

**Minutes of the Sparta Fire Board Meeting  
January 21, 2021  
Zoom Meeting**

**Present:** Bergman (twp-chair), Anderson (twp), Cumings (village), Goodfellow (twp), Bill Taylor (village) & Betty Van Patten (village)

Also, present: Chief Olney

Absent: None

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

**Additions to Agenda:** Agreement for audit and letter of understanding

**Approval of the Agenda:**

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

**Seconded: Cumings**

**Motion Passed: 6-0**

**Public Comment: None**

**Approval of the Minutes:**

**Motion: Made VanPatten** to approve the December 17, 2020 minutes.

**Seconded: Anderson**

**Motion Passed: 6-0**

**Approval of the bills:**

Goodfellow asked what the expense items were for B&B Fire Division. Chief Olney stated they were for repairs on the ladder truck #5 that had to be done to keep the truck in service. Goodfellow agreed that the work had to be done but the board had placed a limit on expenditure \$1000.00 without board approval. Goodfellow suggested that if there are emergency repairs over \$1000, the Chief should send out an email to board members letting them know he was proceeding with emergency repairs over \$1000 and if a board member have concerns or need more information the Chief would provide it. Chief Olney and board members agreed that this would provide the required approval.

**Motion: Made by Goodfellow** to approve December – January 19, 2021 bills.

**Seconded: Cumings**

**Motion Passed: 6-0**

**Finance Board Update:**

Anderson stated that the finance board meet twice since the last board meeting and approved all department invoices. The operational budget is at 86% and the total expenditures budget is at 115% both which are high due to COVID grants and capital purchases. Anderson stated that the finance board and the Chief reviewed pending budget expenses and pending revenues for the department and asked the Chief to review the budget and present to the fire board proposed budget changes to ensure that we are still in control of our operational & capital budgets. Cumings stated the operational and capital budget expenses and revenues will have to be revised because of the COVID grant and expenditures.

**Old Business:**

The new engine was delivered last Thursday. The department is working with the manufacture on training dates. The new engine should be in service in the next few weeks.

**Chief's Report:** Chief Olney presented the Chief's report. (see attached). There were 874 calls for 2020 and 28 calls YTD 2021. The Chief stated there were no fires in the past month. There were 2 fire assist and 4 accidents in the last month.

**Budget Amendments:** Chief Olney present to the fire board his budget amendment changes. The reasons for the changes are due to Grant funds COVID funds received and the capital purchase of the Mason property and the new fire truck. \$36,426 in COVID grant funds received will be add to Salaries and Runs. \$134,000 will be moved from Millage funds #1 & #2 into the current capital outlay.

**Motion: Made by Goodfellow** to accept the budget changes requested by the Chief.

**Seconded: Cumings**

**Motion Passed: 6-0**

**Grant approval for Assistance to Fire Fighters (AFG):** Chief Olney ask the board for approval to submit for the (AFG) grant funding through FIMA. The chief is submitting grant requirements for (2) battery powered extraction cutter/expander and (2) battery powered Ram's. The equipment will allow the department to equip the new fire truck with new battery powered equipment. The department has (1) set of hydraulic extraction & ram equipment and (1) set of smaller battery powered equipment. These new battery tools are more powerful, have mobility and easier to use. The cost for equipment submitted for the grant would be \$44,000. This is a 10% matching fund grant. Cumings asked how much time the Chief has currently spent in applying for this grant. Chief Olney stated he has spent over 18 hours in getting the grant ready to submit.

**Motion: Made by Goodfellow** to have the Chief apply for this grant.

**Seconded: Anderson**

**Motion Passed: 6-0**

**Audit Agreement:** Siegfried Crandall CPA sent Sparta Fire Department an agreement for audit services for the fiscal year. The cost associated with the annual audit is \$3900. Cumings asked how many times during the year does the department interact with the audit firm. Chief Olney stated very little except at audit time.

**Motion: Made by Anderson** to have the Chief sign the audit agreement.

**Seconded: VanPatten**

**Motion Passed: 6-0**

**Next Meeting Date:** February 18<sup>th</sup> at 7:00 PM in the fire station.

**Next Finance Meeting Dates:** February 2<sup>nd</sup> & 16<sup>th</sup> at 4:00 PM at the fire station.

**Public Comment:** none

**Adjournment:**

**Motion: Made by Cumings** to adjourn at 7:48 PM.

**Seconded: Van Patten**

**Motion Passed: 6-0**

Minutes by Goodfellow 1-23-21

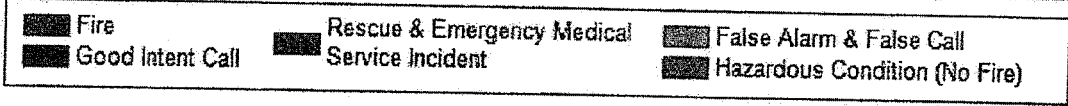
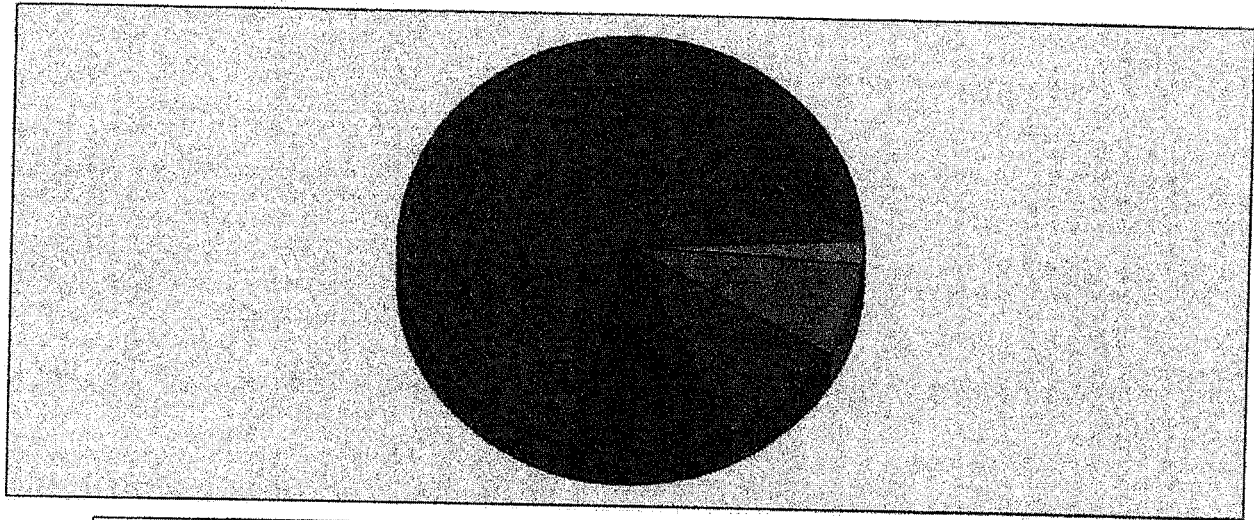
# Sparta Fire Department

Sparta, MI



## Major Incident Types by Month for Date Range

Start Date: 12/14/2020 | End Date: 01/17/2021



| INCIDENT TYPE                               | JAN | DEC | TOTAL |
|---|-----|-----|-------|
| False Alarm & False Call                    |     | 1   | 1     |
| Fire  | 1   | 4   | 5     |
| Good Intent Call                            | 2   | 4   | 6     |
| Hazardous Condition (No Fire)               |     | 4   | 4     |
| Rescue & Emergency Medical Service Incident | 11  | 27  | 38    |
| <b>Total</b>                                | 14  | 40  | 54    |

Total calls  
 2020 Finished with 874 calls  
 2021: 28 calls as of January 17, 2021

# Chiefs Report January 21, 2021

## **Old Business:**

1. New engine update

## **New Business:**

1. Monthly report
  - a. Fire calls and alarms:
    1. 300 block of 15-mile – trash can fire
    2. 567 Edward – stove top fire (out upon arrival)
    3. 2000 block of O'Connor – vehicle fire
    4. 13300 block of Paine – Assist to Kent City (attached garage fire)
    5. 45 S. main – Assist to Kent City (cancelled enroute)
  - b. Wires and hazardous condition calls:
    1. Fuel Spill (130 E. Division)
    2. Wire down – 12-mile and Union
    3. Wire down – Sparta Ave and 15-mile
  - c. Accidents:
    1. 13-mile and Peach Ridge – minor injuries
    2. Division and Union – pedestrian struck
    3. M37 and Sparta Ave – motorist assist
    4. M37 and 13-mile - no injuries
2. Grant Request
  - a. Approval to submit for an Assistance to Firefighter Grant (AFG) for extrication equipment in the amount of \$44,000.00
  - b. This a 10% matching funds grant if awarded.



# Sparta Fire Department



## Budget Update:

After reviewing the budget report after the December 17, 2020 fire board meeting there are some ledger expenditures that are in need of adjustment. These adjustments are mostly based on unexpected expenditures due to the COVID pandemic or unplanned purchased that have occurred. Listed below are changes needed to be amended the budget to bring it back into alignment for the 2020-2021 budget year.

702.000 - Salaries: this was a line item that had been removed from the budget in 2018-2019 because of the changes on how we were categorizing our payroll expenditures. But with the recent Hazard Pay that was received from the Department of Treasury COVID-19 Cares Act Grant, this line item was re-established to account for it in our budget.

The follow change is recommended: allocate \$25,000 in fund from revenues line item 528.000 (other Federal Grants) to expenditures line item 702.000 (salaries)

702.650 – SFD Runs: the department also had received a grant for payroll reimbursement through the Department of Treasury COVID-19 Cares Act Grant. The grant award was for \$11,426.00.

The follow change is recommended: allocate \$11,426.00 in fund from revenues line item 528.000 (other Federal Grants) to expenditures line item 702.650 (SFD Runs)

These changes will adjust the total operating budget from \$365,000 to \$401,426

The next two changes will be to the Millage Funds to offset for the purchase of the Mason Property and the replacement engine.

Millage #1: recommended to move \$88,000 from 391.000 (Millage #1 fund balance) to line item 970.001 (Capital outlay millage #1)

Millage #2: recommended to move \$46,000 from 392.000 (Millage #2 fund balance) to line item 970.002 (Capital outlay millage #2)

These changes will adjust the fire millage from \$165,000 to \$299,000.