

**Minutes of the Sparta Fire Board Meeting
September 20, 2018
Sparta Fire Station**

Present: Bergman (twp-chair), Momber(twp), VanPatten (village), Bradford (twp), Whalen (Village)
& Goodfellow (twp)

Also, present: Chief Olney

Absent: Dougan (village)

Bergman called the meeting to order @7:00 pm

Additions to Agenda: Approval of Special Fire Board meeting minutes September 11,2018

Approval of the Agenda:

Motion: Made by Goodfellow to approve the agenda with additions.

Seconded: VanPatten

Motion Passed: 6-0

Public Comment: Tom Antor, Kent County Commissioner asked everyone to attend the annual Freedom Cruise which will be coming through Sparta on Sunday September 23 around noon. The Cruise will include several Gold Star Families.

State Representative Peter McGregor was at the meeting to present to Chief Jerry Bolen with the State of Michigan Special Tribute Award. The tribute was for his 40+ years of protecting the public through his service as Fire Fighter.

Approval of the Minutes:

Motion: Made by Van Patten to approve the August 16 & September 11, 2018 minutes.

Seconded: Goodfellow

Motion Passed: 6-0

Approval of the bills:

Motion: Made by VanPatten to approve bills through September 18, 2018

Seconded: Momber

Motion Passed: 6-0

Finance Board Update:

Goodfellow reviewed with the board the finance committee meetings through September 18, 2018. The finance committee approved all bills without any questions. The Revenue & Expenditure report for expenditures has finally been correct with all the new sub-categories for tracking purposes. The Finance committee stated the current operational budget expenditures were at approximately 38% of the approved budget through the first 5 ½ months of the budget year.

Budget Amendments: With the creation of the new sub-categories for track costs, amendments to the budget in these categories needs to reflect the changes. Olney presented to the board his recommendations for the budget changes. The change will also correct the operational budget which is currently not correct and short by \$47,000 as approved by the fire board. Olney will present the approved changes to Accounting for their corrections. (attached is the budget corrections)

Motion: Made by Whalen to approve budget changes

Seconded: Momber

Motion Passed: 6-0

Old Business:

Repairs to Engine #3: After further review of the vehicle it was determined that the best option is just have the accident damages repaired and not do any additional work. The cab corners and the rest of cab could be repaired and painted but the cost to do the repairs could exceed the value of the truck. It was the consensus of the board to take Olney's recommendation and have B&B just repair the accident damages.

Sam's Club Credit Card: Olney and Bolen went to Sams Club and had Bolen's name removed from the credit card. Olney is preparing a Department Letter to Sams Club stating the changes and signed by Olney and Bolen.

Audit Explanation: The Finance Committee had questions as to why there was a negative dollar value shown as the balance in Millage #2. The 7-31-18 cash summary report showed there was a positive \$94,957 and on the 8-27-18 cash summary report showed a negative (\$43,570) in Millage #2. At the August meeting with Dan VeldHeuizen reviewing the Audit, there was no mention/reference to this correction. Goodfellow sent emails to VeldHeuizen and DeLang asking for an explanation for the changes. VeldHeuizen responded that there was an error in the audit that didn't catch an error that occurred in accounting for the payments of the new fire truck. VeldHeuizen recommended that \$75,000 be added to Millage #2 and \$75,000 be moved from cash/equity balance. He requested accounting to make these changes and post entry as 4-1-18.

Motion: Made by VanPatten to have accounting to correct fund balances as stated.

Seconded: Goodfellow

Motion Passed: 6-0

Audit Explanation: From last month's Fire Board meeting there was the following question on the Audit. It appears that two items adjusted, AJE04 & AJE01 added an additional \$9600 to Contracted Services but from where and for what reason were these changes made? Question for DeLange. The board didn't receive any update or answer to the question. Goodfellow will resend the questions to DeLange and VeldHeuizen for an answer.

Chief's Report: The Deputy Chief Olney reported (see attachment). 669 calls YTD

Chief's Contract: The board reviewed the New Fire Chief's contract provide by the fire departments attorney and suggested changes by the fire board. There was consensus on all the changes apart from the term of the contract. The term of the contract was discussed with the board members.

Motion: Made by Van Patten to have the term of the contract start on September 24, 2018 through December 31, 2020.

Seconded: Bradford

Motion failed: 3-3 Momber, Whalen & Bergman dissenting

Motion: Made by Van Patten to have the term of the contract start on September 24, 2018 through December 31, 2019.

Seconded: Momber

Motion Passed: 6-0

Goodfellow to update the contract with the approved changes and send to Bergman and Olney for signatures. (Contract was sent out September 21, 2018) contract is also attached.

Title for Engine #3: At some point in time the original title was re-titled over to the Fire Department, but it was titled as a "Salvage Vehicle". It appears the title just came back and was just filed, and no one saw the error. Olney has been working with the Secretary State to get the title cleared. Olney has the original delivery documents from the manufacture.

SCBA Compressor Repairs: Olney presented a quote from Douglass Safety Systems (sole source vendor) for the repairs to the compressor. The compressor was purchase used from Plainfield fire department and is approximately 25+ years old. A new system would cost upwards of \$50,000.

Motion: Made by Whalen to have Douglass Safety Systems repair compressor not exceed \$1678.45

Seconded: Van Patten

Motion Passed: 6-0

Public Comment: Nancy Bolen asked the board to review its policy for coverage on Holidays. There are several holidays where it's really hard to get any type of coverage. It might take a financial incentive to get more volunteers to work at these times.

Next Regular Meeting Date:

October 18th, 2018 following the Kent County Commission Meeting being held at 6 pm at the Sparta Fire Station. The Fire Board meeting will follow the Kent County meeting.

Motion: Made by Momber to adjourn at 8:38 PM

Seconded: Van Patten

Motion Passed: 6-0

Finance meetings: October 2nd & October 16th, 2018 at 4:00 PM Sparta Township Office
Joint Village & Township meeting to review Fire Committee Recommendations and joint agreement:
September 27th, 2018, 7:00PM and Civic Center.

Minutes by W. Goodfellow 9-22-18