

SOUTH KALAMAZOO COUNTY

FIRE AUTHORITY

Minutes of Regular Meeting Held March 16, 2016

The regular meeting of the South Kalamazoo County Fire Authority Board was held at 50 E. VW Avenue, Vicksburg, Michigan on March 16, 2016. The meeting was called to order by Randy Smith at 6:00 pm.

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

Absent: None

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

Approval of the Agenda

Smith removed Item X.b.i Guests: Dr. William Fales. Smith moved, seconded by Adams to approve the agenda as amended. **Motion carried 6-0.**

Approval of Consent Agenda

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

List of Bills

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

Communications – None.

Citizen's Time

Denny Olson – Mr. Olson stated he would like the Authority to notify the media when there will be siren testing. He feels by utilizing the media it would reduce the number of calls received by dispatch.

John Stears – Mr. Stears stated he feels the report should have been disseminated to the public on the website. He also feels there should be two opportunities to speak during public meetings. He feels the public was purposely not provided an opportunity to be interviewed by the consultants.

Regular Reports

Chief's Report

Chief McMillan reviewed the presented written report. Fire House is in the process of being setup.

Administrator's Report

Locey reviewed the presented written report. Locey recommended the board consider approval of one budget amendment. Tomlinson moved, seconded by Deming to approve budget amendment 03312016-9 as presented. **Motion carried 6-0.**

Committee Reports

Apparatus/Equipment

Chief McMillan reported the computer problem on Engine 2 has been repaired. Engine 1 has not experienced the same problem. The repair may be covered by warranty.

Human Resources

Resignation of Chad Schippers – Mr. Schippers resigned to due family conflicts.

Recommendation of Hire; John Baker – Chief McMillan recommended hiring Mr. Baker. Mr. Baker is fully trained and will be moving to the area on April 1, 2016. Adams moved, seconded by Ulsh to approve the recommendation pending Mr. Baker's relocation to the area. **Motion carried 6-0.**

Planning Committee – None.

Old Business – None.

New Business

Consider Siegfried Crandall for 2015-2016 Financial Audit

Locey reported the cost remained constant from the prior year. Smith moved, seconded by Adams to engage Siegfried Crandall to complete the 2015-2016 audit as presented. **Motion carried 6-0.**

Presentation from CPSM

Smith summarized how the board came to the decision to hire a consultant to look at the Authority's operations. Half of the members on the board are in their first term and with the exception of Deming none of them are experienced in the fire service. Over the past few years the board has amended the Articles of Incorporation to reflect the changes in the Authority since its inception, updated mutual aid agreements, and developed a 20 year capital funding plan. The last area to be strategically analyzed was the operations. Could the Authority provide a more effective and efficient service? With a generous grant from the Vicksburg Foundation, the Authority contracted CPSM to review the operations component of the department. Tom Wieczorek of CPSM was introduced.

Wieczorek reviewed a presentation outlining three major components; Process Improvement, Community Risk Reduction, and Command. SKCFA was complimented on undertaking this analysis because often smaller departments do not. Overall CPSM recommends 49 improvements for the Authority. The recommendations are included in the written report but were not reviewed in the presentation. In the Process Improvement segment of the presentation the key points were the importance of conducting risk assessments, understanding call volume/types, and response times. Diagrams illustrated call types and response times. An area for improvement would be working with Kalamazoo County Sheriff Dispatch to improve timely dispatches with better details of the incident while informing the caller of the expected response. The next segment was on Community Risk Reduction. The key points were the Authority should seek to improve its understanding of the risks that exist within its coverage area and public education. The final segment reviewed was the organization and its command. Currently the Board is very actively involved with the management of the Authority when it should consider shifting many of those duties to the Fire Chief. The Board should assume the role of policy making. CPSM recommends changing the current job description of the Fire Chief to one that reflects the importance of implementing and monitoring a community risk reduction plan, volunteer recruitment and retention, and administration. The current job description has the chief acting more as a first responder than an administrative leader.

Smith thanked Wieczorek for the presentation. Smith noted 10-11 of the recommendations contained within the report have been completed. Members of South County EMS addressed the board noting the mention of EMS in the report is only a reflection of the emergency medical services provided by the Authority and not SCEMS operations. Additionally SCEMS is working with Vicksburg Community Schools on developing a CPR education program that may soon be required by State of Michigan legislation. Smith noted the new administrator of the consolidated 911 dispatch and medical control will need to be contacted if the Authority would consider any changes in future dispatching protocols. Stears

wanted to know why public input was not taken into consideration in the development of the report. Smith stated CPSM was contracted by the Authority to review the operations of the department. They spoke with those that had internal knowledge of the operations of the department.

Deming moved, seconded by Adams to take the recommendations contained in the report to the advisory committees. The recommendations need to be reviewed and an action plan developed. **Motion carried 6-0.**

Members Time – None.

Smith adjourned the meeting at 7:13 pm

Todd Carlin, Secretary

Recorded and typed by Tracy Locey.