

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

Present: Bergman (twp-chair), Dougan (village) Momber(twp),
VanPatten (village) & Bradford (twp)

Also present: Chief Bolen

Absent: Goodfellow (twp) and Taylor (village) who resigned

Bergman called the meeting to order @7:00 pm

Approval of the Agenda:

Motion: Made by Dougan to approve the agenda

Seconded: VanPatten

Motion Passed: 5-0

Public Comment: None

Approval of the Minutes:

VanPatten noted a correction in the "Next Regular Meeting Date". Should read February 15th instead of January 18th.

Motion: Made by VanPatten to approve the January 18, 2018 minutes with the above change.

Seconded: Bradford

Motion Passed: 5-0

Approval of the Bills:

Motion : Made by VanPatten to approve bills through February 15, 2018

Seconded: Momber

Discussion: Dougan questioned the bill for \$400.00 for " moving water lines and installed holy water". Chief Bolen explained what line was moved and why it is called "holy water". Dougan questioned the hose reel purchase for \$398.00. Chief Bolen explained there were two heavy duty hose reels installed like the ones in other areas of the Station. Dougan also commented that it was nice to see the credit card bill much less than it had been previously.

Also discussed the budget and whether it needs to be amended. Chief Bolen stated they may be over budget. Bergman told the Chief he needed to prepare and present those changes to the Board at the March meeting.

Motion Passed: 5-0

Chief's Report: The Chief reported that there have been 129 runs so far for 2018. Several fires (illegal, legal, and grease), stolen vehicle accident, a head on collision, and multiple other non-life threatening accidents.

Federal Grant Request: Chief Bolen requested permission to submit an AFG Grant for a commercial/washer extractor and gear dryer. This will allow the department to wash up to five turn-out gear at a time. Bradford asked how long the grant process would take and the Chief stated roughly nine months.. Dougan wanted to make sure the Chief's commission is written into the grant. Momber questioned if we don't get the grant would we still pursue the purchase and the Chief stated yes. The grant would cover 95% of the purchase price and the 5% would be paid by the Fire Department. Dougan mentioned that if grant was received the total responsibility on the budget would be 15%. With 5% for the purchase and 10% to cover the Chief's grant writing fee.

Motion: Made by Dougan to approve the submission of the grant with the stipulation that the grant writer's fee be listed in the grant application.

Seconded: VanPatten

Discussion: Chief mentioned that he has seen grants turned down for putting that information on the grant paperwork. Dougan asked if he had seen the actual scoring of the grants to know that for sure. Client stated he had not.

Motion Failed: 3-2

Motion: Made by Bradford to approve the grant submission without the stipulation.

Seconded: Momber

Motion Passed: 4-1

Sale of the residence adjacent to NAPA: Dougan mentioned it would need to be purchased at fair market value and it was the consensus of the Board to not pursue the purchase.

Day Time Coverage Duties: Chief Bolen presented a draft of the duties of a "Daytime Duty Crew".

The Chief indicated that the draft needed to be modified to include all duties and the detail of those duties. Chief was asked to bring the final draft back to the Board next month.

Administrative Assistant Hours: The Chief needs to separate out how many hours are needed for this position and provide a detailed listing of those duties. Dougan expressed concern that the hours should not exceed 32.5 because anything over that could require benefits to be paid. It was the consensus of the Board that we need more clarification of time and the Administrative Assistant's hours may need to be kept at 32.5 not 40.

Snow Plowing: It was questioned recently why the Fire Department was contracted with Water Works to plow their drive way when the Village of Sparta is also plowing and salting;. The Chief has recently connected Water Works to have the service stopped until this could be discussed with the Board. The Chief provided pictures of the recent snowstorm and the amount of snow that was still left after the Village had plowed. It was determined that the Village does not have the ability to get as close to the buildings and garage doors for what is needed for a Fire Department. The Chief did mention that he is very thankful to the Village for coming in and salting the driveways. It was the consensus of the Board to have the Chief contact Water Works to have the service reinstated. Current serve from Water Works is \$70.00 per "push." The contact will be reevaluated in the Fall of October 2018 for the Winter season of 2018 -2019.

Copy Machine: Currently paying \$175.00 a month to MOS for the lease of the Xerox 6400 model. The new proposed solution is \$141.51 (or \$131.51 if signed before March 1, 2018) for the Xerox 6655 model. This would allow for 1,400 BW copies and 200 color copies per month.

Motion: Made by Bradford to approve the new lease agreement with MOS for the 6655 Model.

Seconded: VanPatten

Motion Passed: 5-0

Next Regular Meeting Date:

March 15, 2018 at 7 pm at the Sparta Fire Station

Public Comment:

Bob Whalen asked if the new copier would be able to print two sided because that could save money and paper. Chief said yes.

Shawn Morton: Expressed concern that there is confusion of the Day Time/ Administrative Assistant hours and that Firemen fall under the Fair Labor Standards Act.

Ryan Hayes: Stated the Water Works is a good company to work with and they will be there when you need them.

Kevin Milanowski: Stated that paying for the snow plow service limits the Fire Departments liability because keeping the driveways and side walks cleared and safe would be the responsibility of Water Works.

Motion: Made by Bradford to adjourn at 8:058 pm

Seconded: VanPatten

Motion Passed: 5-0

Minutes by **VanPatten** 2-16-18

Finance meeting dates: Tentatively scheduled February 27th and March 13th at 4 pm Township Office. Bergman is to verify with Pam.