

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

**Minutes of LGRFA Special Executive and Facilities meeting
June 10, 2014
9:00 a.m.**

CALL TO ORDER: The meeting was called to order at 9:00 am.

ROLL CALL: Present: Mitchell, Rademacher, Crego, Clark, Smith and Adams was absent with notice.

Clark stated that **Mitchell** is to be the spokesperson to Chief Roman on maintenance issues.

Clark stated that the Facilities Committee needs to develop a list of capital items to give to the township boards. The list needs to be developed; a rough draft provided at the July meeting and then finalize the list. **Clark** stressed that this list is not just for vehicles. It would be ideal for this list to be final by September 2014. **Clark** is working on the budget-a draft for July and a final draft to townships by September. Record keeping-LGRFA has purchased a scanner and is looking at the filing structure-perhaps filing digitally. The secretary would be responsible for this. Document revision will be addressed when Adams returns. Pavement discussion-Professional Services Incorporated (PSI) provided a pavement report. They discovered that there is a fair amount of damage to the parking lot especially on the eastern portion. It appears that construction for paving may not have been done as required by plans and specifications. **Clark** is going to write a letter and try to get some relief from the company that did the parking lot in the first place. LGRFA has a quote from American Asphalt that says they can patch about 1270 square feet, saw cutting those areas out and replacing it with asphalt with a depth of 3.5-4.5". **Clark** stated that the drainage has to be fixed-that is a priority. There is a drawing that shows a drainage plan. Snow removal by MDOT is an issue-they drop a plow and salt and use LGRFA as a turn-around.