
MINUTES OF THE SPARTA FIRE BOARD MEETING

AUGUST 18, 2016
Sparta Township Meeting Room

Called to Order: 7:00 PM

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

Also present: Chief Bolen & Deputy Chief Olney
Kristi Dougan called meeting to order @ 7:00 PM

Approval of Agenda:

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

Seconded: **Paasch**

Motion Passed: 7-0

Public Comment: None

Approval of Minutes:

Motion: Made by **Maier** to approve minutes of July 21st, 2016.

Seconded: **Whalen**

Motion Passed: 7-0

Chief's Report: The Chief presented the Medical responses for the year. 74% of all calls are Medical responses. Med 3's represents 45% of all the Medical calls. The majority of Med 3 calls are during the weekday daytime hours. Between 50% - 60% of the time Fire Department is on site before ALS. Accident responses are 28 calls YTD. Fire calls including brush fires account for 51 call YTD. Discussion on the amount of Medical responses to Meadow Lark which average between 6-10 per month. Kristi to check with Julius for any ordinances which would require Meadow Lark to perform their own medical responses. Question on where the recovery costs were deposited. The Chief stated that Sharon deposits the money into the department account. The operational budget includes an estimate of \$4000.00 from cost recovery.

Approval of Bills:

July 15, 2016 – August 18, 2016

Taylor voiced his concerns over the monthly labor costs. Between the Chief & Deputy Chief, Stand by hours, Extra Hours, Salaries, Runs and practice runs the monthly labor cost is approximately \$12,000 for the month. The salaries for the past month as still below the monthly budget average.

Motion: Made by **Goodfellow** to approve bills July 15, 2016 through August 18, 2016.

Seconded: **Whalen**

Motion Passed: 5-2 (Paasch & Taylor dissenting)

New Business:

Purchase Computers: The Chief presented the quote for (2) new dell computers with docking cradles. The existing computers we acquired from Walker Police about 3 years ago which they had used for 6 years.

Motion: Made by **Paasch** to purchase (2) dell laptops not to exceed \$3,720.40 Millage #1

Seconded: **Maier**

Motion Passed: 7-0

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Purchase Air Cylinders: The Chief present (2) quotes for the new tanks. The existing tanks have exceeded their service dates. Douglass was \$26,324.50 and Airgas was \$4,830.23 for 10 years which is the service life of the tanks. There were questions on the lease fee which was part of the Airgas quote. The Chief will find out if the lease fee is a one-time fee or an annual fee.

The purchase was tabled until next meeting pending additional information on the lease fees and a one-time payment for the (6) tanks.

Purchase Lucas 2 Power Cord and Battery Charger: The Chief presented the quote for a Lucas 2 supply cord and standalone battery charger.

Motion: Made by **Maier** to purchase Lucas 2 Power Cord & charger not to exceed \$1,457.84 Millage #1

Seconded: **Whalen**

Motion Passed: 7-0

Purchase Lucas 2 Maintenance contract: The Chief presented the quote for a 1 to 4 year maintenance contract for the Lucas 2. The board asked the Chief to verify what's included in the maintenance contract, ie; battery replacements, replacement machine if ours can't be repair in a short time frame. He will also check with other departments on any problems or if they have service plans.

Item was tabled until next meeting.

Vehicle Replacement Plan: The Chief presented an updated "Replacement Plan". Engine #4 is 26 years old and is scheduled to be replaced pending funding from Kent County and pending grant application results. The replacement plan was also based on funding being available. Kristi will check with Village & Township to get a better view of the projected revenues for the coming years.

Major Equipment Purchase List: The Chief presented the equipment purchase list for 1-2015 through 6-2016. The board request the Chief keep the list up going forward and add a column for the funding source.

Policy on Alarms/Runs and Incident Response Guidelines: The Chief presented copies of the current guidelines which are part of General Guidelines. "Red" book.

Kristi asked if there was anything in the guidelines where it address non-departmental people riding in departmental vehicles. The Chief's response was there is nothing to that extent. However, the Chief stated that the department personal has to use common sense and do the right thing with any non-departmental people in the vehicles.

Administrative Hours Report: The Chief presented what the normal/average administrative are per week. They included the Chief's hours, the Deputy Chief's hours, Fire Fighters and MFR hours.

Taylor ask if the these were additional paid hours for the Chief. The Chief stated that he receives a fixed salary and does not get any extra salary for administrative hours worked.

The board did request the Chief and Sharon to include the hours, runs etc. along with the wage report for all the department.

Fire Authority Update: The Chief presented examples of Fire Authorities. The issue was a long term funding plan for the department. The discussion among the board members was any Authority would cost the tax payers additional \$\$\$. The issue will be tabled.

McGrath Proposal was tabled until next meeting.

Next Regular Meeting Date

September 15th, 2016 at 7:00 PM at the Sparta Fire Station

Dougan adjourned by Privilege at 9:09 PM

Minutes by W. Goodfellow 8-19-16