

**Minutes of the Sparta Fire Board Meeting
August 16, 2018
Sparta Fire Station**

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

Also, present: Acting Chief Olney

Absent: Whalen (Village)

Bergman called the meeting to order @7:03 pm

Additions to Agenda: Dan Olney asked to have new tire for tender #8 added to the agenda

Approval of the Agenda:

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

Seconded: VanPatten

Motion Passed: 6-0

Public Comment: Ryan Hayes thanked the SFD for helping in the "Kids Day" program.

Approval of the Minutes:

Motion: Made by Van Patten to approve the June 28, 2018 minutes.

Seconded: Momber

Motion Passed: 6-0

Approval of the bills:

Motion: Made by VanPatten to approve bills through August 14, 2018

Seconded: Goodfellow

Motion Passed: 6-0

Finance Board Update:

Goodfellow reviewed with the board the finance committee meetings through August 16, 2018. (see attachment) The main items the finance committee focused on were correcting charges to "Contracted Services" and the accounting codes for payroll. At tonight's meeting DeLange stated she has fixed most of the requested items and will correct the remain payroll problems. The Finance committee stated the current budget expenditures were at approximately 27% of the approved budget through the first 4 months of the budget year.

Audit Report: Dan VeldHeuizen address the Fire Board with the audit finding and general business requirements for the SFD. In all, the SFD does a very good job of managing its finances and accounting for all expenditures. Goodfellow asked: How can the audit report differ so much from the final year end report provided by our accounting service. Dan stated in one case corrections were made to correct an error in overpayment by the village. This effected both the revenue and expense ledgers. In addition, the payroll for March which was paid in April was accrued to the previous year. Goodfellow asked what the other changes were as the fire board nor the finance committee has never seen any of the previous changes. Dan stated you should see them and should get a copy of all the adjusted journal entries and Grouping Reports. Dan gave his copies to Goodfellow for distribution. DeLange asked Dan to clarify what "Contracted Services" included. The issue was that the finance committee wanted invoices allocated to more specific line items for better tracking in lieu of lumping every invoice that had a contract which lumped them into "Contracted Service", the process the Village currently follows. Dan stated that the department can have as many codes as need be. Doesn't have to be in "Contracted Services" but needs to be in an account function code. The State of Michigan only require a Fire Department to have minimum of 4 codes for accounting. The SFD has many more for departmental tracking and monitoring. Dan stated that the operational expenditures over ran the revised budget. He stated it doesn't need to be corrected because it was below the State's % requirement. Goodfellow stated that the Fire Board did increase the operational budget at the March meeting based on input from the Fire Department and the Accounting, but the

increased adjustments made for the known items still wasn't enough to cover all expenses. Goodfellow stated that the expenditure report from the village accounting dated April 6, 2018 for the final year end was right on target with the adjustments the fire board had taken. 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.

Old Business:

Repairs to Engine: #3. Dan and Chad reviewed the quotes with B&B and West Michigan Truck. It appears that both companies had quoted additional items, but Dan wasn't sure what the final quote would be for just the additional work on the Cab corners and rust spots. Dan will get firm quotes from each company for the work. The Engine is not out of service. Dan would like the accident damage area and the extra work completed by the same company. The Board agreed. Dan will have the quotes for the next meeting.

Sam's Club Credit Card: The existing credit card was cancelled because of a fraudulent charge several months ago. Hotel Stay in New York. The new card was reissued with Jerry's name on it. Dan and Jerry need to go to Sam's Club and have the card transferred over to Dan's name. Currently the credit card is locked in the office safe.

Chief's Report: The Deputy Chief Olney reported (see attachment). 580 calls YTD

Replacement Tire for Tender #8: Dan presented (3) quotes for new tire for Tender #8. These are the original tires that came on the truck when purchased back in 2008. The tires are weather check and worn and need replacement. All Points, Sumitomo tires \$3,120.00, Jerry's Tire Goodyear tires \$3,823.80 and Meehof Tire Michelin \$4,146.48. Dougan ask Dan if there were other vehicles that would need major repairs or improvements in coming years. Dan stated he'd review the vehicles and get a list to the board for next meeting.

Motion: Made by Van Patten to purchase tires from Jerry's Tire for \$3,823.80

Seconded: Bradford

Motion Passed: 6-0

Review New Fire Chief Applications:

Bergman presented to the Fire Board the all the applications he'd received for the job offering. It was the consensus of the board that all the candidates be interviewed at a special meeting September 11th at 5:00 PM at the Sparta Township Office. Dougan will provide the time schedule for each candidate and Bergman will notice each applicant. The Board Member were asked to submit all the questions they like to ask each candidate to Goodfellow who will consolidate all the questions. Dougan will submit some additional questions that the village had used before.

Public Comment: none

Next Regular Meeting Date:

September 20, 2018 at 7 pm at the Sparta Fire Station (Dougan will not be present)

Motion: Made by Bradford to adjourn at 8:30 PM

Seconded: Van Patten

Motion Passed: 6-0

Finance meetings: September 4th and 18th, 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.