

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

**Minutes of Looking Glass Regional Fire Authority Meeting
May 20, 2015
6:00 p.m.**

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

ROLL CALL: Board Members Present: Adams, Crego, Hill, Mitchell, Clark and Smith

PUBLIC COMMENT-None

CORRESPONDENCE-None

AGENDA APPROVAL- Motion by Mitchell, seconded by Adams to approve the agenda as submitted. **Motion passed.**

APPROVAL OF MINUTES-Motion by Mitchell, seconded by Smith to approve the minutes of April 15, 2015 as submitted. **Motion passed.**

APPROVAL OF BILL PAYMENT- Motion by Smith, seconded by Mitchell to approve the bill list dated April 15, 2015 and pay the bills as presented. Adams asked about a \$100 donation. (Item #8660) Clarification of this line item was that the Lodge sent a donation to the Fire Department to be used for training. This payment was that donation being sent to Delta for the specific training requested in the letter along with the donation. (*Fire Education Prevention Fund*) **Motion passed.**

REPORTS

Chief's Report- Chief stated that he provided the April response times and numbers. There was a hazmat on Wright Rd and Herbison Rd. It was fertilizer and it took several hours to clean up. The new hot water heater is installed and working well. The garage doors and openers have had the yearly pm's done. All of the bottom safety edges need reversing edges at \$550 per door. There are 6 doors that need to be done. Chief had another company come in and look at the ac and they stated that it didn't need to be replaced, just recharged. The new SBC bottles are in service. 6 old bottles were sold for \$2,100. The engine was towed away from the station with an overheating issue. (recorder stopped). The new refrigerator is in place and working well.

Chair's Report- Clark

The facilities committee will update the board on the Capital Expenditure List and provide and update on plans for document archiving.

Delta township financial report was sent to the board but wasn't included in the packet. Report showed that we were on track with Ambulance income. April Financials: Page 6 of 6 38.4 % should be about 33% at this time so we are over budget at this point. That is because of the payment we made to Delta Township. (First Payment) If that were not the case we would be under budget because of the prepaid insurance. Due to this payment we are really ahead of budget at this time. Last year's budget (2014) was the first year that we went over budget. Page 6 of 6. The last listed line item # 300 001 Expenses show that we went over by \$1133.07 which is roughly 0.25% Reasons for going over were: Pumper Engine repair about \$6000, equipment expenses that were \$2400 building repairs unanticipated of \$2600, utility expenses for \$2300 for about \$13000. We saved money in salaries, fringes, and maintenance agreement and legal expenses of about \$11,200 and a couple other areas of savings. We came pretty close to budget even though we had some very large unanticipated expenses. We were fortunately able to pay the difference out of our fund balance.

FACILITY/EQUIPMENT COMMITTEE REPORT- Committee presented the Capital Expenditure Planning Worksheets to the board for review. The thermal imaging camera is one item that will be coming up in 2016. The committee is trying to make sure there are comments on the larger dollar items. Costs are projected through 2025. This appears to be a good document for future planning & budgeting. Committee was asked to make a few formatting changes and comment clarifications so that it could be ready to submit to townships for their use. Chief Roman noted that we should add SCBA packs to the list. (Special Systems Category)

The committee is still working on digital archiving.

DISCUSSION/ACTION ITEMS-

1. Discussion/Action on selection of engineering services for parking lot. –Have in this year's budget an item to engineer the parking lot. Hopefully we can wait until least 2023 if possible. John made the recommendation that we wait and not spend the money for an engineering study this year.
2. Discussion /Action on Disposal of Records-The records need to be surveyed. EMS records need to be kept for 10 years and they need to follow the General Retention schedule #18 for Local Fire and Ambulance Depts.
3. Discussion/Action on 2014 Budget Amendments-**Motion by Mitchell**, seconded by **Adams** to make the budget adjustments as presented on the sheet (2014 Budget Amendments Sheet, Page 1 of 1) for January 2014-December 2014. **Motion passed.**

DISCUSSION AND PUBLIC COMMENT- The audit is starting. The disposition of the mower needs to be resolved. Per the depreciation schedule it still had some value. (\$ 651.00)

The county is working with central dispatch to set up a new 911 tower. Install has been delayed. May wind up being moved to a new location.

ADJOURNMENT: Motion by Mitchell, seconded by Smith to adjourn. Meeting adjourned at 6:53 p.m.

Date Approved

, Secretary