

SOUTH KALAMAZOO COUNTY

FIRE AUTHORITY

Minutes of Regular Meeting Held June 15, 2016

The regular meeting of the South Kalamazoo County Fire Authority Board was held at 11318 N. Boulevard, Vicksburg, Michigan on June 15, 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, Randy Smith, Mike Tomlinson, and Don Ulsh.

Absent: Jim Deming

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

Approval of the Agenda

Smith moved item X. New Business a. to X. New Business b. and added X. New Business; a. 4th of July Parade. Adams moved, seconded by Ulsh to approve the agenda as amended. **Motion carried 5-0.**

Approval of Consent Agenda

Adams moved, seconded by Smith to approve the consent agenda as presented. **Motion carried 5-0.**

List of Bills

The list of bills was presented. Locey highlighted two payments. The first was to South County EMS to correct a reimbursement received from the IRS in December 2015 for an error in 941 payments between South County EMS and South Kalamazoo County Fire Authority in April 2015. The second was to the South County Firefighter's Association. Withholdings from November 2015 had not been issued to the association. Ulsh moved, seconded by Adams to approve the payment of the list of bills as presented.

Motion carried 5-0.

Communications

A thank you was received from Community Healing Centers for a fundraiser conducted at Station 2 by the Vicksburg National Honor Society. The fundraiser was for the prevention of child abuse.

Citizen's Time

Smith explained the process for citizen comments. This time is a citizen's opportunity to express themselves to the Board. Once citizen's time is closed the Board will conduct its business with no further comments from the citizens.

No public comments.

Regular Reports

Chief's Report

Chief McMillan reviewed the written report. Highlighted points were the recent public relation events, the SCBA trailer and related training; the FireHouse Software is still targeted to go live in July, and the Active911 program. The Active911 program will be fully activated on June 20th. There are a few minor changes in how the program is functioning. All the dispatchers have the program installed and have been trained.

Three bids for repairing the roof at Station 1 were presented. Chief McMillan is not recommending Centermark Roofing due to a vague quote. Advantage Roofing & Exterior's quote includes a price per hour but no estimate on how long the job is projected to be completed. Hoekstra Roofing Company provided the most comprehensive quote and warranty. Three options were provided: 1. To repair the lower roof; 2. Repair the upper roof; 3. Replace the upper roof. Adams moved, seconded by Tomlinson to select option 1 & 3 in order to properly fix the roofs as quoted in the amount of \$13,340. **Motion carried 5-0.**

Chief McMillan stated due to the amount of tones needed to get adequate responses; he has switched the pagers to tone out all three stations for all calls. This change in toning will be reviewed in three month intervals to monitor effectiveness. Smith noted SCEMS has contacted him regarding their concerns regarding the lack of responders to calls.

Administrator's Report

Locey reported during the audit it was determined in the last fiscal year the payroll withholdings were not consistently submitted in a timely manner. As a result the qualifying statement of the Authority will note the deficiency. The consequence will be if the Authority were to issue bonds or seek financing there will be additional paperwork and may result in higher rates or denials. Locey recommended two budget amendments as follows:

- Budget amendment for expenses related to the CPSM Consulting Fees. The total amount allocated for the project was not fully expensed last year; therefore an amendment is needed for this fiscal year.
 - 03312017 – 1: Transfer \$7,650.00 from General Fund to Income: 336500 Fund Carryover; Expense: 336810 CPSM Consulting Fees
- Budget amendment for roof repairs at Station 1
 - 03312017 – 2: Transfer \$13,350 from General Fund to Income: 336500 Fund Carryover; Expense: 3369784 Facilities Capital Outlay

Committee Reports

Apparatus Committee

The tank in Tanker 2 will be repaired with an estimate of \$4,500.

Human Resources

The panel is continuing to meet and a job description and posting recommendations will likely be forwarded to the board in the next month.

Planning Committee

The committee working with 911 Consolidated Dispatch is recommending to the Kalamazoo County Commissioners a funding plan. The proposed plan would be to fund dispatch through phone bill fees.

Old Business

HazMat & MABAS Update

The Supervisors' Group has formed a sub-committee to review how the Kalamazoo County Hazmat team (KCHT) is funded. Additionally the committee will be determining how the KCHT would interact with a team called in via the MABAS agreement.

New Business

4th of July Parade

Smith stated a victim from the mass shooting will be in the parade. All emergency vehicles must refrain from operating sirens and horns.

Closed Session pursuant to MCL 15.268; Subsection 8(h)

Smith recessed the meeting to go to closed session at 7:37 pm for the purpose of discussing a memo from the Authority's Attorney. The meeting reconvened at 8:18 pm.

Members Time

No further comments.

With there being no further business, Smith adjourned the meeting at 8:19 pm.

Todd Carlin, Secretary

Recorded and typed by Tracy Locey.