

**Minutes of the Sparta Fire Board Meeting
May 20, 2021
In person & Zoom Access Meeting**

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

Also, present: Chief Olney,

Absent: Betty Van Patten (village)

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

Additions to Agenda: none

Approval of the Agenda:

Motion: Made Cumings to approve the agenda.

Seconded: Taylor

Motion Passed: 5-0

Public Comment: None

Approval of the Minutes:

Motion: Anderson to approve the April 22, 2021 minutes.

Seconded: Goodfellow

Motion Passed: 5-0

Approval of the bills:

Motion: Made by Anderson to approve bills from April 21, 2021 – May 18, 2021.

Seconded: Cumings

Motion Passed: 5-0

Finance Board Update:

Cumings stated that the finance board meet twice since the last board meeting and approved all department invoices. Per Cumings, the operational budget expenditures through the month is at 8.8% of budget. The revenue and budget report has been corrected for the operational budget and expenditures.

Old Business:

Audit: The Chief stated that once a firm date has been established for the in-person review of the audit he'd let Anderson and Cuming know so they could attend if possible.

Mason House Update: There is a person who wants to move the Mason house into a vacant lot in Sparta. The Chief did review with the fire department attorney if a posted notice was required to sell/give the Mason house. Our attorney stated that no notice was required. The Chief will contact the department attorney and have him write up a bill of sale and conditions for moving the house. The person removing the house will have to agree to cleaning up the site with the exception of the concrete & and basement removal, provide liability agreement that would include asbestos material in the house and insurance if needed, agreement on a date of removal of no later than September 1, 2021, and the removal of the trees and disposal and security fencing after removal.

Motion: Made by Goodfellow to have the Chief work with the department attorney and get an agreement prepared.

Seconded: Cumings

Motion Passed: 5-0

Chief's Report: Chief Olney presented the Chief's report. (see attached). There were 289 calls YTD. The Chief stated there were no fires in the past month and 4 accidents in the last month.

Fire Department Building Proposal:

The Chief presented to the board a Sparta Fire Station Concept proposal. The proposal was from Andrus Architecture who had designed and built the Cannon Township fire station and designed the Sparta Library remodel project. The Chief stated he meet with Goodfellow and Robert Andrus and reviewed some possible options for additions. The basic concept was to build an addition to the north off the fire station for office and meeting area with a basement for additional office storage. The 2nd phase would be to add additional drive through bays and storage area on the west end of the existing building. The existing building would basically remain the same. The Chief stated that with additional federal funds being available, now might be a good time to at least have a proposal together that would include site drawings and estimated costs if funds were to be available for a fire station remodel. The Chief stated he did review with the fire department attorney if a request for bid proposal was required or could we just use Andrus Architecture. Our attorney advised that we did not need to go out for bids for renderings but would have to bid out the construction project.

Motion: Made by Anderson to accept the quote from Andrus Architecture.

Seconded: Goodfellow

Motion Passed: 5-0

Next Meeting Date: June 17th at 7:00 PM in the fire station.

Next Finance Meeting Dates: June 1st and June 15th at 4:00 PM at the fire station.

Public Comment: none

Adjournment:

Motion: Made by Taylor to adjourn at 7:50 PM.

Seconded: Cumings

Motion Passed: 5-0

Goodfellow will be out of town and not be attending the June 17th meeting. (you'll need someone to take the minutes for the meeting).

Minutes by Goodfellow 4-21-21