

**Sparta Fire Board Minutes**  
**Thursday, February 18, 2016 at 7 p.m.**  
**Sparta Township Chambers**  
**160 E. Division St. Sparta, MI**

**Called to Order:** 7:00 p.m.

**Members Present:** Kristi Dougan (village-chair), Bob Maier (twp), Jayne Paasch (village), Bob Whalen (Village), Mark Anderle (Township)

**Absent:** Bill Goodfellow (twp), Gale Taylor (village)

**Also Present:** Chief Bolen, Deputy Chief Olney

**Approval of Agenda:**

Motion: Made by **Maier** to approve the agenda with moving of Chief's report to follow the approval of Minutes

Seconded: Whalen

**Motion Passed: 5-0**

**Public Comment:** None

**Approval of Minutes:**

Motion: Made by **Whalen** to approve the minutes dated January 21, 2016

Seconded: Maier

**Motion Passed: 5-0**

**Chief's Update**

Chief Bolen presented to the board the Sparta Fire Department Goals and Strategic Planning for 2016-2017.

Chief Bolen also provided a written recap of the Kent County Fire Board meeting held January 14, 2016, at which he requested to switch Sparta's rotation for fire truck purchase assistance with Kent City Fire Department. Further the memo covered subsequent follow-up communication with appropriate Kent County purchasing officials and Kent City Fire. The minutes to the Kent County Fireboard meeting were unavailable at the date of the Sparta Fireboard meeting, the Chief was requested to email these minutes to board members as soon as they are made available to him. Further, the board requested additional written communication from the Kent County Fireboard documenting approval of the use of funds applied as a match to a grant which may cover the balance of the apparatus purchase should the minutes not reflect such additional approval.

Board member Bob Maier provided a verbal update on his research regarding the potential impact of a lowered ISO rating in the village and township should the SFD not possess an aerial truck in its fleet.

Chief Bolen provided a run through of the Sparta Fire Department Run Log for January 18, 2016-February 8, 2016.

### **Approval of Bills:**

The chair noted the inclusion of the Invoice Journal that accompanies the checks for bill payment, which provides more detail on the purchase made and to which account the bill was charged.

Motion: Made by **Whalen** to approve bills as presented.

Seconded: **Maier**

**Motion Passed: 5-0**

### **New Business**

1. Request to Purchase Asset Inventory Software and Scanner Purchase for an amount not to exceed \$4,930. At the meeting, an updated quote was presented by Deputy Chief Olney for the amount of \$5,577.00. The item was discussed by the board, but no action was taken to authorize purchase.
2. Village Bookkeeping Services Discussion: Following the receipt of Village of Sparta Communication to Chief Bolen indicating there would be a charge for bookkeeping services in FY 2016-2017, the board discussed the burden of personnel expense incurred by the village only and the need for the cost to be accounted in the Sparta Fire Department Operating Budget so as to establish a true cost for operating the Department. The board acknowledged the need to continue bookkeeping services with the village at the present time with an understanding that the SFD would be invoiced for services starting April 1, 2016. The board directed Chief Bolen to develop bid specs for the board to consider moving forward publishing a request for bid proposals for bookkeeping at our March meeting.
3. Discussion of Proposed FY 2016-2017 SFD Budget as presented by Chief Bolen. Chief Bolen requests an increase in operating revenue. The Sparta Township contribution to total \$237,600.00 up from \$226,000.00 in FY '15-'16 and Sparta Village contribution to total \$118,800 up from \$113,000 in FY '15-'16. There is an addition of \$17,400 in dispatch fees documented in the operating budget. Other considerations of expenses not previously reflected in the budget are for bookkeeping and auto-mileage. The board chair presented a previously

presented budget format that outlined 3 budgets: Operating, Millage #1, and Millage #2. The board requested that Chief Bolen adopt the 3 budget format.

**Next Meeting Date:** Due to a scheduling conflict with the chair, the board established the next meeting date one week later than generally adopted to **Thursday, March 24, 2016 at 7 p.m.** The meeting will be held in the Township Hall basement and the chair will make sure the new meeting date is posted.

### **Public Comment**

Captain Shawn Morton addressed the board noting that in his opinion the Department serves in a fiscally responsible manner. However, there are a number of variables that challenge fire departments' ability to budget in a manner to which other public entities are accustomed such as fluctuating call runs, additional training, among other unplanned considerations.

Following the completion of Captain Morton's public comment, Chief Bolen recalled his desire to request permission from the board to apply for the SAFER Grant for the purpose of covering future daytime personnel costs.

Motion: Made by **Maier** to authorize Chief Bolen to apply for the SAFER Grant on behalf of SFD.

Seconded: Whalen

**Motion Passed 4-1** (Dougan dissenting)

### **Adjournment**

Board Chair Dougan adjourned by Executive Privilege at 8:48 p.m.