

**LOOKING GLASS REGIONAL FIRE AUTHORITY
7720 W. Grand River Hwy.
Grand Ledge MI 48837**

**Minutes of Looking Glass Regional Fire Authority Meeting
November 19, 2014
6:00 p.m.**

CALL TO ORDER: The meeting was called to order at 6:00 p.m.

ROLL CALL: Board Members Present: Adams, Smith, Crego, new member Phil Hill and Clark. Mitchell absent with notice.

PUBLIC COMMENT-None

CORRESPONDENCE-There was correspondence from Surety Life Insurance as well as from the company that handled the previous 457 plan.

AGENDA APPROVAL- Motion by Smith, seconded by **Crego** to approve the agenda as presented. **Motion passed.**

APPROVAL OF MINUTES-Motion by **Adams,** seconded by **Smith** to approve the minutes of October 15, 2014 as presented. **Motion passed.**

APPROVAL OF BILL PAYMENT- Motion by Smith, seconded by **Adams** to approve of and pay the bills as presented. **Motion passed.**

REPORTS

Chief's Report- Chief stated that there were a grand total of 57 runs. He has come up with a different way of reporting the fire runs. The firemen are busier than the few runs that are reported as they cover other areas. The air packs are testing in good shape. They have cleaned up some of the upstairs and gotten rid of some stuff. Metro Lansing just received over a million dollars from a grant-this will include some training and equipment. **Chief** discussed a preventative maintenance program for the vehicles.

Chair's Report- Clark stated that they are looking at a possible deficit of approximately \$1-2,000 by the end of the year.

EXEC/FINANCIAL COMMITTEE REPORT- None

FACILITY/EQUIPMENT COMMITTEE REPORT-Smith stated that they are going to do a line item spreadsheet of probable costs of expenditures through 2020 so they can plan for budget purposes. The water heater needs to be replaced; the air conditioner replacement has been tabled. The light bulbs on the light poles were replaced. **Clark** stated that they reviewed a method of doing record keeping.

DISCUSSION/ACTION ITEMS-

1. Discussion /Action on Swale Improvement Uncompleted Work-**Clark** stated that they employed a contractor to improve the swales in 3 areas around the building. The swales are used to remove water from a drainage situation. There is no underground piping for drainage so it's all done by sheet drainage. The swales over the years have had other things washed off the parking lot which has changed the grade. They employed a contractor to change the grades of the swales so they would drain properly. The contractor came, did some excavation and cleaned up some broken asphalt and then left the job site. **Clark** has looked at the work and feels it is inadequate for the needs. The contractor was asked to come back and fix them-he visited the job site several times stating that he would finish the job. After weeks of inactivity, he wrote a letter stating that he felt he spent enough money and that he didn't want to go any further and he was going to walk away from the job basically without payment. The discussion is whether the contractor should be paid all, some or none. The contractor did remove several piles of broken asphalt that was all over the parking lot. It was discussed to pay the contractor for the work that was completed which was the asphalt removal. **Clark** feels that the contractor should be paid for the removal of the asphalt and then he should be offered the chance to come back and complete the job in the spring. **Adams** thinks he should be paid for the asphalt up front as that is completed. The proposed estimate for the asphalt removal is approximately \$200-\$300. The estimate for cutting the ditches is approximately \$200. \$500 is half of the total agreed upon for the project. **Clark** stated there was some value to the ditches that he cut. **Motion by Smith**, seconded by **Adams** to pay Jacob Schafer \$500.00 in settlement of the purchase order written for the grading work. **Motion passed.**
2. Nomination and Election of secretary-**Adams** nominated Phil Hill as the secretary. **Motion passed.**

DISCUSSION AND PUBLIC COMMENT- None

ADJOURNMENT: Meeting adjourned at 6:38 p.m.

Date Approved

, Secretary