

**Minutes of the Sparta Fire Board Meeting
October 17, 2019
Sparta Fire Station**

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

Also, present: Chief Olney

Absent: Goodfellow (twp)

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

Additions to Agenda: none

Approval of the Agenda:

Motion: Anderson to approve the agenda.

Seconded: Cumings

Motion Passed: 5-0

Public Comment: none

Approval of the Minutes:

Motion: Made by Fisk to approve the September 19, 2019 minutes.

Seconded: VanPatten

Motion Passed: 5-0

Approval of the bills:

Motion: Made by VanPatten to approve bills through October 14, 2019

Seconded: Cumings

Motion Passed: 5-0

Finance Board Update:

Anderson explained that the Finance Board performed a review of Chief Olney's current contract. VanPatten also stated that the wording of the current contract does not specifically exclude the weekend stand by and On Calls. Therefore, the Finance Board is making the recommendation to approve what had already been paid to both the Chief and the Deputy Chief and to allow them to continue with the scheduled times they have for the next three months. The recommendation was agreed on 5-0.

Chief Olney made further clarification of the questions raised at the September meeting.

1. Accounting correction in the line item 702.00 (Salaries) \$30.00 had been removed in April 2019.
2. Bank Fees – will be identified in a misc funds line item
3. Chief's Payroll correction for weekend on calls. These were actually Medical On calls paid at the rate of \$30.00. It was entered as 702.360 which was correct but it was labeled as Weekend On Call in error. This has been corrected.
4. Chief Olney also provided the updated Revenue and Expenditure report for March 2019. This included the adjustments that were made during the yearly Siegfried Crandall audit.

Old Business:

Fire Millage Renewal – Bergman provided a sample of the 2020 ballot renewal that was drafted by Mika Meyers. He also stated that the numbers will need to be entered to make the Renewal wording complete. Those figures will need to be obtained by the Township office personnel.

Approval of the Ballot Renewal:

Motion: Made by Anderson to approve the wording of the Renewals to be used in the 2020 ballot.

Seconded: Cumings

Motion Passed: 5-0

Chief's Report:

- a. Monthly Runs: Chief Olney presented the Chief Report (see attachments). There were 73 calls in September and part of October with 723 calls YTD. There were (9) fire calls, (5) injury accidents, (2) mutual aid assists and (2) brush/grass fires.
- b. Fire Prevention at the schools. Roughly 750 students at Ridgeview and White Elementary Schools took part in the fire safety discussions.

Budget of 2020-2021:

Chief Olney provided the draft of his 2020-2021 budget and gave an explanation and spread sheet of the changes that he had made. He had pulled and reviewed the last three year's budgets and the actual figures for each year. The budget total remains at \$365,000.00 but the funds are being allocated differently based on the trends that the Chief observed during his study. There were two corrections that will need to be made prior to presenting the budget to the Township and Village Boards. (Funds from Township and Village and the Capital Outlay should be listed as \$23,720.00 instead of \$90,000.00.) All documents provided are attached.

Motion: Made by Cumings to approve the 2020-2021 Budget

Seconded: Fisk

Motion Passed: 5-0

Snow Removal Contract:

Recommendation by Chief Olney to renew the snow removal contract with Waterworks. There is no change to the contract from last year and the price remains at \$1,950.00. This allows for 2 pushes in a 24 hour period which includes the parking lot and sidewalks.

Motion: Made by Cumings to approve the contract renewal with Waterworks.

Seconded: VanPatten

Motion Passed: 5-0

Request to Purchase:

Request from Chief Olney to replace the flatbed of the Brush Truck #7. He stated that the bed is rusted and has straps holding it together. He provided three price quotes. #1 Burnips Equipment #2 Hoekstra Equipment #3 Monroe Truck Equipment. There were also additional items from Arista Truck Equipment and Chad and Sons Fab. (Pricing attached)

1. This would be funded from the roll over of the CIP from last year.
2. Question from Anderson regarding the life expectancy of the truck. Chief Olney stated 10 years.
3. Request also includes another medical compartment to be purchased and installed.

Request from the Chief to purchase the flat bed from Hoekstra for \$4,812.00 and also do the removal and install at a price of \$720.00, purchase the additional medical compartment from Arista priced at \$800.00 and have Chad and Sons Fab perform the additional fabrication, materials and labor at a price of \$3,000.00. The entire project would cost \$9,332.00.

Motion: Made by Cumings to approve the purchase per Chief Olney's request not to exceed \$9,332.00

Seconded: Anderson

Motion Passed: 5-0

Chief's Performance Review:

VanPatten mentioned that the yearly performance review of Chief Olney should be conducted soon. Goodfellow normally sends out the forms via email. Bergman to discuss with Goodfellow and hopefully get out to the Board prior to the November meeting.

Public Comment: None

Next Regular Meeting Date:

November 21, 2019 at 7 pm at the Sparta Fire Station.

Motion: Made by VanPatten to adjourn at 8:32 PM

Seconded: Fisk

Motion Passed: 5-0

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: November 5, 2019 and November 19, 2019 at 4:00 PM Sparta Township Office

Minutes by B VanPatten 10-21-19