
MINUTES OF THE SPARTA FIRE BOARD MEETING

APRIL 16, 2015
Sparta Fire Department Office

Called to Order: 7:00 PM

Members present: : Kristi Dougan (village-chair), Bob Maier (twp), Bill Goodfellow (twp), Jayne Paasch (village), Paul Hibbard (village) & Bob Whalen (village), and Mark Anderle (twp).

Absent: None

Also present: Chief Bolen, Deputy Chief Olney

Approval of Agenda:

Motion: Made by **Maier** to approve agenda.

Seconded: **Goodfellow**

Motion Passed: 7-0

Public Comment: None

Approval of Minutes:

Motion: Made by **Maier** to approve minutes dated, February 19th 2015

Seconded: **Goodfellow**

Motion Passed: 7-0

Approval of Bills:

Motion: Made by **Whalen** to approve February & March bills.

Seconded: **Maier**

Motion Passed: 6-1 Paasch dissenting.

Discussion on 2014-2015 year end final budget report. Questions on why some of the totals are in brackets which normally mean a negative value. It appears the operational budget under ran by \$\$18,948.53. The Millage, capital outlay, fees, interest & reimbursements revenues vs. expenditures appear to underrun revenues by \$37,858.75. Total Department revenues \$476,171.03 vs. expenditures of \$419,363.75. The balance \$56,807.28 was added to the Department Savings.

The board requested that Sharon and Dan attend our next meeting to validate questions and help with annual accounting.

Credit Card Policy:

At the December meeting the Board requested the Chief to acquire Credits for the Department use. Chief present the board with the proposed Credit Card from Sam Club. The card will have a limit of \$3000. As stated in the December Board meeting. The credit cards were only to be used for on-line purchases or departmental costs where direct invoices would not be sent to the Fire Department.

The majority of board agreed with the Chief's and he's to proceed with acquiring the Credit Cards. Dougan & Passch did not support the use of Departmental Credit Cards.

Policy Book:

The Chief presented the board the updated "Department Policy Book". Dougan will deliver a copy to the village & Maier will deliver a copy to the Township. The new "Travel Policy" has been added to the book. Electronic copies are also available. Whalen & Maier asked for the latest "Finance Policy" be sent to them.

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Capital Improvement Plan

The Chief is still working on updating the Departmental Plan for 2015 – 2017?
The proposed plan should be available at the next board meeting.

Village SW High Pressure Access

The Village has requested that the Fire Department refrain from accessing any of the “High Pressure” hydrants in the SW district without confirmation from the Village or a fire emergency. There are problems with that segment of the High Pressure system.

Meeting Cancellation or Special Meeting Policy

After some confusion surrounding late month’s cancellation, the Board discussed the cancellation/special meeting policy based on the Joint Fire Protection Agreement. The majority of board members were comfortable the current agreement. The Board did agree that it might be best to revise or amend the current policy with a more defined Cancellation/Special meeting policy.

Medical Response

The addition of Med 3 response started again back in October of 2015 as a trial. Prior to that time all Med 3’s were directed to an Ambulance Company. Due to wait times etc. the Med 3’s are now being sent to the department again. The estimated cost derived from Dan’s analysis is approximately \$7,000 for next 6 months. The cost to provide the Med 3 response is covered under the Operation Budget. The Board will review again in 6 months.

Motion: Made by **Whalen** to approve Med 3 response.

Seconded: **Hibbard**

Motion Passed: 7-0

Chief’s Report:

For the last 2 month there were 186 total calls. no fire, 6 accidents & 151 medical. YTD 382 calls.

There 3 grass fires 2 burn complaints.

The Village Burn ordinance recently updated and needs to be included in the Department Policy.

The Chief will get the latest ordinance.

Next Regular Meeting Date

May 21st, 2015 at 7:00 PM

The meeting is at the Fire Office.

Public Comment

Several members thanked the Board for continuing the Med 3 response for the Department.

Chairperson Dougan adjourned by Privilege at 8:38 PM

Minutes by W. Goodfellow 4-17-15