

SOUTH KALAMAZOO COUNTY

FIRE AUTHORITY

Minutes of Regular Meeting Held November 16, 2016

The regular meeting of the South Kalamazoo County Fire Authority Board was held at 11318 N. Boulevard, Vicksburg, Michigan on November 16, 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

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

List of Bills

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

Communications – None.

Citizen's Time

Denny Olsen – Olsen noted the Pledge of Allegiance is not recited before meetings. Olsen presented the Fire Chief with a prototype patch from when the Authority was forming.

Regular Reports

Chief's Report

Chief McMillan reviewed the written report. McMillan requested the Board approve hiring Jason Switzer. Adams moved, seconded by Ulsh to approve the recommendation. **Motion carried 6-0.** McMillan presented a request for matching funds for two grants in the amount of \$34,000.

Administrator's Report

Locey reviewed the written report.

Committee Reports

Apparatus Committee – None.

Human Resources

Gatlin moved, seconded by Ulsh to authorize the Advisory Committee (AC) to fill the role of Fire Commissioner. Adams stated the AC has been working with the Fire Chief and feels it is beneficial to continue to work with him. Smith inquired who would report to the Board as the job description for the Fire Commissioner calls for the Commissioner to report to the board. Ulsh feels the AC should report to the Board. Tomlinson feels the Fire Chief can provide updates. Gatlin suggested a representative from the AC could report to the board. Ulsh inquired if this would be a temporary or on-going arrangement.

The length of time will be determined as progress is made. Consensus is the Fire Chief will provide updates in his monthly report. **Motion carried 6-0.**

Discussion took place on the MABAS Agreement. There seems to be confusion on the Authority's involvement. SKCFA did sign the original agreement; however has not signed the revised agreement because of the lack of clarity on the HazMat portion of the agreement.

Carlin moved, seconded by Gatlin to remove the Fire Chief job posting. The HR committee was going to get a recommendation from the AC and report back to the board. Carlin withdrew the motion pending further guidance from the AC.

Planning Committee – None.

New Business

Proposed Budget 2017-2018 – Locey presented the proposed 2017-2018 budget. The budget is in alignment with the 20 year plan. There is not an increase in the proposed funding. An estimate of allocation by municipality was presented. Two remaining months will be included in the final allocation amounts. Representatives are to present the budgets to their respective boards and report back at the December meeting.

Locey noted the grant requests for matching funds would be covered by funds not expended for those particular items. Locey recommends the Board sign the Memorandum of Understanding for the grant submission. Adams moved, seconded by Smith to sign the MOU. **Motion carried 6-0.**

Old Business

MABAS Update – Covered earlier in the meeting.

Retention & Recruitment Plan – Tabled.

Members Time

Smith acknowledged with the election of officers scheduled for next month, he is not interested in serving as the chair. It has been his pleasure to serve during the past few years and he has been able to accomplish the objectives he set out to complete. Smith would recommend Gatlin serve as chair and requested the board consider this option.

Ulsh noted he will be working with a co-representative to the Authority. Ken Hovenkamp and Ulsh will alternate meeting months.

With there being no further business, Smith adjourned the meeting at 7:55 pm.

Todd Carlin, Secretary

Recorded and typed by Tracy Locey.