



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

Approved November 15, 2017

The regular meeting of the L.S.W. Emergency Services Authority was called to order by Chair Fred Kline on Wednesday, November 15, 2017, at 6:01 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: Officers, staff, and Secretary, Paula Willoughby.

There was no Public Comment.

Moved by Sparkes, seconded by McDougall to approve the minutes of October 18, 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.

Run logs were handed out for the fire and the ambulance. The Fire Department had 54 runs, and the Ambulance had 30 runs for the month; 2017 year to date has 497 Fire calls and 351 Ambulance calls.

Moved by Cross, supported by Austin to have the Chief or Assistant Chief reduce the insurance coverage on the 2008 Chevy Ambulance to storage after the new ambulance is put into service and the 2008 is taken out of service. All in favor, motion carried.

Discussion on the Proposed Fiscal and Budget Policy/Procedure was moved further down on the agenda until Randy Meder, Auditor, arrives.

Moved by Cross, seconded by Sparkes to pay the bills as approved: check #6444 thru check #6461 in the amount of \$14,275.58 dated 11/13; EFTs for Consumers Energy and TDS in the amount of \$673.43 from the General Fund; and the Payroll from the Trust and Agency Fund using direct deposits in the amount of \$39,126.66 dated 11/03, 11-15, 11/16 and 11/17. Roll call vote: Ayes – Kline, Sparkes, Austin, Jelenek, Cross and McDougall. Nays – None. Abstain – None. Absent – None. Motion carried.

Chairman Kline opened the floor to the board to bring other items of discussion. Jelenek turned in a list of comments. Cross made a motion and it was supported by McDougall that any future policies that are approved by the LSW Board be kept at Station I and with the Chairman of the board to be available to anyone. Roll call vote: Ayes – Kline, Sparkes, Austin, Jelenek, Cross and McDougall. Nays – None. Abstain – None. Absent – None. Motion carried.

Randy Meder, Auditor, arrived 6:25p.m. He discussed the general audit process and findings. He stated that LSW has a "clean audit opinion". LSW has been audited evaluating the financial practices against the State of Michigan's requirements. The Authority's internal control and budget are in compliance with the law.

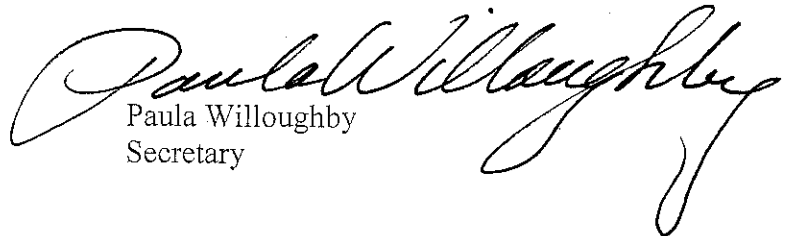
In the list that was presented by Tom Jelenek, item #10 stated that there were: "two persistent audit review comments from 2013 and 2017 recommending action. They have yet to be addressed." The Board asked Randy to explain the comments. Randy stated that those are standard language typically found in the audit of organizations similar to LSW and that there was no recommended action required. The board was satisfied that there was not an issue to be addressed. The Board thanked Randy for attending and answering their questions.

Moved by Sparkes, supported by Cross to require two bids for any expenditure in excess of \$1,000 be brought to the board prior to purchase, this procedure is not required for vehicle maintenance and repairs. Roll call vote: Ayes – Kline, Sparkes, Austin, Jelenek, Cross and McDougall. Nays – None. Abstain – None. Absent – None. Motion carried.

Moved by Cross, supported by Sparkes to require that claims be submitted to the insurance company for any physical damage to Equipment and Property or any injury to personnel. Roll call vote: Ayes – Kline, Sparkes, Austin, Jelenek, Cross and McDougall. Nays – None. Abstain – None. Absent – None. Motion carried.

Moved by Austin to approve the proposal for Fiscal and Budget Policy/Procedure. Motion died lack of a second.

Moved by Sparkes, Seconded by Kline to adjourn the meeting. All in favor. The meeting was adjourned at 7:38 p.m.

  
Paula Willoughby  
Secretary