
MINUTES OF THE SPARTA FIRE BOARD MEETING

DECEMBER 15, 2016
Sparta Township Meeting Room

Called to Order: 7:00 PM

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

Welcome new members: Betty, Chad & Jason

Also present: Chief Bolen & Deputy Chief Olney

Kristi Dougan called meeting to order @ 7:00 PM

Absent: (Jason notified the board he would be late and arrived at 7:10 pm)

Approval of Agenda:

Motion: Made by **Taylor** to approve agenda with addition of Finance Committee Review.

Seconded: **Van Patten**

Motion Passed: 5-0

Public Comment: None

Approval of Minutes: The board discussed a request to revise the November 17th minutes.

Motion: Made by **Goodfellow** to approve the minutes as written for November 17, 2016 meeting.

Seconded: **Van Patten**

Motion Passed: 4-1 (Dougan dissenting)

Chief's Report: There were 104 calls for the month. (6) accident reports, 2 fire calls and 3 mutual aid fires, and 81 medical calls. Medical 906 YTD, total calls 1170 YTD. Red Pine Drive accident, Turkey Barn fire, dog bit and a stabbing at a resident.

The Red Cross has asked the Department to install fire detectors to village and township residents. Locations have been identified by the Red Cross. This is a volunteer project for the Department members. Anyone can assist the Department in doing the volunteer work.

Approval of Bills:

Reviewed the Expenses for the past month and operational budgets with the new board members.

October 31, 2016 through December 13, 2016

Motion: Made by **Goodfellow** to approve bills October 31, 2016 through December 13, 2016.

Seconded: **Momber**

Motion Passed: 5-1 (Taylor dissenting)

New Business:

2017-2018 Budget Review

Discussion on the funding/operational budget for 2016-2017. The Fire Board approved the 2016-2017 operational budget @ \$364,400 and Millage #1 & #2 at the March 24th, 2016 Fire Board Meeting. At the April 15th 2016 meeting, the Township approved a Fire Department funding increase of \$15,000 above the \$226,000 the Townships original budget for a total Township Fire Department operational funding of \$241,000. The Village had previously funded the Fire Department operational budget @ \$113,000. Per the Joint Fire Protection Agreement section 2.2 "Any change would have to be approved by both parties". Village didn't approve the change. Total operational budget approved by the Village & Township is: \$339,000.00.

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Per the Township Treasurer Rachel Shangle, the operational funded fire department operational budget is \$226,000.00.

Board discussion on the Fire Department fund balances of approximately \$98K in Millage #2 Station Improvements and Vehicle purchase, \$210K in Millage #1 for Fire Equipment and \$262K in general funds. Prior to the additional Department funding sources from Millage #1 & #2 which the voters approved in 2006 & 2010 and expire 12-31-2019, there was only one funding source which was based on the Township & Village joint fire protection agreement. All funds provided to the Department prior to the Millage revenues covered all departmental costs, Operational, Building, Equipment and Capital expenditures. The general fund balance would be a combination of saving from all the past year's expenditures underrun and some millage revenues saved from the past years which expenditures were not tracked separately.

Discussion for 2017-2018 Department budget: The Fire Board meeting on October 20, 2016 requested the Chief to submit to the Village the Fire Department Bottom line 2017-2018 Budget Request by November 10th, 2016. The Chief submitted his proposed 2017-2018 budget for operation and Capital Expenditures for Millage #1 & #2 at the Fire Board Meeting November 17th, 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 15th, 2016 meeting. The Chief presented to the Fire Board 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 Board also discuss the E911 dispatch funding for the coming year and the County wide funding program approved at the last election. The Chief and Deputy Chief are in agreement that the Department will still continue to pay additional costs from the County for a period of time. (Could be long term as the revenue projected from the service fee on cell phone service will not cover all the departmental costs, ie. New radio systems for all the county).

Fire Truck Funding:

The proposed 2017 – 2018 capital expenditure budget included a new fire department vehicle. The Chief presented the requirements, process and framework from the Kent County Fire Commission that will be contributing \$197,000 towards any new vehicle purchased in 2017 with County funds available after January 1, 2018. The Chief proposed the purchase of a new/demo 100' platform truck which will replace the existing platform #5 and Engine #4 at a cost of approximately \$1M - \$1.2M for a new vehicle. Deputy Chief Olney received estimated values for Platform #5 \$20K - \$40K and Engine #5 \$12K - \$20K if sold/trade in. Revenues available for a new department vehicle: \$197K Kent County, \$35K old vehicles, \$100K Millage #2, \$?? Millage #1 and \$?? General funds. It was the consensus of the Fire Board that we could not afford a new \$1M vehicle. The Fire Board asked the Chief to come up with alternative vehicles with estimated pricing for a fully equipped one.

85' Platform, ??' Ladder truck, engine/pumper etc. or a vehicle which could replace Platform #5 & Engine #4. Estimated funds available of a new vehicle would be approximately \$600K.

Gale Taylor asked if there was any progress in a joint Platform ownership between Alpine Township and Sparta Fire Departments? The Chief stated that nothing has been discussed between the two departments in several months. The Chief will review with Alpine if there can be a joint plan proposal that would work for the two departments.

Video Policy for Security Cameras: The Chief & Deputy Chief Olney presented the Department Video Surveillance Policy for the surveillance system. It was the consensus of the Fire to accept the Policy.

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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, review the expense category/code, approved the expenditures and signed the checks. The Township and Village don't have or have eliminated Finance Committees. The process for accounting, check writing expense category/coding will not change between the Chief and the Village who does the Department accounting. The board discussed the expense items journals which they receive at the Board meeting but had previously been reviewed/approved by the Finance Committee before the Board meeting. Motion: Made by **Taylor** to eliminate the "Fire Board Finance Committee", appoint Dale Bergman to sign Fire Department checks, have the village provide electronic distribution of the monthly Journals for checks paid at least 2-3 days before Fire Board Meeting and have Board member review and respond with questions within 24 hours of receiving the Journal entries.

Seconded: **Bradford**

Motion Passed: 6-0

Public Comment: None

Gale Taylor asked the Chief of the 81 med calls how many were Med 3's? The Chief will provide next month. Med 1 & 2's can't really be separated as they change between the two all the time.

Gale also commented that he doesn't support having the "Fire House" and would eliminate it and move all the offices into the fire station. He stated that this was one of reasons he never votes to approve the "Bills" and is dissenting from approving.

Next Regular Meeting Date

January 19, 2017 at 7:00 PM at the Sparta Fire Station

Dougan adjourned by Privilege at 9:25 PM

Minutes by W. Goodfellow 12-21-2016