

**Minutes of the Sparta Fire Board Meeting  
March 15, 2018  
Sparta Fire Station**

Present: Bergman (twp-chair), Momber(twp), VanPatten (village), Bradford (twp), Goodfellow (twp) & Whalen (village). The Village has appointed Bob Whalen to fill the vacancy created when Taylor (village) resigned.

Also present: Deputy Chief Olney

Absent: Dougan (village) & Chief Bolen

Bergman called the meeting to order @7:03 pm

**Approval of the Agenda:**

**Motion: Made by VanPatten** to approve the agenda with addition of Kent County Fire Pager Distribution Agreement.

**Seconded: Whalen**

**Motion Passed: 6-0**

**Public Comment:** Dan Salas welcomed Bob Whalen back to the fire board. Nancy Bolen updated the fire board as to the Chief's recovery.

**Approval of the Minutes:**

**Motion: Made by Goodfellow** to approve the February 15, 2018 minutes.

**Seconded: Van Patten**

**Motion Passed: 6-0**

**Approval of the Bills:**

**Motion: Made by VanPatten** to approve bills through March 13, 2018

**Seconded: Momber**

**Motion Passed: 6-0**

**Budget:** The finance committee reviewed the budget expenditures at their March 13, 2018 meeting using the Revenue & Expenditure report dated March 1, 2018. Based on the expenditures approved at that meeting, it appeared that operational budget might overrun as there would only be approximately \$5K balance remaining in the operational account after the approved expenditures. With 18 days remaining in the month and payroll/salaries remaining to be paid, the operational budget will overrun by approximately \$10K-\$15K. However, an updated Revenue & Expenditure report dated March 15, 2018 was sent out which shows the operational budget is overrunning by a larger number. It appears that the March 1 report didn't include all the expenditures approved at previous finance meetings, the March 11<sup>th</sup> payroll and the Kent County fire insurance. With the month end payroll, plus additional accruals the operational budget is projected to overrun by \$40K.

**Motion: Made by Goodfellow** to move \$40,000 from the general fund to Contract Services for the operational budget.

**Seconded: VanPatten**

**Motion Passed: 6-0**

**Chief's Report:** The Deputy Chief Olney reported that there has been 70 runs for the period and 194 runs YTD 2018. Several fires (2) and (2) mutual aid Algoma & Tyrone Twp. and (2) serious auto accidents. The new Platform #5 has been put into service. There are still some fighter fighters that need additional training. Unit #5 was used on a structure fire in Kent City. Representatives for B&B and the trained fire fighters operated Unit #5.

The Chief is working with the accounting services to get pay stubs electronically/email in lieu of printed paper documents. The SFD had their year end awards banquet and Tom Cook, Nancy Bolen and Ben Clawson received awards for their outstanding services.

**Kent County Dispatch Authority:** Kent County is requesting a Fire Pager Distribution Agreement for the 32 new pagers that SFD received. The pagers are part of the new 911 county system which was paid for by the county through a new tax on all cell and land line phones approved by the voters. SFD has the new 32 pagers already and is being held in the office pending the deployment of the new county system. Kent County is requesting a township, village or Fire Board authority sign the agreement. SFD is responsible for all the insurance for the pagers.

**Motion: Made by VanPatten** to have Bergman sign the Fire Pager Distribution Agreement.

**Seconded: Whalen**

**Motion Passed: 6-0**

**Day Time Coverage Duties:** Deputy Chief Olney presented the duties of the "Daytime Duty Crew". The roles and responsibilities for the coverage between the hours of 5:00 AM and 6:00PM, Monday through Friday. As the description is written, it can include a person who could be the Administration Assistant, Daytime Duty Crew and a Fire Fighter. It was the consensus of the board that Administration Assistant time be limited to no more than 15 hours per week and any combination of Administration Assistant, Daytime Duty Crew and a Fire Fighter be limited to no more than 32 total hours for anyone person.

**Motion: Made by Whalen** to approve the "Daytime Duty Crew" description with the consensus changes above.

**Seconded: VanPatten**

**Motion Passed: 6-0**

**Administrative Assistant Hours:** Deputy Chief Olney was requested to establish another sub-category for time keeping of Daytime Duty Crew. There already is in place time keeping requirements for Administration Assistance and Fire Fighter calls. The new description for Daytime Duty Crew includes the weekly hour requirements for a person working as a Administration Assistant, Daytime Duty Crew and a Fire Fighter. The Administration Assistance have a maximum of 15 hours per week.

**Next Regular Meeting Date:**

April 19, 2018 at 7 pm at the Sparta Fire Station

**Public Comment:** Dan Salas asked board members if they wanted to watch the video of the 1970's downtown fire documentary.

**Motion: Made by Bradford** to adjourn at 8:05 PM

**Seconded: VanPatten**

**Motion Passed: 6-0**

Finance meetings: April 3, 2018 & April 17 at 4:00 PM Sparta Township Office