

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

**Minutes of Looking Glass Regional Fire Authority Meeting  
May 21, 2014  
6:00 p.m.**

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

**ROLL CALL: Board Members Present: Clark, Smith, Crego, Rademacher, Mitchell and Adams. Also present Assistant Chief Roman.**

**PUBLIC COMMENT-**None

**CORRESPONDENCE-** The townships actions on LGRFA board member compensation was provided as well as proposed revised Delta/LGRFA Service Agreement.

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

**APPROVAL OF MINUTES-**Minutes will be approved at next meeting.

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

## **REPORTS**

**Chief's Report- Assistant Chief Roman** went over the chief's report. There were a total of 45 EMS runs and 33 fire runs. Burning permits are going well and are available on line. The June 14<sup>th</sup> training/house burning on Jones Rd. has been cancelled due to an asbestos abatement. There are 3 new full time paramedic/firefighters on staff now. The chief discussed training and licensure for staff.

**Chair's Report-** Both townships have now approved the proposed service agreement and will get it signed and delivered. Joe Smith, Eagle Township resigned and Steve Smith has taken his place. **Clark** stated that he contacted MERS and they will not have their reports done and available until late June.

**EXEC/FINANCIAL COMMITTEE REPORT-** Financials- They are on track financially.

## **FACILITY/EQUIPMENT COMMITTEE REPORT-**

Facilities-**Mitchell** stated that he is looking into communications headsets. The Chief will order wireless headsets tomorrow. **Mitchell** stated that the bathroom needed some slight repairs such as moving the toilet paper dispenser. **Mitchell** stated that they are still working

on checklists and depreciation schedule. **Clark** stated that there are routine invoices such as Consumers that he suggests the Chief codes so that they are paid in a timely manner. Any non routine items should be taken up by the committee and referred to the board. **Clark** discussed scanning board packets and outside correspondence, audit, etc. and storing records electronically-a file structure must be developed to accomplish this task. **Mitchell** stated that met with American Asphalt and discussed the parking lot and how to get rid of all of the water. The kitchen door on the building's north elevation has been taken care of as well.

#### **DISCUSSION/ACTION ITEMS-**

1. Discussion/action on lawn mowing-**Clark** stated that in the agreement with Delta Township there is an exhibit B that states Delta Township will mow the lawn. It is unclear if that means they will furnish the labor and equipment or just the labor. LGRFA has always furnished a mower. Delta will mow the lawn for \$1000.00; and LGRFA will provide an agreement for these tasks. **Motion by Adams**, seconded by **Smith** to enter into agreement for mowing with Delta Township at a cost of \$1000.00 with specific number of mowings and other details as approved by the chair. **Motion passed.**
2. Discussion/action on paving repair-**Clark** stated that there are a number of quotes and scenarios and there is about 1220 square feet that needs to be repaved.
3. Set date for budget review-**Adams** and **Clark** will establish a date.
4. Discussion/action on service agreement-LGRFA will coordinate obtaining township signatures and delivery of the signed document to all parties.

#### **DISCUSSION AND PUBLIC COMMENT- None**

**ADJOURNMENT: Meeting adjourned at 7:03 p.m.**

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Date Approved

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, Secretary