

SOUTH KALAMAZOO COUNTY

FIRE AUTHORITY

Minutes of Regular Meeting Held July 20, 2016

The regular meeting of the South Kalamazoo County Fire Authority Board was held at 11318 N. Boulevard, Vicksburg, Michigan on June 20, 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

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

List of Bills

The list of bills was presented. Smith inquired on Active911; Moses, Class Foam; and turn out gear. Locey stated the Active911 annual fee will be covered by purchasing fewer pagers, McMillan is not tracking the impact of water usage as a result of utilizing foam; and Locey will be seeking reimbursement for two sets of turn out gear from the DNR Grant. Smith moved, seconded by Adams to approve the payment of the list of bills as presented. **Motion carried 6-0.**

Communications – None.

Citizen's Time – None.

Regular Reports

Chief's Report

Chief McMillan reviewed the written report.

Administrator's Report

Locey reviewed the written report and will bring information for diversifying the Authority's financial portfolio. Adams moved, seconded by Smith to approve the following budget amendment. **Motion carried 6-0** with a roll call vote.

- Budget amendment for expenses related to Legal Fees.
 - 03312017 – 3: Transfer \$2,000.00 from General Fund to Income: 336500 Fund Carryover; Expense: 336826 Legal Fees

Committee Reports

Apparatus Committee

During the pump test on Engine 3, the internal parts of the pump failed. A formal estimate has not been received; however preliminary projections estimate the repair to cost \$6,500-\$10,000. Discussion took place on the budget and how the repair will be covered. At this time, there are funds in the budget to

cover the expense. Ulsh moved, seconded by Adams to authorize the Chief to have the pump repaired. **Motion carried 6-0.**

Human Resources

Retirement of Eric West – 25 Years of Service – Smith moved, seconded by Tomlinson to approve the retirement of Eric West. **Motion carried 6-0.** The Employee Recognition policy will be utilized for his retirement.

Review Fire Chief's Job Description – Smith recommended a few changes to the job description.

- SKCFA's policy of "at-will" employment should be incorporated into the job description.
- References to a Fire Commissioner should be removed
- Item 5 should be "operations" not "operates"

Discussion took place on the need for a Fire Commissioner and it was determined that was an unneeded layer to the organization. The Fire Chief may act as the Fire Marshall as long as all training requirements are met. Smith recommended the Board table a decision on the job description until the recommended changes can be made and the new member of the Board has an opportunity to be further informed on the process that has led to the revision of the job description.

Planning Committee

Smith reported the financial committee for the Consolidated 911 Dispatch has forwarded a budget and funding plan to the Board. The Board has approved the recommendation and will be presenting it to the Kalamazoo County Commissioners. It appears the Commissioners will not act on the recommendation until after the elections.

New Business

Consider Approval of Draft Financial Audit Reports

Smith noted Locey had summarized the documents at the last meeting. Adams moved, seconded by Carling to approve the FYE 3/31/2016 Draft Financial Reports as presented. **Motion carried 6-0.**

Old Business

HazMat Update

Smith reported the Supervisor's Group had met with Stacey French and Pat Wright regarding the revised HazMat Agreement. The team has developed a long range budget through 2027. In order to properly fund the budget, each fire department is to contribute \$1,400 annually to the team. Smith noted SKCFA is only being assessed one fee even though there are multiple participating municipalities. Smith moved, seconded by Ulsh to approve the, to be received, amended HazMat agreement in the amount of \$1,400. **Motion carried 6-0.**

MABAS Update

Tabled

Members Time

Ulsh stated he discussed with Pat Wright, Kalamazoo County Emergency Manager, why the HazMat Team operational costs were not included in the Kalamazoo County Public Safety millage. Wright stated the millage incorporates many non-emergency type services.

Adams would like to invite Kalamazoo County Commissioner John Gisler to a luncheon to discuss the County's Public Safety millage components.

Jason Gatlin, the new Wakeshma Township Supervisor, was welcomed to the Board.

With there being no further business, Smith adjourned the meeting at 7:34 pm.

Todd Carlin, Secretary

Recorded and typed by Tracy Locey.