SOUTH KALAMAZOO COUNTY
FIRE AUTHORITY

Minutes of Regular Meeting Held May 21, 2025

The regular meeting of the South Kalamazoo County Fire Authority Board was held at 11318 N. Boulevard, Vicksburg, Michigan on May 21, 2025. The meeting was called to order by President Chairman Mike Tomlinson at 6:02 pm.

The following members of the Authority Board were present for all or part of the meeting: Jason Gatlin, Mike Tomlinson, Jennifer Sportel, Carl Keller, Kathy Mastenbrook and Randy Smith

Guests in attendance for all or part of the meeting: Chief McMillan, Administrator Dee and Commissioner John Gisler.

Approval of the Agenda.
Mastenbrook added Old Business F. First Due, and New Business C. Restructuring/reorganizing Costs to the agenda. Gatlin moved, seconded by Keller to approve the agenda as amended. **Motion carried 5-0.**

Approval of Consent Agenda
Gatlin moved, seconded by Sportel to approve the consent agenda as presented. **Roll Call 5-0.**

Budget Report
Gatlin moved, seconded by Keller to approve the budget report as presented. **Roll Call 5-0.**

List of Bills
Gatlin moved, seconded by Keller to approve the list of bills as presented. **Roll Call 5-0.**

Communications & Correspondence- None.

Citizen's Time –
Commissioner John Gisler- Open House tomorrow at the Career Center from 4pm-7pm, everyone is welcome.

Old Business:

a. 15-2 Roof Repairs & Proposed Village of Vicksburg Lease – Keller updated with the Vicksburg Village Manager is applying for a grant by June 1st.
b. Quarterly & Annual Audit Quotes- Jeff discussed the 2024-2025 Audit, with nothing significant to report except the $360,000 in interest savings on the truck loan payment.
c. Legal Counsel- will be a zoom meeting with them tomorrow at 10am.
   Bank Signatures- Mastenbrook brought up the removing of Gatlin and adding the three Authority members that will be remaining on the Board, April 1, 2026. Gatlin stated that he is still part of the board and paying until the end of March 2026. It would be harder for the Administrator, Keller stated it was just optics to remove him from the signature card. It was decided to remove Gatlin and add the two remaining officers, Keller and

Mastenbrook onto the Signature Card. Keller moved, seconded by Mastenbrook to remove Gatlin and add Keller and Mastenbrook onto the Signature Card. **Roll Call 5-0.**

d. First Due- Mastenbrook asked Dee to hold payment until this Board meeting to discuss the progress. Discussion took place and Dee had cut the check and will have Tomlison sign it after the meeting.

New Business:

a. 2024-2025 Proposed Audit- noted above in Old Business, b. Dee will get the Representation letter, sign it and send back to Jeff Rood so he can send in the information to the state.
b. Purchase of Command Vehicle & Resolution 05212025- Discussion took place on the 2020 vehicle from Comstock and leasing options as well. Sportel moved, seconded by Mastenbrook to approve the purchase of the 2020 Command Vehicle and not to exceed a total of $26,500. **Roll Call 6-0.**
c. Restructuring/reorganizing Costs- Mastenbrook would like to separate invoices to keep track of the costs. Keller moved, seconded by Sportel to separate the invoices for Mastenbrook to keep track of. **Roll Call 6-0.**

Regular Reports
Chiefs Report- reviewed.

Committee Reports:

Apparatus Committee – pump test done.

Human Resources –meeting scheduled after this meeting.

Finance/Planning Committee –None.

Facilities Committee –None.

Members Time:
Tomlinson- It was discussed to plan a work session which will take place on Tuesday, June 3, 2025 at 6pm at 11318 N. Boulevard, Vicksburg, Michigan.
Sportel- Would like to see Dee available for some thoughts and input.

Closed Session- took place at 6:56pm- Keller moved, seconded by Sportel to go into closed session. **Motion carried 6-0.**
Closed Session completed by 7:14pm- Keller moved, seconded by Mastenbrook to complete the closed session. **Motion carried 6-0.**
Dee stated that the minutes from that will need to come back to her in a sealed envelope and will be available for 1 year, then will be destroyed.

With there being no further business, Keller moved, seconded by Tomlinson to adjourn meeting. Tomlinson adjourned the meeting at 7:16 pm. **Motion carried 6-0.**

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Kathy Mastenbrook, Secretary

Typed by Tania Dee.