

SOUTH KALAMAZOO COUNTY

FIRE AUTHORITY

Minutes of Regular Meeting Held August 17, 2016

The regular meeting of the South Kalamazoo County Fire Authority Board was held at 11318 N. Boulevard, Vicksburg, Michigan on August 17, 2016. The meeting was called to order by Randy Smith at 7:00 pm.

The following members of the Authority Board were present for all or part of the meeting: Bill Adams, Todd Carlin, Jason Gatlin, Randy Smith, Mike Tomlinson, and Don Ulsh.

Guests in attendance for all or part of the meeting: Chief Tracy McMillan, Administrator Tracy Locey.

Approval of the Agenda

Ulsh moved, seconded by Adams to approve the agenda as presented. **Motion carried 6-0.**

Approval of Consent Agenda

Ulsh moved, seconded by Adams to approve the consent agenda as presented. **Motion carried 6-0.**

List of Bills

The list of bills was presented. Smith moved, seconded by Adams to approve the payment of the list of bills as presented. **Motion carried 6-0.**

Communications

A thank you note was received from a patient the department assisted.

Citizen's Time – None.

Regular Reports

Chief's Report

Chief McMillan reviewed the written report. The following points were highlighted:

- The Red Cross Smoke Detector Program is being utilized, especially by Wakeshma Township residents.
- There will be a training burn on August 27, 2016 beginning at 0800 hours. The structure is located on 14th Street south of W Avenue.
- The SCBA trailer is operational. Lettering still needs to be completed.
- With any plans for Recruitment and Retention, the Authority may be limited by available equipment resources or have to incur additional expenses when adding additional personnel.
- Active911 has now been implemented throughout the County and seems to working well.
- SKCFA has participated in a limited capacity in the search efforts for the missing Wakeshma man.
- Chief McMillan recommended the Board consider promoting Lt. Eric Munn to Captain. The position of lieutenant at Station 3 would be eliminated. Adams moved, seconded by Ulsh to approve the recommendation as presented. **Motion carried 6-0.**

Administrator's Report

Locey presented a summary of interest rates and investment options. Locey recommends the Board approve Mercantile Bank as a financial institutional partner. Locey will work with Kalamazoo County State Bank and Mercantile Bank to ensure the financial resources of the Authority are properly insured. Gatlin moved, seconded by Ulsh to approve the recommendation as presented. **Motion carried 6-0.**

Locey stated she will be working with AT&T to move toward VOIP phone service. There will be significant savings by switching from old analog lines to digital.

Adams moved, seconded by Smith to approve the following budget amendment, **Motion carried 6-0:**

- As part of the SCBA grant received in the last fiscal, there were remaining funds. In this fiscal year we expended those funds so a budget amendment is needed to apply the amount carried over from the 2015-2016 budget cycle.
- General Fund - \$5,350
- SCBA Grant Expense - \$5,350

Committee Reports

Apparatus Committee – None.

Human Resources

Consider Fire Chief's Job Description – Adams moved, seconded by Ulsh to adopt and post the job description version dated August 17, 2016, as developed and recommended by CPSM and the Advisory Panel with the reintroduction of the Fire Commissioner, the addition of the Compensation section, and the correction of two typographical errors. Discussion took place on the position of the Fire Commissioner. The position would be a non-board, non-paid position. The Fire Chief will report to the Fire Commissioner which will then report to the Board. The Advisory panel recommends the Authority establish the position of Fire Commissioner. The Fire Commissioner can bring an increased level of expertise to the organization. **Motion carried 6-0.**

Smith moved, seconded by Adams to appoint the Human Resources Committee the responsibility of ensuring the management of the day-to-day operations of the Authority is adequately covered while the Human Resource Advisory Panel conducts an applicant search, as well have the Human Resources Committee finalize the member appointments to the Advisory Panel. Carlin expressed concerns about losing authoritative control. Smith noted the Advisory Panel only functions in an advisory capacity and cannot act without the approval of the Authority Board. **Motion carried 6-0.**

Planning Committee – None.

New Business – None.

Old Business

MABAS Update – Tabled.

Members Time

Smith stated the Consolidated 911 Dispatch Finance Committee has forwarded a recommendation to the Board for the selection of an engineering firm and has located five locations as potential sites for the center. The Kalamazoo County Board of Commissioners will be taking a vote in November following the

election to have the issue put before the voters to decide to approve the surcharge to cover the costs of the dispatching operations.

Ulsh reported the HazMat agreement has been finalized. The City of Portage, Pavilion, and SKCFA are the only ones to have signed to date. Other municipalities should be voting this month to enter the agreement.

Gatlin thanked those he has met with to gain a better understanding of the Authority and its operations.

Tomlinson thanked all the firefighters for their service.

With there being no further business, Smith adjourned the meeting at 7:36 pm.

Todd Carlin, Secretary

Recorded and typed by Tracy Locey.