

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

**Minutes of Looking Glass Regional Fire Authority Meeting
May 20, 2009
6:00 p.m.**

CALL TO ORDER: The meeting was called to order at 6:00 p.m. with The Pledge of Allegiance.

ROLL CALL: Board Members Present: **Therrian, Clark, Mitchell, Adams and Crego. Simmons absent with notice.** Chief Fabiano was also present.

PUBLIC COMMENT: None

CORRESPONDENCE: There were thank you cards from the Morris family as well as a contract renewal from the bookkeeper. The board committees were also provided with the following changes: Wendy Simmons is on the personnel committee and Therrian has relinquished his position on the personnel committee but remains on the finance committee.

AGENDA APPROVAL: **Adams** recommends the FOIA and Fee Schedule that is under the Chief's report be added to new business. **Motion by Adams, seconded by Crego** to approve the agenda as amended. **Motion passed.**

APPROVAL OF MINUTES: **Motion by Adams, seconded by Mitchell** to approve the minutes of April 15, 2009 as presented. **Motion passed.**

APPROVAL OF BILLS: **Motion by Mitchell**, seconded by **Crego** to approve the bill lists as presented. **Clark** asked about a medical management check for \$450.00. **Schaffer** responded that they are billing for Eagle Township and Eagle Township will pay this bill. **Motion passed.**

REPORTS:

Chief's Report:

Chief Fabiano stated that the Department of Natural Resources annual grant application is due July 17. It is for personal protection gear, radios, etc. It is mainly to do with wildfires. He is seeking approval to write a grant for new fire helmets which would total about \$5,000. LGRFA would have to come up with half of that amount.

Fabiano put together a capital outlay depreciation schedule on the vehicles. Clinton County Fire Chiefs had a special meeting to deal with radio transmission problems. **Fabiano** stated that the county paid for the police cars to have computers in them and now it is time to upgrade them. It will cost about \$15,000.00 per 50 of the police cars. The fire chiefs had the meeting for support of upgrading their antennas which if the county pays for the police computers would not allow any money for the antennae upgrades.

Fabiano stated that Delta Township recognized a couple of LGRFA personnel for their efforts in trying to save a person in a Delta Township fire.

Fabiano reported that LGRFA was at the Habitat party in the park.

Fabiano received a quote for the sign repair and that will be happening shortly.

Adams asked if a copy of the LGRFA packet is sent to each of the township's clerks. **Clark** responded that they will make sure that it happens.

The Committee went back to public comment at this time. Deb DeVries stood and said thank you to LGRFA. A friend of hers lives next door to a call that LGRFA responded to in 2006. She presented a framed picture named "Duty Before Dawn". She appreciates when not only public servants risk their lives but go above and beyond what a normal citizen would do for their day to day job. She purchased the picture at an auction benefiting her friend and wanted to present it to LGRFA.

Chair's Report:

Financial Review- **Clark** reported on the financials of LGRFA.

Equipment Committee Update-**Mitchell** commented that they would like to use a company called "Bidbridge" in requesting bids for a new pumper. There is no cost to LGRFA-the winning bidder is the one who pays a percentage of their bid back to Bidbridge.

Personnel Committee Update-**Adams** reported that personnel committee did not meet.

PENDING BUSINESS:

1. Discussion/Action on fire truck- **Clark** stated they have notified the townships about how much the truck will cost. He needs to know how much it is going to cost so he can get that price to the townships. **Motion by Mitchell**, seconded by **Crego** to start the bidding process for the procurement of a new pumper truck. **Motion passed.**

NEW BUSINESS:

1. **Discussion/Action on 2010 budget**-LGRFA is requesting less than a 2% increase over last years' budget. This item will be moved to pending business for next month.
2. **Discussion/Action on DNR grant**-**Chief Fabiano** stated that he would write the grant. The only costs would be that it is a 50/50 grant match. It would be about \$5,000.00 to replace the 30 helmets that need to be replaced anyways. **Motion by Adams**, seconded by **Therrian** to allow the Chief to apply for a DNR grant for the purpose of replacing helmets. **Motion passed.**
3. **FOIA Policy and Fee Schedule**-**Fabiano** stated that they have never had a FOIA or Fee Schedule and states that they are getting more and more FOIA

requests for pictures of the fire runs, etc. **Schaffer** stated that the authority has charged for copies in the past but not labor. **Clark** feels that this needs to be added as a board policy. **Adams** stated that it will need to be sent to the attorney after the policy is done as there are HIPAA laws that need to be considered. The Personnel committee will look into this matter.

PUBLIC COMMENT-Patti Schafer reported on the audit process. The auditors may contact any board member and ask questions.

Schafer stated there is about \$9,200.00 that has been received as donations and contributions that can be used for the authorities half of the helmets.

ADJOURNMENT- Motion by Adams, seconded by **Crego** to adjourn. **Meeting adjourned at 6:50 p.m.**

Date Approved

Ken Mitchell, Secretary