

**Minutes of the Sparta Fire Board Meeting
September 19, 2019
Sparta Fire Station**

Present: Bergman (twp-chair), Van Patten (village), Fisk (village), Anderson (twp), Goodfellow (twp), & Cumings (village).
Also, present: Chief Olney

Absent:

Bergman called the meeting to order @7:00 pm.

Additions to Agenda: none

Approval of the Agenda:

Motion: Cumings to approve the agenda.

Seconded: Van Patten

Motion Passed: 6-0

Public Comment: none

Approval of the Minutes:

Motion: Made by Van Patten to approve the August 15, 2019 minutes.

Seconded: Fisk

Motion Passed: 6-0

Approval of the bills:

Motion: Made by VanPatten to approve bills through September 17, 2019

Seconded: Anderson

Motion Passed: 6-0

Finance Board Update:

Van Patten reviewed with the board the committee meetings. Van Patten & Anderson stated that the department was tracking well within budget at 38%. There was only (1) question from the last 2 meetings. Van Patten stated that the department received another \$250.00 invoice for the audit. Dan Veldhuizen from Siegfried Crandall stated it was the final retainer payment for the audit. Goodfellow stated that in reviewing this month's payroll report there is a question if Chief and Deputy Chief are to be paid for Weekend Standby Call and Med Standby Call. Chief Olney stated that he only was on Weekend call a couple time but his YTD \$ for Weekend Standby pay shows a lot more than a couple of times. (Dan to review with the accounting department to make sure data was recorded correctly. The question is: Does the Chief and Deputy Chief qualify for Weekend Standby Call and Med Standby Call payment as both are contract employees. The Chief's contract only states he'd be paid additional for "Call Out". The Finance Committee will review the past practices and make recommendations to the board. The current contract may have to revised to allow for these payments.

Old Business:

Repairs to Platform #5. Chief Olney stated that B&B is doing the repairs to the ladders on the truck and is 80% complete. B&B is waiting for additional parts in order to finish the work. Platform #5 was at B&B and was not available for holding the flag on September 11th.

Audit Review:

Dan Veldhuizen from Siegfried Crandall was in attendance to review the audit with the board and answer any questions. Goodfellow asked: Why was Chief Olney and finance committee member excluded from the review. The board has specifically requested accounting that the board wanted their attendance. Olney and Anderson both stated that they had notified accounting department of there request to attend the audit and asked to be informed of the date and time. Neither were contacted. Veldhuizen stated it was good idea for these folks to attend but he didn't know about the request but would look for their attendance next year.

Goodfellow asked: What were the accruals for the year and corrections that were made. Veldhuizen stated that he would send the work sheets what shows where the corrections were made. (he did send the reports). What the reports don't show, what were the individual items which caused the requirement for a change. This information would be helpful to avoid future needs for corrections or accruals and should be available to the fire board.

Goodfellow asked: Why a final Revenue and Expenditure Report hadn't been sent out from accounting. The board's only data was from the final report for the period ending 3-31-19 dated 4-16-19. It's 5 months later before we know what final year results were. If the board needs to make any correction for the current year, we're almost halfway through the year.

Veldhuizen stated the information should be available from accounting.

Veldhuizen when through the audit results with the board. As stated in the audit report, there were no negative budget variances during the current fiscal year.

Chief's Report:

- a. Monthly Runs: Chief Olney presented the Chief Report (see attachments). There were 98 calls in Aug and part of September with 653 calls YTD. There were (9) fire calls, (5) injury accidents, (2) mutual aid assists and (2) brush/grass fires.
- b. Smoke Alarm Program: The department received 25 smoke alarms and 1 CO detector were installed at Glenwood Estates.
- c. The board asked the Chief how has the elimination of most Med 3's effect the total runs. As compared to September 17, 2017 when Med 3's was still being run, there were at total of 924 call YTD. Almost a 1/3 reduction in all calls.
- d. The Chief there are still staffing issues for daytime coverage. There currently are not sufficient fire fighters available for coverage during the daytime hours. There are incidents when mutual aid was required and were the primary responder.
- e. The department currently has (3) new fire fighter in fire school.

Fire Millage Renewal: The current fire millage expires at the end of the year. The board has requested Bergman to have the ballet review by Jim Scales (fire department attorney) for placement on March 10, 2020 primary election. The board request that the wordage and terms remain the same, so that both millage's are renewals.

Motion: Made by Cumings to have Bergman contact Jim Scales (fire department attorney) for the placement of the fire department renewal millage's on March 10, 2020 primary election.

Seconded: Van Patten

Motion Passed: 6-0

Public Comment: None

Next Regular Meeting Date:

October 17th, 2019 at 7 pm at the Sparta Fire Station. (Goodfellow will be absent from the meeting)

Motion: Made by Van Patten to adjourn at 8:24 PM

Seconded: Fisk

Motion Passed: 6-0

October 26, 2019 will be the fire department's Halloween Party at the station.

November 2, 2019 Dan Salas will be presenting a documentary on Sparta Fire of 1974 at the Civic Center.

Finance meetings: October 1, 2019 and October 15, 2019 at 4:00 PM Sparta Township Office

Minutes by W. Goodfellow 9-22-19