

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

**Minutes of Looking Glass Regional Fire Authority Meeting  
September 21, 2016  
6:00 p.m.**

**CALL TO ORDER:** The meeting was called to order at 6:02 p.m.

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

**PUBLIC COMMENT-**None

**CORRESPONDENCE-**None.

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

**APPROVAL OF MINUTES-Motion by Clark,** seconded by **Adams** to approve the minutes of August 17, 2016 as submitted. **Motion passed.**

**APPROVAL OF BILL PAYMENTS- Motion by Clark,** seconded by **Crego** to approve the bill list as presented dated for September 20, 2016. The Chief will investigate a lab test fee before paying that bill. **Motion passed.**

## **REPORTS**

**Chief's Report-**The Chief stated they did a training with Lansing Community College and commented on a specific incident on August 4<sup>th</sup>.

**Chair's Report-**The budget was sent to the townships and both townships approved it.

**EXECUTIVE/FINANCIAL COMMITTEE-** No other report other than the budget approval. Financials still look favorable for being under budget for the year.

**FACILITY/EQUIPMENT COMMITTEE REPORT- Hill** will call Jim Foster at ZFE a call to check on progress of survey work. They have had not had any questions thus far prior to working on the design.

Chief Roman asked if some sort of barrier could be put up to prevent more traffic to prevent additional deterioration of the drive on the side. Facility committee to look into other options and contact the state to prevent trucks from using the drive area around the facility especially during the winter.

**DISCUSSION/ACTION ITEMS-**

1. Discussion/Action on Independent Auditor's Report-The audit report was provided but not everything was changed. There needs to be a fund balance correction. A formal statement needs to be sent to the townships of how much fund balance is and ask to keep it with the reasons why. Steve will draft this letter. **No action taken.**
2. Discussion/Action on Staffing Statistics Email-The chief discussed numbers. **No action taken.**
3. Discussion/Action on Landscaping/Lawn Care (updates)-**Adams** asked if other options were available. It was suggested to consider the possibility of having someone else provide lawn maintenance, perhaps Watertown Township. The facilities committee will put together a letter of recommendation.
4. Discussion/Action on Asphalt Drive/Parking (updates)-The committee will contact ZFE and find out the status from them to report at the next meeting. **No action taken.**

**DISCUSSION AND PUBLIC COMMENT-** The Board needs to look into renewing the agreement with the townships. They wish to thank the chief for keeping the station operating so well.

**ADJOURNMENT:** Motion by **Clark**, seconded by **Mitchell** to adjourn the meeting. **Meeting adjourned at 6:55 p.m.**

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Date Approved

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, Secretary