees	\$ 3,500.00	\$ 3,500.00
818.000	Contracted Services	\$ 5,300.00	\$ 5,300.00
818.020	Accounting Services	\$ 7,300.00	\$ 8,000.00
818.400	Attorney	\$ 1,000.00	\$ 1,000.00
818.600	Information Tech	\$ 2,200.00	\$ 1,600.00
864.000	Conferences & Workshops	\$ 9,500.00	\$ 9,000.00
867.000	Gas & Oil	\$ 6,500.00	\$ 5,000.00
919.100	Water House	\$ 750.00	\$ 750.00
919.200	Water Station	\$ 1,600.00	\$ 1,600.00
920.100	Gas House	\$ 1,000.00	\$ 1,000.00
920.200	Gas Station	\$ 2,300.00	\$ 2,000.00
921.100	Electric House	\$ 2,100.00	\$ 2,000.00
921.200	Electric Station	\$ 4,000.00	\$ 3,500.00
922.000	Mobile Phones/Phones/Cable	\$ 8,500.00	\$ 8,500.00
923.000	Trash Removal	\$ 800.00	\$ 900.00
930.000	Repairs & Maintenance	\$ 1,400.00	\$ 3,300.00
930.003	Engine #3	\$ 1,500.00	\$ 2,000.00
930.004	Engine #4	\$ 1,300.00	\$ 1,000.00
930.005	Platform #5	\$ 1,600.00	\$ 1,000.00
930.006	Rescue #6	\$ 1,300.00	\$ 1,000.00
930.007	Brush Truck #7	\$ 1,300.00	\$ 3,350.00
930.008	Tender #8	\$ 1,400.00	\$ 500.00
930.009	Tender #9	\$ -	\$ 500.00
930.010	Medic #10	\$ 1,400.00	\$ 1,400.00
930.011	Brush Truck #11	\$ 1,300.00	\$ 100.00
930.100	Buildings & Grounds	\$ 3,500.00	\$ 1,500.00
935.000	Bodell Pest Control	\$ 400.00	\$ 400.00
945.000	General Dispatch	\$ -	\$ 19,500.00
956.000	Misc.	\$ 500.00	\$ 500.00
956.001	Fire Prevention	\$ 3,500.00	\$ 3,500.00
957.000	Auto Mileage	\$ 500.00	\$ 500.00
958.100	Chief's Auto Allowance	\$ 4,800.00	\$ 4,800.00
958.150	Deputy Chief's Auto Allowance	\$ 2,400.00	\$ 2,400.00
959.000	Dues & Memberships	\$ 1,700.00	\$ 1,700.00
960.000	Insurance & Bonds	\$ 22,800.00	\$ 22,800.00
970.000	Capital Outlay	\$ 8,750.00	\$ 8,000.00
970.100	Capital Outlay Reserve	\$ 3,000.00	\$ 3,000.00
Fire Dept Operating Expenditure Total		\$ 346,300.00	\$ 349,000.00

Millage #1			
Budget - (Acquisition of Fire Equipment)			
Revenues			FY 17-18 PROPOSED
580.200	Township Millage #1	\$ 55,930.00	\$ 60,400.00
	Total Millage #1 Revenue	\$ 55,930.00	\$ 60,400.00
Expenditures			
970.001	Capital Outlay	\$ 53,800.00	\$ 40,000.00
	Total Millage #1 Expenditure	\$ 53,800.00	\$ 40,000.00
Millage #2			
Budget - (Improving, remodeling, renovating and repairing Fire Station and for vehicle purchases)			
Revenues			FY 17-18 PROPOSED
580.300	Township Millage #2	\$ 58,045.00	\$ 62,700.00
	Total Millage #2 Revenue	\$ 58,045.00	\$ 62,700.00
Expenditures			
970.001	Capital Outlay	\$ 40,000.00	\$ 40,000.00
970.002	Debt Retirement (Fire Truck Loan)	\$ 50,000.00	\$ 50,000.00
970.000	Platform Vehicle Purchase operational		\$ 325,000.00
970.001	Platform Vehicle Purchase Millage #1		\$ 125,000.00
970.002	Platform Vehicle Purchase Millage #2		\$ 75,000.00
	Total Expenditure	\$ 90,000.00	\$ 615,000.00