

**Minutes of the Sparta Fire Board Meeting
October 18, 2018
Sparta Fire Station**

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

Bergman called the meeting to order @7:10 pm after the conclusion of the Kent County Fire Commission Meeting.

Additions to Agenda: Request to Purchase AED (Automatic External Defibrillator)

Approval of the Agenda:

Motion: Made by VanPatten to approve the agenda with addition.

Seconded: Goodfellow

Motion Passed: 7-0

Approval of the Minutes:

Motion: Made by Goodfellow to approve the September 20, 2018 minutes.

Seconded: VanPatten

Motion Passed: 7-0

Approval of the bills:

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

Seconded: Goodfellow

Motion Passed: 7-0

Finance Board Update:

Goodfellow reviewed with the board the finance committee meetings through October 18, 2018. The finance committee approved all bills with only one question. One invoice was miss coded under contracted service, Olney will have the invoice corrected. The Finance Committee had questions on the Journal Report between Accounts Payable and Cash Disbursements. Some of the invoices appear in both accounts. The Cash Disbursements are the invoices that the Finance Committee approves but only the Accounts Payable appears in Revenue & Expenditure report for expenditures for the month. VanPatten will check with department accounting.

Old Business:

Title for Engine #3: Olney has been working with the Secretary of State in attempting to get the title corrected. The Secretary of State acknowledged that a clerical error had occurred, but the local office couldn't fix the problem. Olney has been working with State of Michigan folks in Lansing trying to get the titled corrected. Dougan ask Olney for the names of the folks he was working with and she'd check with them in Lansing. Olney will also check with the Village and see if they any old documents/bill of sale when Engine #3 was purchased.

Chief's Report: Chief Olney introduced the Departments new Deputy Chief, "Carl Wood". The Chief Olney report (see attachment). 747 calls YTD. The department will be sponsoring the annual Halloween Party at the fire station on October 27th.

Deputy Chief Salary: Olney has appointed Carl Wood as his Deputy Chief. The board review the existing salary and benefits that the previous Deputy Chief received.

Motion: Made by Whalen to have Carl Wood receive the same salary \$8800 per, the same vehicle allowance and \$42.00 toward Carl Wood's cell phone service.

Seconded: Van Patten

Motion Passed: 7-0

AED (Automatic External Defibrillator): Chief Olney made a presentation to the board for the purchase of (3) new AED units. The existing units are around 10 years old, one in broken and not in service another isn't very dependable and cost to repair exceeds the cost of new units. Olney recommended the purchase of Physio-Control Lifepak 1000 from Hearsmart for total cost of \$5985.00 to be paid out Capital Outlay (2) units and (1) unit from Millage #1.

Motion: Made by Whalen to purchase (3) AED's for a cost not to exceed \$5985.00.

Seconded: Dougan

Motion Passed: 7-0

Budget for FY 2019-2020: Chief Olney presented to the Board the Fire Department's budget requirements for 2019-2020 operational year. Olney explained to the board the changes he'd like to do, the proposed line item budgets based on the current expenditure and the new account codes. Olney also submitted the CIP plan for the next several years. Olney stated the department is not asking for any additional operational funds to run the department for the 2019-2020.

Motion: Made by Goodfellow to accept the budget as presented.

Seconded: Momber

Motion Passed: 7-0

Olney will present to the Village at their next budget workshop in November. Olney will forward the budget to the Village Manager, so the Fire Department Budget will be included on the Village agenda. Olney will present the Fire Department budget to the Sparta Township Board at the December 13, 2018 meeting.

Cost Recovery: The costs associated with using the new ladder truck are higher than any other vehicle the department has. There are other department that try to recover costs when mutual aid has been requested. The board discussed opportunities where cost recovery would be a valid request. Anything outside of the township, commercial, industrial or even multitenant building were areas that cost recovery could be implemented. The idea was to not invoice a fire department but rather invoice an insurance company. The board asked Olney to create a new policy for ladder truck cost recovery and present at the next fire board meeting.

Holiday Pay: At a previous meeting there was discussion that for some holidays it was hard to find folks to provide medical and fire protection service. It was suggested that if there was more of an incentive to work we might get more folks to volunteer. Olney suggested that for (7) holidays, New Years Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving & Christmas Day we double the pay for those scheduled to work. The Board asked Olney to review last years calls for these holidays, the number of folks at each call, the time spend on each call and estimate the costs if the pay were doubled or 1 & ½ times per each holiday. Olney to present this data to the board at next month's meeting.

Public Comment: None

Next Regular Meeting Date:

November 15th, 2018 at 7 pm at the Sparta Fire Station. Several board members noted that they could be missing as it's the opening day of deer hunting.

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

Seconded: Van Patten

Motion Passed: 7-0

Finance meetings: October 30th & November 13th, 2018 at 4:00 PM Sparta Township Office

Minutes by W. Goodfellow 10-19-18