

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

**Minutes of Looking Glass Regional Fire Authority Meeting
July 15, 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 Smith, seconded by **Mitchell** to approve the agenda as amended to include electronic payments. **Motion passed.**

APPROVAL OF MINUTES-Motion by Adams, seconded by **Mitchell** to approve the minutes of May 20, 2015 as submitted. There was no June meeting. **Motion passed.**

APPROVAL OF BILL PAYMENT- Motion by Smith, seconded by **Mitchell** to approve the bill list as presented. **Motion passed.**

REPORTS

Chief's Report- None. A written report was included in the packet.

Chair's Report- None

EXECUTIVE/FINANCIAL COMMITTEE-The June financial sheet was provided.

FACILITY/EQUIPMENT COMMITTEE REPORT-Clark stated that there is a capital expenditure report provided that includes 12 years. He would like to send it to the townships. **Mitchell** discussed digital archiving. He stated there is issues with the scanner and network and once the issues are corrected this can move along.

DISCUSSION/ACTION ITEMS-

1. Discussion/Action on disposal of records-**Clark** would like to leave on the agenda for the future.
2. Discussion /Action on send the townships capital expenditure projections-**Motion by Smith**, seconded by **Crego** to send the capital expenditure projections to the townships for their use. **Motion passed.**

3. Discussion/Action on policy for disposal of unneeded/obsolete assets-**Motion by Adams**, seconded by **Mitchell** to adopt the Disposal of Department Policy dated July 15, 2015. **Motion passed.**
4. Discussion/Action 2016 draft budget-The draft budget is less than last year's budget partly because there was less money spent. The budget committee reviewed it and recommended it be adopted as a draft budget. **Motion by Mitchell**, seconded by **Crego** to approve the 2016 draft budget and forward it to the townships. **Motion passed.**
5. Discussion/Action on electronic payments-The current process is cumbersome and many items could be paid via e-transfer. The current protocol is that checks are dropped off at the station and then 2 people have to stop by the station and sign them. Many of the bills are routine. **Motion by Smith**, seconded by **Adams** to sign up for auto pay based on document shown on bill pay which provides normal routine bills. **Motion passed.**

DISCUSSION AND PUBLIC COMMENT- **Mitchell** stated that regionalizing fire services was brought to the Clinton County Commissioners. The commissioners felt that the local municipalities are managing that and the county does not want this at this time.

ADJOURNMENT: **Motion by Adams**, seconded by **Smith** to adjourn. **Meeting adjourned at 6:26 p.m.**

Date Approved

, Secretary