

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

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

Absent: none

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

Additions to Agenda: Add new finance committee member

Approval of the Agenda:

Motion: VanPatten to approve the agenda with addition.

Seconded: Fisk

Motion Passed: 6-0

Public Comment: none

Approval of the Minutes:

Motion: Made by VanPatten to approve the November 21, 2019 minutes.

Seconded: Cumings

Motion Passed: 6-0

Approval of the bills:

Motion: Made by Cumings to approve bills through December 17, 2019

Seconded: VanPatten

Motion Passed: 6-0

Finance Board Update:

Anderson stated that the finance board meet twice in the past weeks. The finance board had no question that the Chief couldn't answer. There were (2) invoices with late fees which Chief had them removed. The budgets through December are all under running.

Old Business:

Fire Millage Renewal – Bergman presented the township approved resolution for the Fire Department's 2020 ballot renewals. Cumings asked why (2) township board members voted against the renewal. Bergman stated that one of township members who voted no stated: "Millage #2 was to be a onetime millage for new equipment etc. and not a continuing millage. Bergman stated he didn't know the reasoning for the other no vote. Chief Olney stated this is the second time for Millage #2 renewal being on the ballot. Cumings asked why there were (2) exhibit C's. One labeled Exhibit C at the top of the page and other just note exhibit C at the bottom. The language appears to be the same but written different. Bergman stated he'd check on resolution exhibit c requirements.

Chief Olney stated that the Fire Fighters Association plans on campaigning for the millage passage. They are using the signs that were used for the last renewal. All expenses are paid for by their Association.

Chief's Report:

Chief Olney presented the Chief Report (see attachments). There were 75 calls in November and part of December with 907 calls YTD. There was (1) fire call, (2) accidents and 1 with injuries, and (1) mutual aid assists. MML update: The Chief and several board members meet with MML Rep Diana Jones. Several items were reviewed at the meeting. Pricing of the policy, a contract between the village and fire department for accounting services and clarification of terminology. The pricing will remain approximately the same as pervious year. The terminology for fraud coverage was listed as "Treasure". The Fire Department doesn't have a quote "Treasure" as the accounting functions are completed on a contracted service to the Village of Sparta. To better define the

term "Treasure", the Fire Board will define the Treasure as: Township Treasure, Township Deputy Treasure, Village Finance Director/Treasure and Village Payable Clerk.

The Board discussed the accounting contract with the village, and it was the consensus of the board that it appears there isn't a contract. Goodfellow was asked to research for the bid requirements for the Fire Department accounting service contract. Goodfellow has sent to all board members the accounting requirements that was sent out to perspective accounting service bidders. The contract was awarded to the Village of Sparta on May 19, 2016 fire board meeting. Goodfellow requested that the finance committee, Chief Olney and the Village of Sparta review the requirements and update as required and have a contract presented to the Village and signed.

Motion: Made by Anderson to adapt the MML Insurance clarification of terminology for "Treasure" as Township Treasure, Township Deputy Treasure, Village Finance Director/Treasure and Village Payable Clerk.

Seconded: VanPatten

Motion Passed: 6-0

Chief Oley also informed the fire board that our 2020 worker compensation premium will be close to previous years costs. The department had 5 injury claims in the past 5 years of which 4 of claims have been closed. The premium should be approximately \$10,070 which is based on payroll.

The fire apparatus is insured through the Kent County Fire Commission, the new premium costs will be \$7695.00 which is \$2400 less than previous years mostly because of vehicles that were removed from the fleet.

Chief Olney informed the fire board that there appears to be some sort of hydraulic leak/pressure that is forcing water up through the concrete near the building. The Chief, working the Village will have Plummer's pump out the catch basins and scope/camera the drain leading to the village storm basin to see if any drains are broken or plugged. The Chief will keep the board informed on what data is found. Most board members agreed that due to all the increased water due to weather it maybe something that won't be an issue once it dries out.

Finance and Board Meeting Schedule: The Chief presented the 2020 meeting schedule for the fire board and finance meeting. A couple of dates were changed, and Chief has issued and a revised schedule. (attached)

Chief's Contract: Goodfellow had sent out a revised Fire Chief contract based on the last month meeting. He'd asked the board members to review the contract and Chief Olney to review contract. The fire board didn't have any changes and Chief Olney was good with the revised contract. Goodfellow presented (3) original contracts to be signed by Bergman and Olney.

Appointment to Fire Department Finance Committee: Betty Van Patten has served on the Finance Committee since its inception. She has asked the Fire Board to replace her as a Finance Committee Member. Dave Cumings volunteered to be her replacement on the committee. The Board thanks Betty for her service and help on finance committee for the fire department for all these years.

Public Comment: none

Next Regular Meeting Date:

January 23, 2020 at 7 pm at the Sparta Fire Station.

Motion: Made by Anderson to adjourn at 8:00 PM

Seconded: VanPatten

Motion Passed: 6-0

Finance meetings: January 7th and January 21st at 4:00 PM Sparta Township Office. Minutes by Goodfellow 12-22-19

- c. Workers Compensation – based on payroll and injury claims. Claims remain in department history for 5 years after being closed. Over the last 5-years there were 5 injury claim – currently 4 of the claims are closed.
 - i. 2020 worker comp premium is projected to be \$10,169.00
- d. The fire apparatus are insured through the Kent County Fire Commission
 - i. The current list of apparatus still have the two truck on it that were donated.
 - ii. The Fire Commission was advised in October when the audit for 2020 can out of the change but they had not changed it in there fill
 - iii. The Fire Commission was again advised of the change and told me that it would be changed before the premium comes out.
 - iv. At this time the premium is set at \$10,046.85 after the other trucks or removed the premium will be reduced to \$7695.55

3. Unknown leak in the parking lot

- a. On Dec 8, I stopped by the station to drop some items off when I noticed water coming up though the saw cut in the parking lot near the station
- b. It was not raining, however water was running from the roof drains into the storm drain
- c. Contact was made the next morning with Dennis Brinks and they checked the drains and everything appeared to be flowing normally. Mr. Brinks stated that it would be a good idea to have Plummer's come clean the storm basins and then have then run a camera down the drain to check for any breaks or backups in the line. There are some thought that their might be an unknown roof drain or building drain that is backed up or broken. And this would be located when the line is scoped.



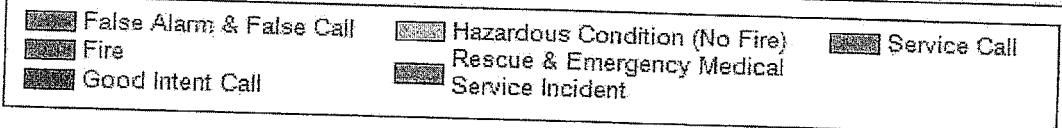
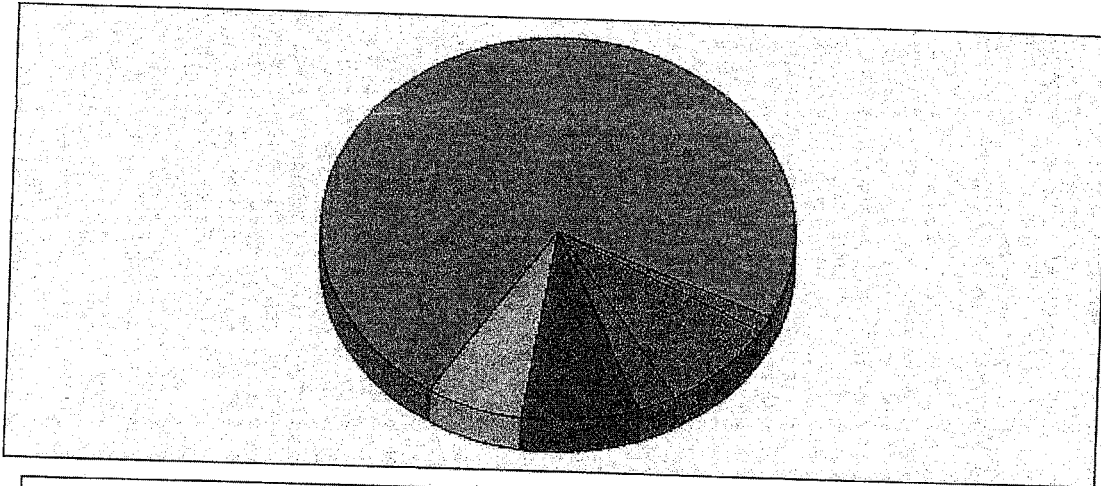
Sparta Fire Department

Sparta, MI



Major Incident Types by Month for Date Range

Start Date: 11/18/2019 | End Date: 12/15/2019



INCIDENT TYPE	NOV	DEC	TOTAL
False Alarm & False Call	2	4	6
Fire	1	1	2
Good Intent Call	4	2	6
Hazardous Condition (No Fire)	5		5
Rescue & Emergency Medical	18	37	55
Service Call	1		1
Total	31	44	75

Only REVIEWED incidents included

(18)

Chiefs Report December 19, 2019

Old Business:

New Business:

1. Monthly report
 - a. Fire calls and alarms:
 1. 13000 block of Lime Lake (Solon Twp.) units disregarded upon arrival
 2. 12000 block of Fruitridge – Smoke from a garage heater unit
 3. 100 block of Kings Blvd – wiring issue in an outlet
 4. 21000 block of Kenowa – Mutual Aid to Chester Fire (cancelled – no fire)
 5. 12000 block of Paine – Fire alarm (false)
 6. Ida Red – False alarm
 - b. Wires and hazardous condition calls:
 1. 100 block of Vine – CO Alarm
 2. 11000 block of Stebbins – tree and wires down
 3. 900 block of Sunset Pines – downed powerline
 4. 100 block of Homestead Acres – gas leak
 5. 9600 block of Alpine Ave – wires arcing in the tree
 6. Mark Street – CO Alarm
 - c. Accidents:
 1. M-37 and 15-mile (PI – minor injuries)
 2. M-37 and 12-mile (PI – upon arrival no injuries)
2. Michigan Municipal League (MML) meeting
 - a. Meeting with MML Rep. Diana Jones was December 10.
 - i. Fraud protection coverage
 1. There is a blanket coverage to provide coverage for members of the department. There is also a policy listed as Treasure.
 2. The Board needs to either add the additional staff from the Village to the policy or define who the “Treasure” is.
 3. It was recommended that the Board define who the “Treasure” is and vote on the language rather than add more people in the policy
 - ii. Agreement for Village to do payroll and Invoices
 1. During our policy discussion a question was raised as to if there was a signed agreement in place with the Village to handle the department’s payroll and bills, since we are paying for this service.
 2. I checked with Village Manager Julius Suchy and he does not believe that there is a signed agreement in place. If the Board wishes to have an agreement put in place he did not have any problem signing it.
 - b. Insurance for the department for next year will be \$9,842 for 2020 and needs to be paid by January 31, 2020



Sparta Fire Department

* Chief Daniel Olney *Deputy Chief Carl Wood



Fire Board Meeting Schedule for 2020

Meeting Date

January 23, 2020 @ 7:00 pm *

February 20, 2020 @ 7:00 pm

March 19, 2020 @ 7:00 pm

April 23, 2020 @ 7:00 pm *

May 21, 2020 @ 7:00 pm

June 18, 2020 @ 7:00 pm

July 23, 2020 @ 7:00 pm *

August 20, 2020 @ 7:00 pm

September 17, 2020 @ 7:00 pm

October 22, 2020 @ 7:00 pm *

November 19, 2020 @ 7:00 pm

December 17, 2020 @ 7:00 pm

Finance Committee Meeting Dates:

January 7th and 21st @ 4:00 pm

February 4th and 18th @ 4:00 pm

March 3rd and 17th @ 4:00 pm

April 7th and 21st @ 4:00 pm

May 5th and 19th @ 4:00 pm

June 2nd and 16th @ 4:00 pm

July 7th and 21st @ 4:00 pm

August 4th and 18th @ 4:00 pm

September 1st and 15th @ 4:00 pm

October 6th and 20th @ 4:00 pm

November 3rd and 17th @ 4:00 pm

December 1st and 15th @ 4:00 pm

The dates followed by a (*) fall on the 4th Thursday of the month