



Station #1  
517-651-2638

Station #2  
517-675-5121

## Laingsburg • Sciota • Woodhull

### Emergency Services Authority

7425 Woodbury Road  
P.O. Box 96  
Laingsburg, Michigan 48848



Ambulance  
Division

517-651-2638

### L.S.W. EMERGENCY SERVICES COMMISSION MINUTES

Proposed August 16, 2017

The regular meeting of the L.S.W. Emergency Services Authority was called to order by Chairman Fred Kline on Wednesday, August 17, 2017, at 6:00 p.m. at Station I Fire Hall at 7425 Woodbury Rd., Laingsburg. Members present: Kline, Cross, Sparkes, Jelenek, Austin & McDougall. Absent: None.

Also present: Chief Larry C. Sparkes, Asst. Chief Betts other officers, staff and Deputy Secretary, Amber Waldburger.

Moved by Sparkes, seconded by Cross to approve the minutes of July 19, 2017, with the discussed correction by Jelenek to add that his proposed policy had been tabled. All in favor, motion carried.

Moved by Austin, seconded by McDougall to approve the Treasurer's Report, subject to audit with correction to bank account name from First Merit to Huntington. All in favor, motion carried.

The Chief handed out run logs for the fire and the ambulance. The Fire Department had 34 runs, and the Ambulance had 22 runs for the month; 2017 year to date has 358 Fire calls and 258 Ambulance calls.

Moved by Sparkes, seconded by Kline to accept a letter of resignation of Larry C. Sparkes from the L.S.W. Emergency Services effective September 1, 2017. All in favor, motion carried. The Board expressed their gratitude for his 30+ years of service.

Moved by Sparkes, seconded by Jelenek to move Betts into the Chief position, effective September 1, 2017. All in favor, motion carried.

Moved by Cross, seconded by Kline to move McDougall into the Assistant Chief position. Jelenek questioned whether or not there was a conflict with McDougall as Assistant Chief because of his role on the L.S.W. Board. It was determined that there was no conflict. Roll Call Vote: Ayes – Kline, Jelenek, Sparkes, Austin, Cross. Recused: McDougall. Motion carried.

Jelenek's draft proposal for a Capital Outlay Policy Procedure was tabled until the next meeting. Discussion ensued regarding what is covered in a Capital Outlay fund. Jelenek urged the Board to take the next 30 days to review the Interlocal Agreement as well as his proposed policies and come back with any suggestions or changes. He would like to see both his tabled proposals on the next agenda, as he believes that we are not satisfying the requirements of the Interlocal Agreement without written procedures.

Moved by Sparkes, seconded by McDougall to assign Austin to look through any written Policies and Procedures to see what is missing. All in favor, motion carried.

Moved by Cross, seconded by McDougall to pay the bills as approved: check #6382 thru check #6408 in the amount of \$11,955.13 dated 7/25, 8/8, 8/11 and 8/16, from the General Fund and the Payroll from the Trust and Agency Fund using direct deposits in the amount of \$41,125.90 dated 7/28, 8/11 and 8/16. Roll call vote: Ayes – Kline Jelenek, Sparkes, Austin, Cross & McDougall. Nays – None, absent –None. Motion carried.

Cross made a motion to appoint a committee from the Board to evaluate the Chief and Assistant Chief according to their job description and bring the evaluation back to the Board. McDougall seconded. Jelenek questioned whether this was something that was already covered in the Interlocal Agreement. Roll Call Vote: Ayes – Cross, McDougall, Kline. Nays: Austin, Jelenek, Sparkes. Motion denied.

Moved by Cross, Seconded by McDougall to adjourn the meeting. All in favor. The meeting was adjourned at 6:50 p.m.

Amber Waldburger  
Deputy Secretary