

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

**Minutes of Looking Glass Regional Fire Authority Meeting
September 16, 2010
6:00 p.m.**

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

ROLL CALL: Board Members Present: **Clark, Mitchell, Simmons, Crego and Adams. Therrian absent with notice, Chief Fabiano** was also present.

PUBLIC COMMENT: None

CORRESPONDENCE:

There are 5 items of correspondence all of which will be discussed under new business. There is also a summary of attorney's quotes that were received as well as a draft budget.

AGENDA APPROVAL: **Mitchell** added discussion/action on a tape recorder. **Motion by Simmons**, seconded by **Adams** to approve the agenda as amended. **Motion passed.**

APPROVAL OF MINUTES: **Motion by Adams**, seconded by **Crego** to approve the minutes of June 16, 2010 as presented. **Motion passed.**

APPROVAL OF BILLS: Fabiano presented a bill for \$293.40 for light bulbs and such that his firefighter purchased out of pocket. **Motion by Adams**, seconded by **Simmons** the bills dated 7-6-10, 7-21-10, 8-2-10, 8-19-10, 8-30-10, 9-4-10, 9-16-10 with the addition of the bill received that day in the amount of \$293.40. **Motion passed.**

REPORTS:

Chief's Report:

- The fire department responded to a total of 310 calls.
- The annual rate for MERS for 2011 is 6.35%.
- Don Fox received his Associate's Degree in Fire Science from LCC.
- LGRFA's open house is Wednesday October 13, 2010 from 6-8:30 p.m. There will be many activities as well as refreshments.
- The first week in October is Fire Prevention Week and LGRFA firefighters will be visiting Wacousta Elementary, day cares and assisted living homes.
- Deputy Chief Brian Davis left LGRFA and was hired as fire chief of Freeport Texas. Paramedic/Firefighter Bill Fabiano was hired by Grand Rapids Fire Department.

- LGRFA will no longer be fueling at Flying J as they have been bought out by Pilot and are having a hard time getting tax exempt status. They are using Pacific Pride.
- Fire Safety Services are doing some fund raising at local business-they provide all the material that LGRFA hands out to K-5th graders.
- The kitchen door needs to be replaced as there is very little insulation that allows the wind to blow through.
- Fabiano provided an update on the pre-plans. He stated that these plans are from businesses letting them know floor plans, keys, etc. It needs to be done every 3 years.

Chair's Report:

Financial Review-**Clark** commented on the financials of the authority and that the LGRFA is projected to be under budget at years end.

Personnel Committee update-**Adams** stated that new bylaws are in new business.

Equipment Committee Report-**Mitchell** stated that they went to Omaha to inspect the truck. **Mitchell** reported that the equipment committee was satisfied with their inspection of the truck after adding 1 shelving item and changing 1 safety item.

Budget Committee Report-The budget is slightly over \$2000.00 higher than last year.

PENDING BUSINESS: None

NEW BUSINESS:

1. Discussion/Action on Equipment Committee recommendation-**Clark** commented that they want to look at purchasing a small pickup instead of paying a travel stipend and mileage. They would also like to replace 2 computers.
2. Discussion/Action on attorney for LGRFA-They have 3 firms that provided quotes. **Adams** feels McGlinchy has done a good job for them in negotiations. He is with Abbott and Nicholson. **Motion by Adams** seconded by **Crego** to employ the firm Abbott and Nicholson as LGRFA's legal representation. **Motion passed.**
3. Discussion/Action on fire truck payment-**Motion by Simmons** seconded by **Adams** to approve payment of the fire truck in the amount of \$163620.00 and to ask the townships for funding in that amount as well as \$25000.00 to complete the loose equipment purchases. **Motion passed.**
4. Discussion/Action Budget submission to Townships-**Motion by Mitchell** seconded by **Crego** to provide LGRFA's draft budget to the townships. **Motion passed.**
5. Discussion/Action on Board Member stipend-**Mitchell** stated that he would like to change the stipend for the secretary and the chair positions because if you don't make the regular board meeting, then you don't receive your check and he doesn't

feel it is fair that if you miss a meeting you don't get paid considering the amount of work and responsibility that is in those two positions. **Clark** stated that he feels there is an excellent board right now and he wouldn't have a problem paying whether they are at meetings or not but the problem lies in subsequent boards.

Motion by Mitchell to change the stipend policy for the chair and the secretary to a monthly stipend and not a meeting stipend. **Adams** would prefer to leave it the way it is. **Motion died due to lack of support.**

6. Discussion/Action for sharing or contracting services-**Clark** stated that Fabiano and he met with Delta Township about potentially sharing the contracting services. There were no promises or agreements made of any kind. There is talk now at the consortium meetings about regionalization-sharing services, somehow reducing costs. Delta Township would like to discuss sharing services. **Clark** would like to form an ad hoc committee which would include 2 members from Eagle Watertown and other interested parties and come back to the next meeting with a report. **Clark** would like to have Deb Adams, Ken Mitchell, Wendy Simmons and himself on the committee. **Adams** would like the township manager at the meetings as well. **Motion by Adams**, seconded by **Simmons** to create an ad hoc committee consisting of John Clark, Wendy Simons, Ken Mitchell, Deb Adams, Chief Fabiano, and invite Eagle Township Supervisor and Watertown's Manager as well as members of the public for the purpose of discussions with Delta Township regarding the possibility of sharing services. **Motion passed.**
7. Discussion/Action on group annuity contract- There is a voluntary 457 plan which is geared towards municipalities and allows employees to contribute on a voluntary basis to a pension plan. That pension plan is governed by federal laws that have had many amendments. **Motion by Adams**, seconded by **Mitchell** to waive the reading of the resolution. **Motion passed. Motion by Adams**, seconded by **Simmons** to adopt the resolution to adopt a pre-approved volume submitter plan. Motion passed. **Motion by Adams**, seconded by **Simmons** to authorize the Chair to sign the ING application form for the group annuity contract. **Motion passed.**
8. Discussion/Action on bylaw revisions-**Adams** stated that they revised the policy and personnel manual, created a Freedom of Information Act Policy and Procedure, and revised the LGRFA Board Policies. **Motion by Adams**, seconded by **Simmons** that the authority board accept the recommendation of the personnel committee and adopt the LGRFA Policy and Personnel Manual as revised, The LGRFA Freedom of Information Act Policies and Procedures and the LGRFA Board Policy revisions. **Motion passed.**
9. Tape Recorder-Mitchell stated that he is having problems with the tape recorder-it did not record at the last meeting. He would like to purchase a digital recorder at an approximate cost of \$200.00. **Motion by Mitchell** seconded **Crego** to purchase a digital recorder to replace the unit they are currently using. **Motion passed.**

PUBLIC COMMENT-George Weitzel wanted to be sure the new truck would be arriving as he would like a picture of it for Watertown Charter Township's newsletter. Weitzel also commented on LGRFA being approximately \$35,000.00 under budget. He wondered if it included the sick and vacation pay out for former employees. **Fabiano**

stated no as they were part time employees. **Clark** stated that they have budgeted the health insurance policy with a potential to spend all of the high deductible amounts that they have. They have lowered the premiums by negotiating the policies that have high deductibles. Weitzel also requested a copy of the board policies that were just approved. **Mitchell** stated that when he was on his way back from Omaha, they came upon a car accident. Chief Fabiano and Rex were the first on the scene and did a great job.

ADJOURNMENT- Motion by Crego, seconded by **Simmons** to adjourn the meeting.
Meeting adjourned at 7:12 p.m.

Date Approved

Ken Mitchell, Secretary