

**Minutes of the Sparta Fire Board Meeting  
June 28, 2018  
Sparta Fire Station**

Present: Bergman (twp-chair), Momber(twp), VanPatten (village), Bradford (twp), & Goodfellow (twp)  
Also, present: Deputy Chief Olney  
Absent: Dougan (village) and Whalen (Village)

Bergman called the meeting to order @7:02 pm

**Approval of the Agenda:**

**Motion: Made by VanPatten** to approve the agenda with corrections. (date of meeting)

**Seconded: Bradford**

**Motion Passed: 5-0**

**Public Comment: none**

**Approval of the Minutes:**

**Motion: Made by Van Patten** to approve the May 17, 2018 minutes.

**Seconded: Momber**

**Motion Passed: 5-0**

**Old Business:**

- a. Update of salary codes by Olney and accounting. Olney requested departmental accounting last month to correct and add new codes for the department to manage all wages and time reporting. At tonight's meeting, DeLange asked why the additional codes were needed. The Board members stated that in the McGrath study, clerical hours were big issues and the study overstated the number of clerical hours because there is "NO" specific function code for clerical/administrative hours. The fire board ask our accounting department to making the following changes:

The following are codes **currently** being used by our accounting department and the functions/hours included the code.

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

The following are proposed "**new**" codes that will be used by the department and accounting department and the functions associated with each code.

206-333-702-000 Salaries

206-333-702-xxx (Clerical/Administration Hours) \*New account code

206-333-702-xxx (Fire Fighter Hours) \*New account code

206-333-702-100 Chief Salary

206-333-702-150 Deputy Chief Salary

206-333-702-350 (change to weekend coverage)

206-333-702-xxx (weeknight medical coverage) \*New account code

206-333-702-450 (Extra Hours Fire Fighter)

206-333-702-500 (change to Daytime coverage hours)

206-333-702-600 (Runs)

206-333-702-750 (Practice hours)

206-333-702-900 Mechanic

- b. Update of budget data by Olney and accounting. Olney had requested the departmental accounting last month to update the Department Revenue and Expenditure with the 2018-2019 budget data. At tonight's meeting, DeLange stated she didn't have the current approved budget information to update the report. A copy of the approved budget has been provided and she will correct the report. (attached)
- c. Medic #10 repairs: Olney stated that the repairs have been completed and Med #10 is back in service.

#### **Approval of the Bills:**

The finance committee meet on June 26<sup>th</sup> to review the expenditure and payroll and approved the invoices and signed the checks.

**Motion: Made by Momber** to approve bills through June 26, 2018

**Seconded: Bradford**

**Motion Passed: 5-0**

#### **Finance Board Update:**

Goodfellow presented the board with a written update from the last meeting. (see attachment) The board discussed what expenses should have been coded under "Contracted Services". In the past everything that had a contract associated with it was coded "Contracted Services". The finance board request specific items, Quality Air and Fire Pros be removed from Contracted Service and coded to Building and Maintenance. At tonight's meeting DeLange asked why we want these items changed as we have a contract with these people. The board stated in the past we couldn't determine the total costs of maintenance for building, grounds etc. without going through each item that was coded as "Contracted Services". There is a difference between Contracted Services vs. Service Contracts, vs. Contracts for Products. All are contracts but most of the expenses currently listed under "Contracted Service" are Service Contracts for equipment maintenance etc. or Goods purchased. The board's view of what expenses were "Contracted Service" for the fire department would be professional services, legal, consulting, etc. DeLange state she would check with our audit company for some advice. The audit company, Dan would be attending our next board meeting.

**Chief's Report:** The Deputy Chief Olney reported (see attachment)

**Engine #3 repairs:** Momber was asked to get another quote for repairing Engine #3. He'd contacted 2 other companies for a quote, one company wouldn't provide a quote as it was the same company the B&B was going to sub out the work to. West Michigan International submitted a quote to for the accident repairs at \$3977.50 which was less than the B&B's quote. West Michigan International also submitted a quote to repair additional items on the truck. There quote was \$6564.20 which was just painting and repairing items addressed in the walkthrough. If we wanted to paint the entire truck the cost would be an additional \$6000.00. The B&B quote was \$27000 which is over twice as high as the last bid. It was the consensus of the board for Olney and Momber to review the quotes and determine why the big difference in pricing. Engine #3 is still in service.

**Fire Millage Renewal:** Bergman presented the township attorney's review for the millage renewal. Per the township attorney, the millage request must be done in 2019 or no later than 2020 election for a renewal. (See Attached Letter)

#### **New Fire Chief Applications:**

- a. Bergman presented the job description and requirements that Van Patten and Bergman developed. (see attached)
- b. Bergman informed the board that the job vacancy for a new part time fire chief will be posted in the MTA magazine and MTA online. Olney informed the board that the job vacancy for a new part time fire chief was posted with the West Michigan Fire Chiefs Association and the Kent County Fire Chief's Association.

**Interim Fire Chief:** The board reviewed the fact a new permanent fire chief would not be in place until September time frame and the fire board should appoint a temporary fire chief. The board discussed a salary for a new temporary/interim fire chief. The board asked Deputy Chief Olney if he was interested in the position and he stated yes.

**Motion: Made by Goodfellow** to appoint Dan Olney as Interim Fire Chief effective July 1, 2018 until the board appoints a new fire chief. Olney's new monthly salary will be \$2000.00. The remaining items in Olney's current contract will stay the same with only the monthly/yearly salary be changed.

**Seconded: Van Patten**

**Motion Passed: 5-0**

**Next Regular Meeting Date:**

August 16, 2018 at 7 pm at the Sparta Fire Station

**Motion: Made by Bradford** to adjourn at 8:15 PM

**Seconded: Van Patten**

**Motion Passed: 5-0**

Finance meetings: July 10<sup>th</sup> and 24<sup>th</sup>, August 14<sup>th</sup>, 2018 at 4:00 PM Sparta Township Office