

# *Minutes of the Sparta Fire Board Meeting*

JANUARY 19, 2017  
Sparta Township Meeting Room

**Called to Order: 7:00 PM**

**Members present:** Dale Bergman (twp- chair), Kristi Dougan (village), Gale Taylor (village), Betty Van Patten (village), Bill Goodfellow (twp) Chad Momber (twp) and Jason Bradford (twp).

**Also present:** Chief Bolen & Deputy Chief Olney

Dale Bergman called the meeting to order @ 7:00 PM

**Absent:** Chad Momber (twp) notified the board that he would a little due to the Chamber of Commerce meeting. He arrived at 7:08.

## **Approval of Agenda:**

Motion: Made by **Van Patten** to approve agenda.

Seconded: **Goodfellow**

**Motion Passed: 6-0**

**Public Comment:** None

**Approval of Minutes:** The board discussed questions and changes that Dougan had requested for the minutes dated December 15, 2017. Revise the minutes under New Business from: "a period of time" to: 2017-2018, time frame.

Motion: Made by **Bradford** to approve the minutes with the above change: "a period of time" to: 2017-2018, time frame.

Seconded: **Dougan**

**Motion Passed: 7-0**

## **Approval of Bills:**

The board had several questions on invoices sent to the board for approval. Goodfellow asked, why are there 7 invoices that had postdates going back as far as 9-30-16 post date (well over 30 days) that are just getting paid? Being that the finance committee was eliminated at last month's meeting who should answer this question. Suggest was go back to Village/Sharon and get an answer on postdate invoices. Dougan had questions on the need for additional uniforms when the uniform expenditures are already exceeding the budget by 38%. The Chief stated the uniforms were for new fire fighters. Bergman asked what were the large expenditures to Spencer Mfg. for the Platform Truck. The Chief stated that the Platform was sent out for repairs and the platform was left outside and the valves etc. froze and broke. The repair company's insurance paid the Department directly for the costs to repair the freezing damage and the Department then paid Spencer.

The operational expenditures are currently at 68.6% of the total budget through more than ¾ of the year. Current operational expenditures are underrunning projected budget at this point.

Motion: Made by **Goodfellow** to approve bills through January 19, 2017.

Seconded: **Van Patten**

**Motion Passed: 5-2 (Taylor & Dougan dissenting)**

Bergman asked Taylor and Dougan why they voted to not approve. Dougan stated she vote no because she thinks there needs to be more control on the spending. Taylor stated he vote no because he doesn't support using the "Fire House" and he in his view he thinks it's use is illegal.

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**Chief's Report:** There were 1228 total calls for 2016 of which 949 were medical and approximately 439 were Med 3's. For the first 2 weeks of 2017 there were 65 total calls, (3) accidents with one fatality, (3) fire calls and 51 medical calls of which 21 were Med 3's.

## **Approval of 2017-2018 Budget.**

Discussion for 2017-2018 Department budget: The Fire Board meeting of October 20, 2016 requested the Chief to submit to the Village the Fire Department Bottom line 2017-2018 Budget by November 10<sup>th</sup>, 2016. The Chief submitted his proposed 2017-2018 budget for operation and Capital Expenditures for Millage #1 & #2 at the Fire Board Meeting November 17<sup>th</sup>, 2016. At that meeting the board asked the Chief to make a few changes to the budget request and submit for approval at the December 15<sup>th</sup>, 2016 meeting.

The Chief presented to the Fire Board at the December 15<sup>th</sup> meeting his proposed 2017 – 2018 budget with the requested changes. The Board asked the Chief to revise the Revenue & Expenditures segment for Millage #2 and return to the Board.

The Chief presented his revised 2017-2018 proposed budget with changes. The Board discussed the process of the Fire Department budget based on the Joint Fire Agreement. It was the consensus of the Board that the Chief prepares a budget, submits the proposed budget to the Fire Board for recommendation/agreement (in past board approval) before submittal to the Village and Township. The final approved Fire Department budget will be based on approval amounts from the Village and Township. Kristi asked for a budget reduction in fire department salaries because the Village was going the accounting. Discussion on the Millage #1 & #2 revenues and expenditures. Millage #2 is very specific and is to be used for station improvements and vehicle purchases. Millage #1 renewal is stated for the purchase of Fire Equipment. Some board members questioned if Millage #1 can be used to purchase vehicles while other agreed that Millage #1 can be used for new vehicles. Merriam-Webster definition of equipment: "the implements used in an operation or activity" or "all the fixed assets other than land and buildings of a business enterprise". Business Dictionary definition of Equipment: "Tangible property (other than land or buildings) that is used in the operations of a business. Examples of equipment include devices, tools, machines tools, and vehicles". Bergman was to research description of the original millage request for clarification and legal review.

Motion: Made by **Goodfellow** to recommend/agreement of the Chief's 2017-2018 proposed budget as submitted with the following change. Proposed 17-18 Millage #2 revenue to \$62,000 from \$50,000.

Seconded: **Momber**

**Motion Passed: 5-2 (Taylor & Dougan dissenting)**

## **Fire Truck Funding:**

The Chief presented to the board his recommendations for the replacement of the 27-year-old Engine #4 and purchase of a new engine/pumper. Kent County Fire Commission will be contributing \$197,000 towards any new vehicle purchased in 2017. The Chief proposed replacement cost would be approximately \$522,000. The costs will change as Kent County will be sending the Departments requirements out for bids. The Department will have to assume the balance of the costs above the Kent County Fire Commission funds. It's estimated that Engine #4 could have resale/trade in value between \$12K - \$20K. The remaining revenues available for the

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proposed new department vehicle are currently available the (3) funding sources, SFD Fund balance, Millage #1 & #2.

Motion: Made by **Goodfellow** to commit \$325,000 from the Fire Department funds to Kent County Fire Commission for the purchase of a new engine/pumper.

Seconded: **Dougan**

**Motion Passed: 7-0**

## **Joint Township and Village meeting:**

The meeting is scheduled for February 21, 2017, at the Township Hall at 7:00PM.

Agenda to be sent out at a later date.

## **Fire Board Vice Chairperson:**

Motion: Made by **Dougan** to appoint Goodfellow as Vice Chair.

Seconded: **Van Patten**

**Motion Passed: 6-0** Goodfellow abstaining

## **Fire Board Finance Committee:**

For the past years the Fire Board had a 2-member Fire Board Finance Committee. They review all invoices, bills, credit cards, reviewed the expense category/code, approved the expenditures and signed the checks. At the December 15<sup>th</sup> meeting the board eliminated the "Fire Board Finance Committee".

Bergman address his concerns for eliminating the Fire Board Committee mainly due to not being able to get any board members to be part of the Fire Board Finance Committee. Goodfellow and Van Patten volunteered to review the invoices and work with the village & the Fire Chief on any discrepancies or questions. It was the consensus of the board to have Goodfellow, Van Patten & Bergman review the invoices on a trial bases and report back to the board.

## **Public Comment: None**

## **Next Regular Meeting Date**

February 16, 2017 at 7:00 PM at the Sparta Fire Station

Motion: Made by **Bradford** to adjourned at 9:10 PM

Seconded: **Momber**

**Motion Passed: 7-0**

Noted that Bradford, Dougan & Goodfellow will not be attending next month's meeting. If there are others that can't make the meeting, please let Bergman know.

Minutes by Goodfellow. January 20, 2017