

**Minutes of the Sparta Fire Board Meeting
August 15, 2019
Sparta Fire Station**

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

Also, present: Deputy Chief Wood

Absent: Chief Olney

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

Additions to Agenda: none

Approval of the Agenda:

Motion: Van Patten to approve the agenda.

Seconded: Cumings

Motion Passed: 6-0

Public Comment: none

Approval of the Minutes:

Motion: Made by Goodfellow to approve the June 20th, 2019 minutes.

Seconded: Fisk

Motion Passed: 6-0

Approval of the bills:

Motion: Made by VanPatten to approve bills through August 12th, 2019

Seconded: Cumings

Motion Passed: 6-0

Finance Board Update:

Van Patten reviewed with the board the committee meetings. Van Patten & Anderson stated there were no issues from the last 3 meetings. Van Patten stated that Olney was meeting with accounting to correct payments coded in error and budget items.

Old Business:

- a. **Audit:** Deputy Chief Wood stated that the audit was completed, and per Olney it appears there were no issues. It is unknown if there were any accruals. The Board had requested several times that a board member be included in the audit process because of the past issues. Anderson from the Fire Board coordinated dates for the audit, but he was never called or invited to attend the audit. The Fire Board would like to know why he wasn't invited and who made the decision not to call Anderson.
- b. **Insurance Withholding:** Public Act 495 -Fire Insurance withholdings give the fire departments the ability to receive a portion of policyholder insurance coverage held in escrow until the clean up of a structure fire has been completed. It appears that the Village and Township receive letters from insurance companies asking if a portion of the settlement should be held in escrow. The status of these letters and being forward to the fire department is unknown. The Fire Department is responsible for sending a letter back to the insurance company asking for an escrow payment or not.

Motion: Made by Anderson to have the township and village forward all letters from insurance company to fire department asking if there is a requirement for an escrow payment.

Seconded: Goodfellow

Motion Passed: 6-0

The Fire Board will review any letters being sent back to an insurance company requesting a escrow payment.

- c. Repairs to Platform #5. Deputy Chief Wood stated that B&B will be doing the repairs to the ladders on the truck when B&B can get a certified employee to do the work. B&B is extremely busy and a date for repair isn't available. The Platform #5 is still in service.

Chief's Report:

- a. Monthly Runs: Deputy Chief Wood presented the Chief Report (see attachments). There were 135 calls in June, July and part of August with 544 calls YTD. There were (7) fire calls, (9) injury accidents, (2) mutual aid assists and (2) brush/grass fires.
- b. Town & Country Days: The department conducted one side by side burn cell. There were several medical events during the weekend due to heat.
- c. Smoke Alarm Program: The department received 100 smoke alarms and 50 CO detector which will be distributed throughout the community.
- d. Community Outreach Program: The department partnered with the school staff in a outreach program at Glenwood Estates. The department provided Kids Food Baskets to kids who wished to participate. The department also took rescue #6 to talk about fire safety. They also took Tender #8 and Engine #3 for a little water fun.

Fire Millage Renewal: The fire board reviewed the letter from Mika Meyers Department Attorney for the departmental millage renewal. The current millage expires at the end of the year. The board has the option of when to place the millage renewals on the ballot. It was the consensus of the board to table this item until next month.

Lucas (CPR) maintenance renewal agreement: Deputy Chief Wood presented the renewal maintenance agreement for the Lucas (CPR) machine. Wood showed the board how the Lucas machine works. It's used approximately 6-8 times a year. The 3-year maintenance agreement is \$4001.40.

Motion: Made by Anderson to purchase the maintenance agreement for \$4001.40

Seconded: VanPatten

Motion Passed: 6-0

Desktop Computers and Software updates: Deputy Chief Wood presented to the board a request to purchase (1) new desktop computer and upgrade (2) additional computers to windows 10. The existing computer is an older model and will not accommodate Windows 10, the (2) other computers will accommodate the upgrade.

Motion: Made by VanPatten to purchase the new desktop computer and software from Silver Lining Computers for approximately \$1750.00

Seconded: Fisk

Motion Passed: 6-0

Public Comment: None

Next Regular Meeting Date:

September 19th, 2019 at 7 pm at the Sparta Fire Station.

Motion: Made by Cumings to adjourn at 7:50 PM

Seconded: VanPatten

Motion Passed: 6-0

Finance meetings: September 3, 2019 and September 17th, 2019 at 4:00 PM Sparta Township Office
Minutes by W. Goodfellow 8-15-19

Chiefs Report August 15, 2019

Old Business:

1. Audit – completed and draft copy was turned into the Sharon
2. Insurance withholdings – see attached memo
3. Repairs to Platform #5 – Insurance claim was submitted and parts have been ordered. Once the parts are in the truck will go to B&B Fire Service for Repairs.

New Business:

1. Monthly report
 - a. June 17th thru July 14th
 - i. Fire calls and alarms
 1. Sparta Schools – East Spartan Drive
 2. Sparta Schools – West Spartan Drive (contractors set the alarm off)
 3. Garage Fire – Alpine Ave
 - ii. wires and hazardous condition calls
 1. Washington Street
 2. Long Lake
 3. 15-mile
 - iii. injury accidents
 1. N State Street
 2. Countryview Drive
 3. 12000 block of Fruitridge
 4. M37 and 12-mile
 - iv. Brush, Grass, Illegal Burns
 1. Grove Street
 - b. July 15th thru August 11th
 - i. Fire calls and alarms
 1. Boat on fire in the drive – Stebbins
 2. 10000 Grange (Auto aid to Algoma – house hit by lighting)
 3. 300 block of 10-mile (Auto aid to Alpine)
 - 4.
 - ii. wires and hazardous condition calls
 1. Maple Street
 2. Orchard Street
 3. Gardner
 4. 12-mile and Peachridge
 5. 3900 block of 12-mile
 6. 8700 block of Baumhoff
 - iii. injury accidents
 1. 9000 block of Baumhoff
 2. Sparta Ave and 15-mile
 3. M37 and 12-mile (fatal)
 4. M37 and O'Conner (no injuries)
 5. M37 and 13-mile (no injuries)
 - iv. Brush, Grass, Illegal Burns
 1. Ida Red

2. Town and County Days
 - a. We conducted one side by side burn cell demo but due to the incoming weather the second burn event was cancelled
 - b. We have several medicals during the weekend due to the increased heat
3. Smoke and CO alarm program
 - a. We are enrolled with the Michigan Fire Prevention Community Risk Reduction Program that is sponsored by the State Fire Marshalls Office to reduce the number of civilian fire fatalities in the state.
 - b. As part of this program we have received about 100 smoke alarms and 50 CO detectors to distribute around our area. We will be pushing the program in throughout the community and schools in the coming weeks.
4. Community Outreach Program
 - a. The fire department partnered up with a staff from the Sparta Schools in a summer outreach program at Glenwood Estates.
 - b. The Sparta Schools in conjunction with Kids Food Basket provided lunches to kids that wished to participate.
 - c. On July 25th we took Rescue #6 to their event and talked about fire safety, and showed the kids the equipment we use and carry. Today was the last event for the outreach program and we took Tender #8 and Engine #3 and let the kids spray water.

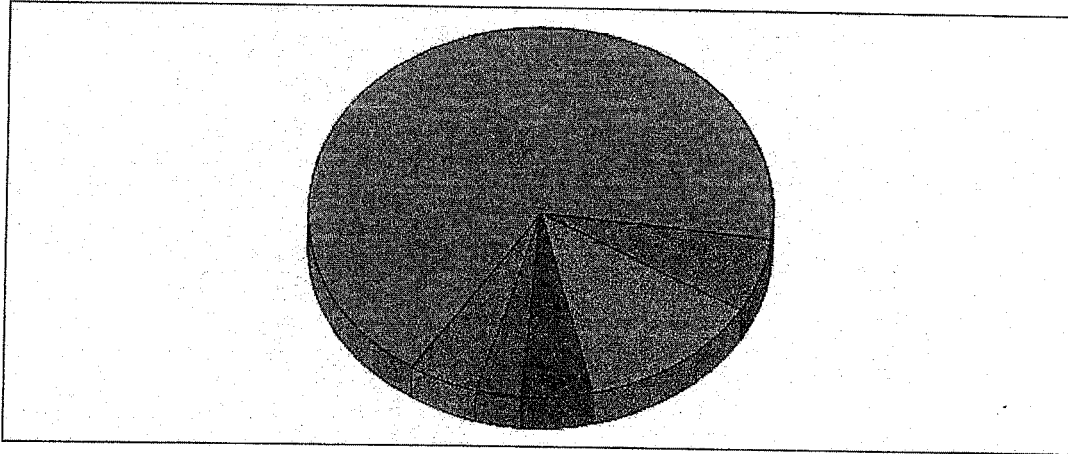
Sparta Fire Department

Sparta, MI



Major Incident Types by Month for Date Range

Start Date: 06/17/2019 | End Date: 07/14/2019



False Alarm & False Call	Hazardous Condition (No Fire)	Service Call
Fire	Rescue & Emergency Medical Service Incident	
Good Intent Call		

INCIDENT TYPE	JUN	JUL	TOTAL
False Alarm & False Call	6	2	8
Fire	3		3
Good Intent Call	1	1	2
Hazardous Condition (No Fire)	1	2	3
Rescue & Emergency Medical Service Incident	16	26	42
Service Call	2	2	4
Total	29	33	62

Only REVIEWED incidents included

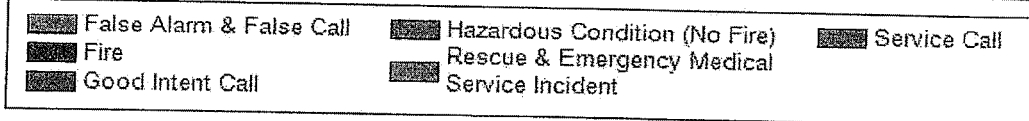
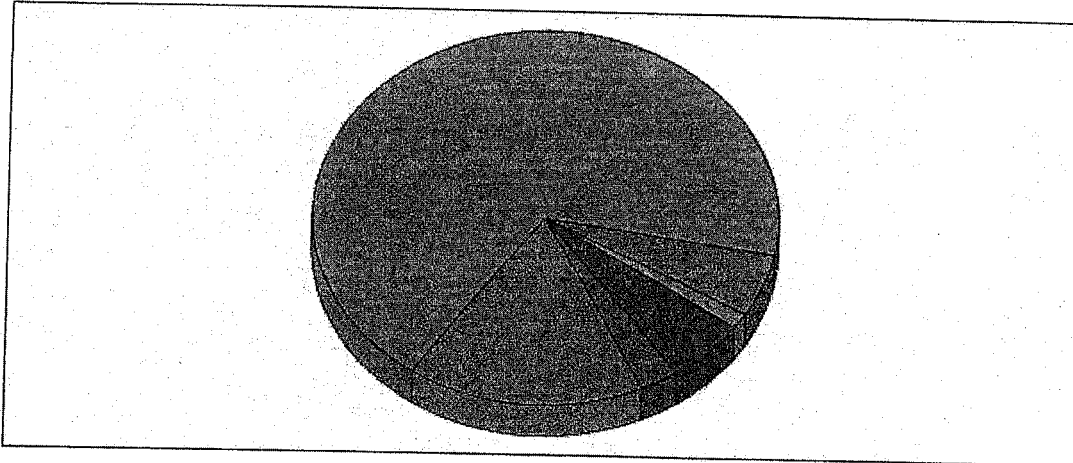
Sparta Fire Department

Sparta, MI



Major Incident Types by Month for Date Range

Start Date: 07/15/2019 | End Date: 08/11/2019



INCIDENT TYPE	JUL	AUG	TOTAL
False Alarm & False Call	1		1
Fire	4		4
Good Intent Call	1	1	2
Hazardous Condition (No Fire)	9	3	12
Rescue & Emergency Medical Service Incident	27	23	50
Service Call	4		4
Total	46	27	73

Calls for the year as of 8-11-2019: 544

Only REVIEWED incidents included