

**Minutes of the Sparta Fire Board Meeting
May 17, 2018
Sparta Fire Station**

Present: Bergman (twp-chair), Momber(twp), VanPatten (village), Bradford (twp), & Goodfellow (twp)
Also, present: Deputy Chief Olney
Absent: Dougan (village), Whalen (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 additions. Med 10 & Engine #3 repairs, Fire Millage renewal

Seconded: Goodfellow

Motion Passed: 5-0

Public Comment: none

Approval of the Minutes:

Motion: Made by Momber to approve the April 19, 2018 minutes.

Seconded: Van Patten

Motion Passed: 5-0

Approval of the Bills:

The finance committee meet on May 15th to review the expenditure and payroll and approve the invoices and sign the checks. Goodfellow presented to the board corrections on the coding of invoices (see attachment). The committee also review the salary and codes for the hours worked by SFD employees. The Fire Board established codes for the employees and the hours worked. The accounting for these hours don't seem to match the SFD's codes. The Board had requested that new codes be implemented so the costs and hours worked could be tracked better. It appears that under the general code of 702-000 Salaries there are (4) other department hours added into this code. Day Extra, Hourly Pay, FF hours and Daytime hours. The Board has asked Deputy Chief Olney to meet with the accounting folks and resolve the issues and questions. (see attachment).

The Board also asked Dan to have the accounting folks correct the Revenue and Expenditure report as the 2018-2019 budget allocations were missing from the report. The SFD budget has been approved by both the Village and Township.

Motion: Made by Momber to approve bills through May 14, 2018

Seconded: Van Patten

Motion Passed: 5-0

Chief's Report: The Deputy Chief Olney reported that there have been 80 runs for the period and 359 runs YTD 2018. Several fires (2) brush and (2) structure fires. There were (7) accident calls.

Lawn Care Waterworks: The board reviewed the quote from Waterworks for lawn care service for the station and fire house. Deputy Chief Olney stated the department was very happy with last years' service and recommended the board accept the quote from Waterworks.

Motion: Made by Goodfellow to accept the quote from Waterworks for \$1350.00 for the lawn care service for the year.

Seconded: Van Patten

Motion Passed: 5-0

Fire Chief Contract: Bergman read a letter from our attorney (Jim Scales) who reviewed the current fire chief's contract. Fire Chief Bolen's existing contract runs through June 30, 2018 and if the fire board takes no action, the contract will expire, and no additional funds would be paid under the existing contract. It was the consensus of the fire board to not renew Chief Bolen's contract.

The fire board discussed how best to look for a new fire chief and what terms of contract would the board require. The board will follow the McGrath study recommendation and advertise for a "Part Time" fire chief for the Sparta Fire Department.

Motion: Made by Goodfellow to accept applications for a new part time Sparta Fire Department Fire Chief, salary will be negotiable.

Seconded: Van Patten

Motion Passed: 5-0

It was the consensus of the board to have Bergman and Van Patten write up a description and requirements for a new fire department fire chief. The Job Vacancy posting will be sent to the MTA, Michigan Fire Fighters, West Michigan Fire Fighters, and the Kent County Fire Fighters publications. The board requested that August 1st submittal date for applying for the opening.

Med 10 & Engine 3 repairs: Both vehicles were involved in a motor vehicle accident. The estimate for Med 10 was \$4615 and Engine 3 estimate was \$6921. Both vehicles have a \$1000 deductible.

Motion: Made by Goodfellow to have Med 10 sent for repairs and contact the insurance carrier for their agreement.

Seconded: Van Patten

Motion Passed: 5-0

Deputy Chief Olney requested the board to have additional repair work done to Engine #3. Dan had received a quote from B&B for \$27,000 to repair additional items on the truck. The board physically inspected Engine #3, accident damage and the additional items. The board wasn't impressed with the additional costs for other repairs and asked Dan to get additional quotes. Momber stated he would assist Dan in getting additional quotes for all the repairs. Dan stated he wanted to have all the repairs done at the same time and by the same company. The vehicle engine #3 is still in service.

Fire Millage Renewal: The Current Fire Millage's both expire 12-31-19. With no general election for 2019 a millage renewal would have to be on the November 2018 general election ballot or a special election in 2019. The board requested Bergman to review the millage dates, verbiage and requirement with the township attorney. The board would request a renewal for the current rates for the next 6 years.

Motion: Made by Goodfellow to have Bergman review with the township attorney and have the millage renewal placed on the November 2018 ballot.

Seconded: Van Patten

Motion Passed: 5-0

Next Regular Meeting Date:

June 21, 2018 at 7 pm at the Sparta Fire Station

Bergman & Goodfellow both stated he would not be able to attend the June meeting as they were both out of town.

Motion: Made by Momber to adjourn at 8:18 PM

Seconded: Van Patten

Motion Passed: 5-0

Finance meetings: June 5, 2018 & June 14 at 4:00 PM Sparta Township Office

SFD Finance Committee meeting May 15, 2018

The committees reviewed all invoices and approved all the checks. In reviewing the coding of the invoices, the committee found several invoices that were coded in error.

Journal 103139 & 103694 Overhead doors should be 206-333-930.100 building repairs and not contracted services.

Journal 103133 Sam's Club should be 206-333-727.000 office supplies and not dues & Membership.

SFD Payroll May 11.2018

The fire board established the following codes for employee payments.

206-333-702-000 Salaries

206-333-702-100 Chief Salary

206-333-702-150 Deputy Chief Salary

206-333-702-350 Standby

206-333-702-450 Extra Hours

206-333-702-500 Salary Part time

206-333-702-600 Runs

206-333-702-750 Practices

206-333-702-900 Mechanic

The following are codes used by our accounting department.

206-333-702-000 Salaries (Day Extra) (FF Hours) (Hourly Pay) (Daytime Hours)

206-333-702-100 Chief Salary

206-333-702-150 Deputy Chief Salary

206-333-702-350 Standby (On Call)

206-333-702-450 Extra Hours

206-333-702-500 Salary Part time (Run)

206-333-702-600 Runs (Run)

206-333-702-750 Practices (Practice 1)

206-333-702-900 Mechanic

Based on review of the salary payments by the finance committee, the committee had the following questions.

1. Where are the clerical hours accounted for?
2. What are the (4) different sub accounts under 702.000 Day extra, FF hours, Daytime Hours & Hourly pay used by accounting? Why not a sub account.
3. All the 702.000 accounts noted on the salary sheets roll back to the main for just (1) total so the hours can't be separated. (need a new code?)
4. What and who is charges time to 702-500 Salary Part (Runs as noted by accounting).
5. 702-450 extra hours, what are they used for and who charges to them.
6. Where does the day time coverage hours show up?

The committee reviewed the time sheets that Dan sends to our accounting but the way the hours get accounted for in the reports doesn't help in determining "Clerical Hours", "Day Time Coverage Hours, FF hours or hourly pay.