

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

**Minutes of Looking Glass Regional Fire Authority Joint Facility and Executive Meeting
March 19, 2014
5:15 p.m.**

CALL TO ORDER: The meeting was called to order at 5:15 p.m. with The Pledge of Allegiance.

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

1. Review committee activities to date-**Mitchell** listed some things that have been discussed-equipment list, room temperature, invoices, 5 year improvement plan, contract lists, minutes policy, etc. They are working on the inspection sheet, record keeping, etc. Everything should be stored as a PDF so accidental changes can't be made. **Mitchell** is looking into a scanner to scan and store documents. **Mitchell** is looking at some old computers that are sitting around. There needs to be a spring cleaning. **Mitchell** is still developing a checklist.

2. Special emphasis activities-
 - Develop list of major capital expenditures and assign responsibilities
 - * Identification of capital item
 - * Probable time frame for replacement
 - * Obtain cost information for replacement
 - * Develop time frame for report to LGRFA and townships
 - LGRFA record keeping
 - * In what media will records be stores
 - * Equipment and storage units required
 - * Location of record keeping
 - * Responsible party for record keeping
 - * Time frame for implementation
 - LGRFA document revision
 - * Identify documents to be updated
 - * Establish time frame for update

Mitchell stated that he will come up with a time frame. **Adams** stated that the manuals were updated in 2010 and need to be again.

ADJOURNMENT: Meeting adjourned at 5:55 p.m.

Date Approved

, Secretary