

**Sparta Fire Board Minutes
Thursday, February 19, 2015
Sparta Fire Department Office**

Called to Order: 7:00 p.m.

Members Present: Kristi Dougan (village-chair), Bob Maier (twp), Jayne Paasch (village), Paul Hibbard (village), Bob Whalen (village), and Mark Anderle (twp)

Absent: Bill Goodfellow (twp)

Also Present: Chief Bolen, Deputy Chief Olney

Approval of Agenda:

Motion: Made by **Whalen** to approve the agenda with additions, 1. Discussion on creating separate accounts for dedicated millages and general operating fund. 2. Discussion regarding Dispatch Funding.

Seconded: Paasch

Motion Passed: 6-0

Public Comment: None

Approval of Minutes:

Motion: Made by **Whalen** to approve the minutes dated January 15, 2015

Seconded: **Hibbard**

Motion Passed: 6-0

Approval of Bills:

Board requested that Chief secure an expanded bill approval stamp similar to the one used by the village with expanded information to provide adequate account/line item information for proper assignment of bill.

Motion: Made by **Whalen** to approve January bills.

Seconded: **Maier**

Motion Passed: 5-1 (Dougan dissenting)

Discussion of Loan for Rescue #6

Chief Bolen brought a proposal to the board documenting the possible pay off of Choice One loan for \$152,980 with a 1.49% interest rate for a potential savings of \$5,000 of interest payments.

The board chose to take no action to pay off the loan at this time due to inadequate accounting of millage tax revenues and general fund savings in separate accounts. The

board instructed Chief Bolen to work with village staff to establish a separate account for each of the two millages and the general fund balance. Following this action, the board may reconsider a plan for loan pay-off.

Bill Auto Pay Update

Following the guidance of Finance and Accounts Payable staff, the board declined to authorize online Auto Pay of certain bills. The board directed Board Chair Dougan to consult the auditor on a policy to authorize the Fire Chief to secure checks with a counter signatory to pay certain approved listing of bills/vendors prior to Finance Committee approval of full bills.

Update on Credit Card Application Process

No credit card will be issued for SFD accounts.
Policy needed for reimbursement of expenses for personal credit card use.

Update on Revised Travel Policy

Board Chair Dougan presented a revised SFD Travel Policy for consideration.
Approved travel policy will be retained on file at the village, township, and SFD offices.

Motion: Made by **Paasch** to approve travel policy with the addition of training payback exception and mileage advance language.

Seconded: **Maier**

Motion Passed: 6-0

Goal Setting/Review of FY 2014-15 and Future Budget Goals

Board discussed the need to create separate accounts at Choice One Bank: one for each millage and one for the general fund operating budget and fund balance for the SFD for a total of three accounts in place of the single account with all money intermingled. Board requests Village Finance staff to determine proper balances of three accounts.

Board questioned Chief Bolen as to why a \$50,000 line of credit exists for the SFD with Dell Corp. The Board directed Chief Bolen to request who authorized the line of credit and to close the line of credit.

Discussion regarding the two dedicated millages and what items may be purchased with funds raised from the millages. The board will work to establish a list of appropriate expenditures as intended by the voter approved millages.

Goals for 2015: Chief Bolen to develop and present an SFD Capital Improvement Plan, Additional line items will be added to annual budget to account for revenues in addition to expenditures, and establish a policy for millage expenditures.

Establishing Bank Accounts

Motion: Made by **Anderle** to direct the Chief to work with Village Finance personnel to split SFD funds into three separate accounts: one for each dedicated millage and one for general operating

Seconded: **Whalen**

Motion Passed: 6-0

Dispatch Funding

The Board requested that the Township representatives secure written documentation regarding Sparta Township's commitment to covering SFD dispatch costs via Sparta Twp general fund in lieu of coverage in the SFD budget.

Chief's Update

Chief updated the board on SFD participation in a statewide nuclear exercise in coordination with the Michigan National Guard.

Chief reviewed with the board recent house fire responses and the monthly call run.

Communications

Chief circulated a letter from Mr. Jon W. Brown thanking SFD in their prompt and professional assistance.

The Board and Chief Bolen requested that the Village post a call for assistance for residents to dig out fire hydrants covered in snow near their home via the Village Facebook page.

Public Comment

Captain Shawn Morten addressed the board regarding the newly adopted travel policy, Med 3 calls, paid on-call daytime staff need.

Adjournment

Board Chair Dougan adjourned by Executive Privilege at 9:38 p.m.