
MINUTES OF THE SPARTA FIRE BOARD MEETING

JULY 30, 2015
Sparta Fire Department Office

Called to Order: 7:13 PM

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

Absent: None

Also present: Chief Bolen, Deputy Chief Olney

Approval of Agenda:

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

Seconded: **Maier**

Motion Passed: 7-0

Public Comment: None

Approval of Minutes:

Motion: Made by **Whalen** to approve minutes dated, May 21st, 2015

Seconded: **Maier**

Motion Passed: 7-0

Approval of Bills:

Motion: Made by **Whalen** to approve June - July bills.

Seconded: **Hibbard**

Motion Passed: 7-0.

Amendment Budget for 2015-2016

Tabled until next meeting to review the changes the Chief has proposed and the proposed expenditures for Millage #1 & #2. (attached is a sample of the proposed budget tracking format)

From the last Meeting: Kristi did verify that the department has only one checking account and one savings account. The funds within the accounts are tracked internally.

The Chief asked Dan if the Department can accept a donation written to the department. His statement was yes the department can accept all donations.

Audit Review:

Dan presented an overview of the Department audit. They recommended small adjustment be made in: accrual of payroll, fund balance & operational expense and capital outlay & convert to a fund based data.

The audit confirmed the Department has a total fund balance of \$535,927.00

Budgetary Comparison schedule & Recommendations:

Capital Outlay budget

Debt Service budget

Operational budget

All Revenues

Dan explained that the Department is NOT a line item budget but a Departmental Budget. Line items are not required to be changed or amended just the total budget would need to be amended.

Classification of expenditures. Dan stated the Department & Finance Committee did a good job of classifying expenditure. Dan suggested that the Department establish a Department Coding Policy/Policy Statement for Operational expense, Millage #1 Capital expenses & Millage #2 Debt service expenses and

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capital expenses using the election ballad statement as a guide plus a monetary value for capital expenses vs. operational expenses.

Between Sharon & Dan, the fund balance now has been split into the proper funds.

Operational fund balance

Millage #1 fund balance

Millage #2 fund balance.

All revenues and expenses will be accounted for within the 3 funds.

Dan also suggest that the Department develop a "Capital Improvement Plan". It's not a mandatory requirement but something that is recommended.

Fire Dispatch Funding:

The township is the only authority that can enter into an agreement with the County for the enhanced E911 service. It was the consensus of the Board that these costs should be included within the Fire Department operational budget. The total cost for the first 6 months of 2015 is \$2612.00. The Fire Department will pay the invoices for the service. The budget will be amended if needed at a later date. The Township should approve the contract based on the Department to include the costs within it's budget.

Chief's Report:

720 calls YTD. For the last 2 months there were: 181 med calls, 10 fire calls, 1 house fire, 12 accidents.

MABIS Program: There will be a new amendment being sent out to the Township and Village. Dan Olney will be present the requirements and need for the change at the next Township & Village meetings.

The Board asked the Chief to have the agenda & meeting package available on the Monday before the meeting. Electronic distribution and paper copies for Village board members.

Next Regular Meeting Date

August 21st, 2015 at 7:00 PM

The meeting will be at the fire station office.

Public Comment

None

Chairperson Dougan adjourned by Privilege at 8:48 PM

Minutes by W. Goodfellow 8-2-15