
MINUTES OF THE SPARTA FIRE BOARD MEETING

AUGUST 20, 2015
Sparta Fire Department Office

Called to Order: 7:00 PM

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

Absent: Paul Hibbard (village), Bob Whalen (village)

Also present: Chief Bolen, Deputy Chief Olney

Approval of Agenda:

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

Seconded: **Maier**

Motion Passed: 5-0

Public Comment: None

Approval of Minutes:

Motion: Made by **Maier** to approve minutes dated, July 30th, 2015

Seconded: **Goodfellow**

Motion Passed: 5-0

Approval of Bills:

Motion: Made by **Maier** to approve August bills.

Seconded: **Goodfellow**

Motion Passed: 4-1 Dougan dissenting.

Credit Card Invoices & Use of: The Fire Board had approved several months ago to have recurring normal invoices, cell phone invoices, utility payments, trash removal etc. be paid by using automatic debit/payment from the department checking accounts. Sharon with input from others informed the Chief & Nancy that this process shouldn't be implemented. As was the intent to speed up the payment of invoices, the Chief went to using the Department Credit Card for these payments. The Fire Board's intent for the use of Credit Card was for travel, on line purchase etc. where invoices can't be sent. After much discussion, Fire Board has decided to have all invoice that are sent to Fire Department be paid through the normal payment/checking process.

Motion: Made by **Goodfellow** to have the Fire Department pay all invoices sent to the Department in lieu of using the Credit Card.

Seconded: **Paasch**

Motion Passed: 5-0.

Bob Maier commented on the Department purchase of a new refrigerator. Even though Bob understood the need for a new one as the old one stopped working. The chief explained that the refrigerator was on sale/discount, it had to be large enough to handled 6 cases of water at one time and have space for bulk bags of ice. Even though this refrigerator meets the requirements, some of the board member thought the Chief should have purchase a less expensive refrigerator.

The board also discussed various lines of Credit that the Fire Department has in place for many years. After much discussion on the need for a line of credit, if there was need for one today and if they are not required they should be eliminated.

Motion: Made by **Paasch** to eliminate the Home Depot line of credit for the Department.

Seconded: **Maier**

Motion Passed: 5-0.

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Motion: Made by **Paasch** to eliminate the Dell line of credit for the Department.

Seconded: **Maier**

Motion Passed: 5-0.

The Sam's Club \$12,000 line of credit was also discussed. There are only 3 departmental members that can charge items at Sam's Club to the Department. The benefit would be that there are only 2 credit cards and continuing to us the line of credit save multiply trip by the department. Using the line of Credit also gets an invoice sent to the Department plus there is a cash back bonus for using the line of credit. The consensus of the board was to have the Chief reduce the line credit to a limit of \$5,000.

Amended Budget for 2015 -2016:

The approved operation budget of \$339,000.00 was not changed. The board was informed that employee physicals will exceed the budget by \$3,750 due to number of department members getting physicals. In addition Contracted Services will exceed the budget by \$10,000 because of added "Dispatch" county fees which would cover a 18 month time frame.

The board discussed the Millage #1 & #2 revenue and expenses. It was the board decision that the Millage #1 & #2 be limited to the estimated revenues.

Motion: Made by **Goodfellow** to approve Millage #1 budget at \$53,800.00

Seconded: **Maier**

Motion Passed: 5-0.

Motion: Made by **Goodfellow** to approve Millage #2 budget at \$55,400.00

Seconded: **Anderle**

Motion Passed: 5-0.

The board discussed what is considered capital expenditures and what should be included as an expense to the Millage budgets.

Motion: Made by **Goodfellow** all Capital expenditures must exceed \$1,000 to be considered as a Millage #1 or #2 expenditure.

Seconded: **Anderle**

Motion Passed: 5-0.

Chief's Report:

796 calls YTD. For the last month there were: 54 med calls, 8 fire calls, 7 accidents.

The Department sponsored the School Bus Extrication Training. There 6 departments that took advantage of the training which was limited to 36 fire fighters.

Next Regular Meeting Date

September 17th, 2015 at 7:00 PM

The meeting will be at the fire station office.

Public Comment

None

Chairperson Dougan adjourned by Privilege at 8:55 PM

Minutes by W. Goodfellow 8-23-15