



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 October 18, 2017

The regular meeting of the L.S.W. Emergency Services Authority was called to order by Chair Fred Kline on Wednesday, October 18, 2017, at 6:00 p.m. at Station I Fire Hall at 7425 Woodbury Rd., Laingsburg. Members present: Kline, Cross, Sparkes, Jelenek, Austin and McDougall. Absent: None.

Also present: Chief Rick Betts, other officers, staff, and Secretary, Paula Willoughby.

There was no Public Comment.

Moved by Sparkes, seconded by Cross to approve the minutes of September 20, 2017, as presented. All in favor, motion carried.

Moved by Cross, seconded by McDougall to approve the Treasurer's Report, subject to audit. All in favor, motion carried.

Moved by Cross supported by McDougall to authorize the repairs to the furnace at a cost \$428.52. Roll call vote: Ayes – Kline, Jelenek, Sparkes, Austin, Cross and McDougall. Nays – None, absent –None. Motion carried.

The Chief handed out run logs for the fire and the ambulance. The Fire Department had 50 runs, and the Ambulance had 24 runs for the month; 2017 year to date has 443 Fire calls and 321 Ambulance calls. Practice for the month included extrication and an all-day (10 hour) training session that was practical and classroom oriented. A new windshield was put in the 130 Ambulance. LSW was able to reach 525 children in schools during Fire Prevention month. Board member Jelenek asked about annual physicals and would like Chief Betts to look into giving each employee an annual physical.

Moved by Sparkes, supported by Austin to amend the Lease Agreement between Woodhull Township and LSW Emergency Services Authority regarding paragraph 5 and 6 to address who is responsible for the maintenance and repairs and the liability insurance. Roll call vote: Ayes – Kline, Jelenek, Sparkes, Austin, Cross and McDougall. Nays – None, absent –None. Motion carried.

Moved by Cross, supported by Kline to authorize providing Dean Butler with his total hours worked from February 2012 through November 2016 as our records indicate: 5,075.5 hours over the time period requested. All in favor, motion carried.

Moved by Cross, supported by McDougall to approve the 2016-2017 Audit. Roll call vote: Ayes – Kline, Sparkes, Austin, Cross and McDougall. Nays – Jelenek, Absent –None. Motion carried. Jelenek had concerns regarding audit comments and would like to contact the auditor to clarify his findings in writing. Jelenek would also like to hire the auditor for an additional fee of \$85 per hour to assist with reporting.

The Board stepped out of the room to look at the new ambulance that had just been delivered. Discussion ensued regarding the Draft Proposal for a written Capital Outlay Procedure. Jelenek resigned as Treasurer.

Moved by Jelenek, supported by Austin to approve the proposal for Capital Outlay Policy/Procedure. Roll call vote: Ayes – Kline, Jelenek, Sparkes, Austin, Cross and McDougall. Nays – None, absent –None. Motion carried.

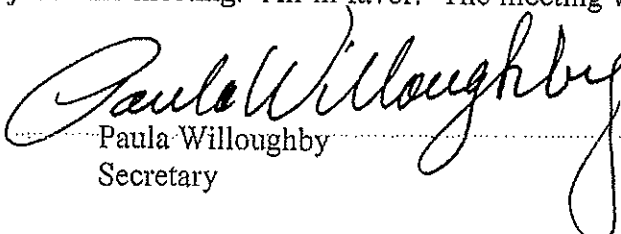
Moved by Sparkes and supported by Cross to move the proposal for Fiscal and Budget Policy/Procedure to the November agenda in order for the Board to review the proposal further. All in favor, motion carried.

Moved by Cross, seconded by McDougall to pay the bills as approved: check #6426 thru check #6443 in the amount of \$10,264.08 dated 10/18; EFTs for Consumers Energy and TDS in the amount of \$713.25 from the General Fund; and the Payroll from the Trust and Agency Fund using direct deposits in the amount of \$18,144.13 dated 10/06 and 10/20. Roll call vote: Ayes – Kline, Sparkes, Austin, Cross and McDougall. Nays – None. Abstain – Jelenek. Absent – None. Motion carried. Cross pointed out that the Interlocal agreement requires a vote unless there is a financial interest, at that time Jelenek stated his vote would be a No, motion carried even with the correction.

Moved by Cross, supported by Sparkes to complete the door-lock changes at Station II. Roll call vote: Ayes – Kline, Jelenek, Sparkes, Austin, Cross and McDougall. Nays – None, absent –None. Motion carried.

Moved by Cross, supported by Kline to authorize John McDougall to find a buyer for the 2008 Chevy Ambulance for an amount not less than \$20,000. Roll call vote: Ayes – Kline, Jelenek, Sparkes, Austin, Cross and McDougall. Nays – None, absent –None. Motion carried.

Moved by Sparkes, Seconded by Kline to adjourn the meeting. All in favor. The meeting was adjourned at 8:07 p.m.


Paula Willoughby
Secretary